

Search For Customer Comments

Last Modified on 07/06/2022 4:20 pm PDT

Go to **Customers**.

You can add comments about your customers in their customer records. You can [add](#), [view](#), or search the comments in the comments field of the Customer Information section. Your customer will not be able to see these comments.

To search a comment:

1. Select the filter icon.
 2. Click on ***Search***.
 3. Type the text you wish to search. Click on ***Add Filter***. The search results will show all customer records that match the text you entered.
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