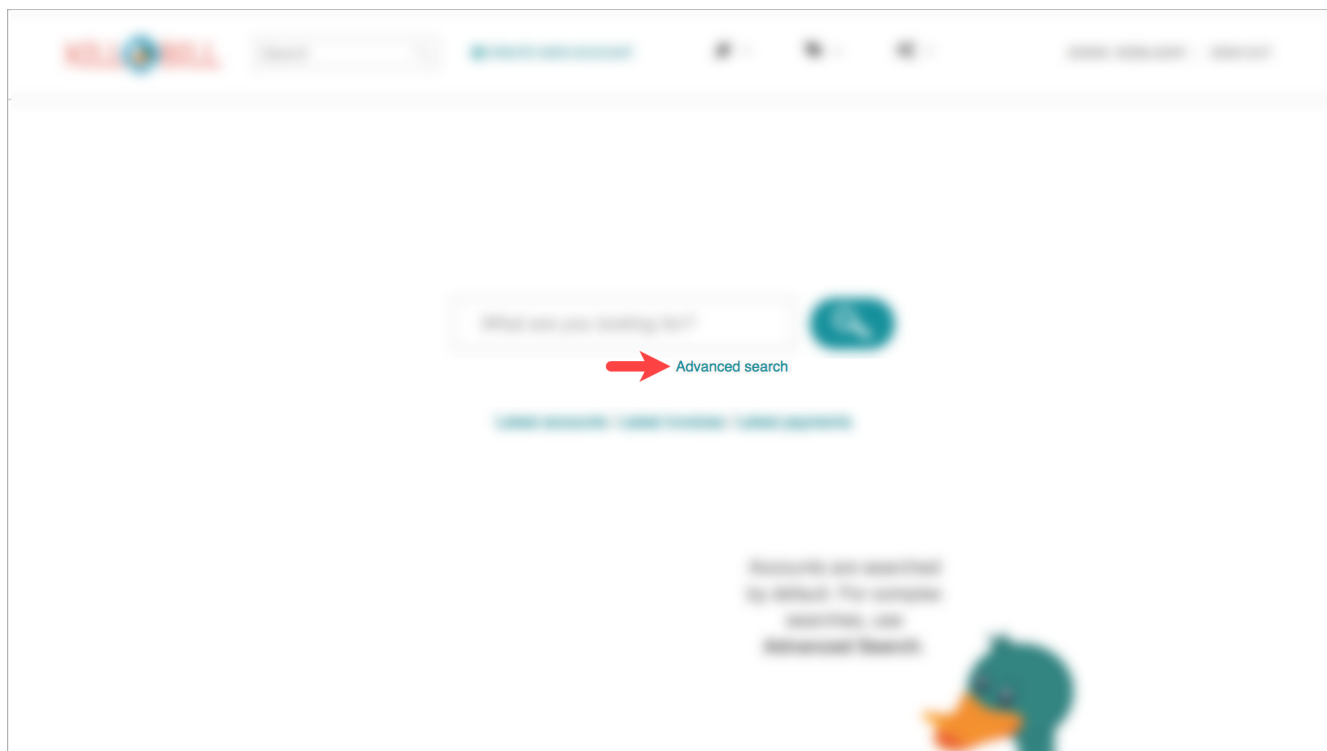


To perform an advanced search:

1. On the homepage, click **Advanced search**:



Kauai displays the Advanced Search popup:

**Advanced Search** ×

Search for

Object type

ACCOUNT

▼

Search by

▼

☐ Fast search (find first exact match)

SEARCH

Search query

FIND:ACCOUNT FOR:

2. In the **Object type** field, select the object type you want to search for:

Advanced Search

Search for

Object type

ACCOUNT

Search by

ACCOUNT

BUNDLE

INVOICE

CREDIT

CUSTOM\_FIELD

INVOICE\_PAYMENT

INVOICE

PAYMENT

SUBSCRIPTION

TRANSACTION

TAG

TAG\_DEFINITION

Search query

FIND:ACCOUNT FOR:

- In the **Search for** field, enter the identifier (ID) of the object you're searching for. (*Example: If you're searching for a specific invoice, type in the invoice number.*)

#### NOTE

**Note:** In addition to searching with an ID, some object types can be searched for using an external key, such as the customer account.

- If you want Kaui to search and display the first record in the search results, click the **Fast search** checkbox.
- Click the Search button. Kaui displays the search results.