Searching for an Existing Customer

There are multiple ways to search for an existing customer.

AMS Sales

1) [Login](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to the **Sales** side of Agile.
2) Click the **Customer icon**. 
3) Type a**Keyword** to search for the customer (last name, phone number, email, customer #, etc.) and click the **Search** button.



POS

1) [Login](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to the **Sales** side of Agile.

2) Click the **POS** icon.



3) Click the **Search** icon.



4) Enter the customer's information and click **Search**.

 

Administration

1) [Login](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to the **Administration**side of Agile.

2) Expand the **Customer Relations** folder and click the **Customers** icon.



 3) Enter the customer's information and click **Search**.



***NOTE:***If the customer is not coming up, try searching for a limited amount of information (ex. last name only). To broaden the search range, do not check the Exact Name Match or Search For Business boxes.