



DICE Products & Technical Documentation

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# Account Number Search

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# Account Number Search

Throughout Matrix, users can search for and select account numbers via the **Account Number Search** table (Figure 1). The following documentation instructs users on how to interact with the **Account Number Search** table.

Account Number	Company Name	St. No	Dir	Street Name	Branch	Dealer	Panel Type	By Name	City	ZIP Code
DLRZZZZZZ	ZZZZZZZ DEALER					ZZZZZZZ		ZZZZZZZ DEALER		
101000011	ZWYER, DONALD & JUDITH	45		RED COAT ROAD	PRO	100	MOOSE Z11	ZWYER, DONALD &	WESTPORT	06880
103000454	ZWILLINGER, EUGENE	45		MURRY HILL ROAD	PRO	100	FBI 1236	ZWILLINGER, EUG	SCARSDALE	10583
101000100	ZWICKER, ROBERT P.	198		STEEP HILL ROAD	PRO	100	693	ZWICKER, ROBERT	WESTON	06883
105001100	ZWART, MARION & ELISE	123		WOODWAY ROAD	PRO	100	2730	ZWART, MARION &	STAMFORD	06907
110001101	ZWANG, MR. & MRS.	19		CENTRAL DRIVE	PRO	104	NAPCO 900	ZWANG, MR. & MR	GLEN HEAD	11545
DY0015766	Zuzana Herkess	46			VSI	DYN			York	17405
DY0006104	Zuzana Herkess	46			PRO	DYN			York	17405
PTI-03902	ZUTELL RESIDENCE	6		ANPELL DRIVE	PRO	303			SCARSDALE	10583
110002206	ZUPANSKI RESIDENCE	55		OLIVER RD	PRO	220		ZUPANSKI RESIDE	BEDFORD	10506

(Figure 1)

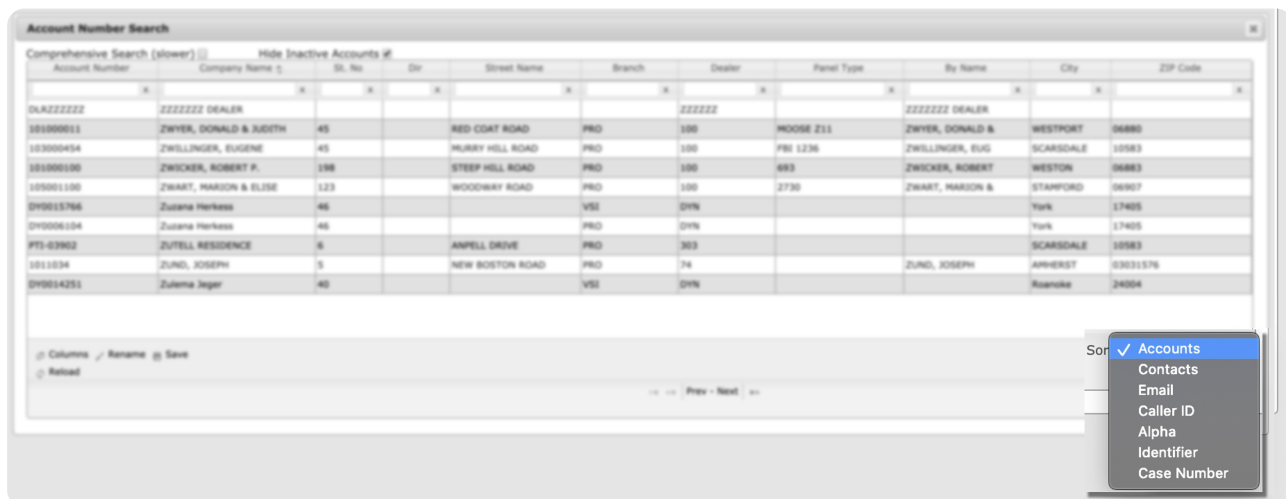
## Table Options

Users can interact with the table via the available toolbar and selector options. These options and their functions are defined below.

Option	Function
Comprehensive Search	Searches for the input criteria in any part of the search results, not just from the beginning. When the comprehensive search is <i>not</i> selected, the system searches for information matching the criteria as input.
Hide Inactive Accounts	Conceals accounts labeled as <i>inactive</i> from the table view. In the above screenshot, the accounts in <b>red</b> are inactive.
Columns	Allows users to update what column information will display in the table. For instructions on managing table columns, see the documentation available <a href="#">here</a> .
Rename	Allows users to update the column names as necessary. For instructions on managing table columns, see the documentation available <a href="#">here</a> .
Save	Preserves any table changes (e.g. column layout or name changes) as default so the updated table configuration will display the next time the user views the page. This option applies to the user's personal profile <i>only</i> .
Reload	Refreshes the table to display up-to-date information.

## Table Sort

Users can also refine the displayed account information by using the available **Sort** dropdown options (Figure 2). These options and their functions are defined below.



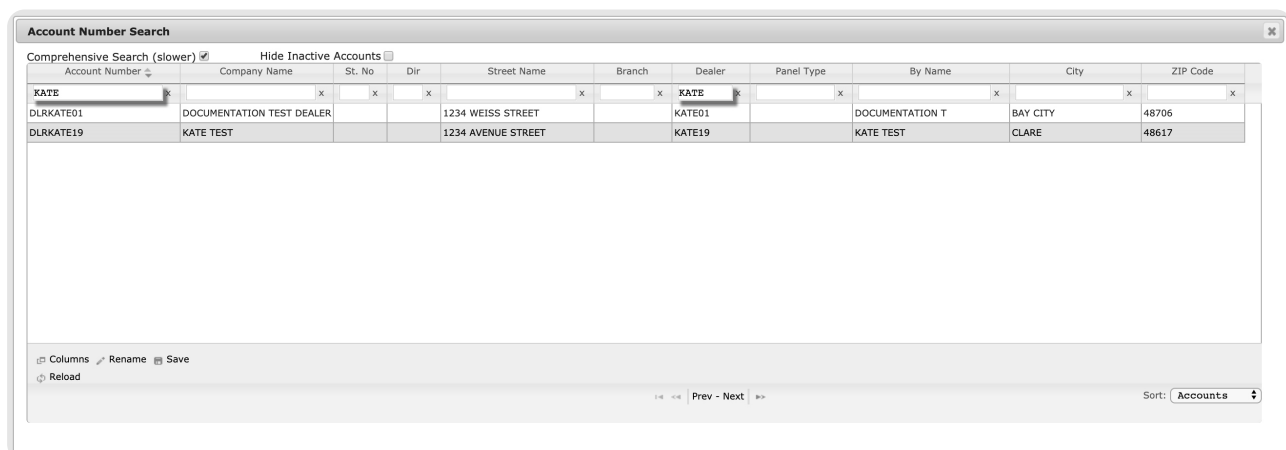
(Figure 2)

Option	Function
Accounts	Displays all subscriber accounts based on their account number within the system.
Contacts	Displays all contacts assigned to accounts within the system.
Caller ID	Displays all phone numbers assigned to accounts within the system.
Case Number	Displays all case numbers assigned to accounts within the system.
Email	Displays all email addresses assigned to accounts within the system.
Identifier	Allows the user to select any custom identifiers they wish to sort account numbers by within the table.

Selecting **Save** after selecting a sort option will preserve the table to automatically display the selected sort information the next time the user views the **Account Number Search** table.

## Table Search

Users can input information into the available column search field to refine the displayed account information (Figure 3).



(Figure 3)

Users can then select the desired account they wish to view within Matrix.

