

How to Search for Card Fueling Accounts

Using the Filter Records input field:

1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.

The screenshot shows the 'Search Accounts' window with the 'Account' tab selected. The 'Contains' filter is set to 'Account Number'. The table displays 26 records with columns: Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price. The first few records are:

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
10058881	CF Test	10058881	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPROPRIET
10058882	CF Test	10058882	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW
10058883	CF Test	10058883	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
10058884	CF Test	10058884	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
10058885	CF Test	10058885	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	

2. In **Filter Records** input field, enter filter criteria/ keywords.

The screenshot shows the 'Search Accounts' window with the 'Account' tab selected. The 'Contains' filter is set to 'Account Number'. The input field contains the keyword '1005881'. The table displays 1 record with columns: Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price. The first record is:

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
1005881	CF Test						✓	DS1	IC01	

3. Press **Enter** key on your keyboard. Filtered accounts matching the entered keyword/s will be displayed. Number of records will also be displayed as shown below:

The screenshot shows the 'Search Accounts' window with the 'Account' tab selected. The 'Contains' filter is set to 'Account Number'. The input field contains the keyword '1005881'. The table displays 1 record with columns: Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price. The first record is:

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
1005881	CF Test						✓	DS1	IC01	

Using the Advanced Search feature:

1. Press **Backspace** until the word is not display to remove the filter. Click the **Arrow down** button. This will add a new box with drop-down list of Account search screen columns.

The screenshot shows the 'Search Accounts' window with the 'Account' tab selected. The 'Contains' filter is set to 'Account Number'. The input field contains the keyword '1005881'. The table displays 1 record with columns: Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price. The first record is:

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
1005881	CF Test						✓	DS1	IC01	

This will add a new box with drop-down list of Account search screen columns.

Search Accounts

Close

Account Vehicle Cards Account Network X-Ref

Open Selected New Export Columns View Export Account Import Card Export Card Credit Lockout 1 record

Account Number Contains 1005881 + Add Filter - Clear Filters

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
1005881	CF Test						✓	DS1	IC01	

Account Number
Account Name
Phone
Address
City
State
Zip Code
Customer Active
Discount
Schedule
Invoice Cycle
Local Price
Profile

Border

2. Select a column. This will display the **Condition** and the **Keyword** boxes.

Account Number Contains

+ Add Filter - Clear Filters

3. Select the condition and enter keyword. Press Enter key. This will display the card accounts that match the criteria entered.

Search Accounts

Close

Account Vehicle Cards Account Network X-Ref

Open Selected New Export Columns View Export Account Import Card Export Card Credit Lockout 1 record

Account Number Contains 1005881 + Add Filter - Clear Filters

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
1005881	CF Test						✓	DS1	IC01	