

Search For Customer Comments

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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 for a comment:

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