

# Search Accounts - Improvements Made to Search Screen (16466) [Enhancement]

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The following enhancements have been applied to the Search screen:

## 1. Keyboard-friendly:

- Each search field on the Search screen supports keyboard entry and responds to the tab key. Upon typing in a search field, the system will generate a list of matching options. Navigate down the list using the arrow keys, and press "Enter/Return" to select the desired option. Users can then utilize the Tab key to move to the next field.
- Search results allow for user to navigate the list with arrow buttons and make a selection using "Return/Enter" key.
- Keyboard shortcut to open the Search screen:
  - Mac: Opt + Shift + S
  - PC: Alt + Shift + S

2. Work Orders, Invoices, References, and Purchase Orders have been separated into individual searchable options.

3. Status filters have been added and are displayed below the Search Type and Search field. By default, all filters are applied. To make selections, use either the Tab and Enter/Return keys or your mouse, then click "Search" to filter the results.

4. Tooltip summary added to returned results and display upon hover.

5. Search results will display inactive accounts/sites at the bottom of the list.



An overview of the enhanced Search screen can be viewed here: [Search Screen](#)

SEARCH TYPE	DIVISION	ACCOUNT CLASS	BILL GROUP						
Accounts	Example	CORPUS, DAYTON, HILL	COMMERCIAL	Annual Billing					
SEARCH									
4 records									
ACCOUNT ID	NAME	STATUS	OLD ID	ADDRESS	ACCOUNT CLASS	SALES REP	BILL GROUP	TERM	DIVISION
18535	Example Account 4 2 sites	Credit Hold 6 days	DAY-416	1234 COUNTY ROAD 6481 DAYTON, TX 77535-4468	COMMERCIAL	Aliena Somers	Annual Billing	Net 20	QAWASTE
48982	Example Account 3 1 site	Credit Hold 6 days		1111 W Main St Alhambra, CA 91801-3514	COMMERCIAL	House Account	Annual Billing	Net 20	QAWASTE
48983	Example Account 2 1 site	Active 167 days		2222 S Lake Ave Pasadena, CA 91101-3002	COMMERCIAL	House Account	Annual Billing	Net 20	QAWASTE
48990	Example Account 1 1 site	Active 156 days		3333 W Valley Blvd San Gabriel, CA 91776-3760	COMMERCIAL	House Account	Annual Billing	Net 20	QAWASTE

Pathway: [Accounts](#) > [Search](#)