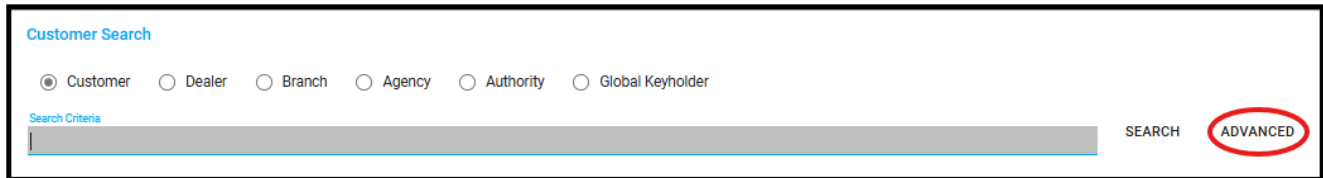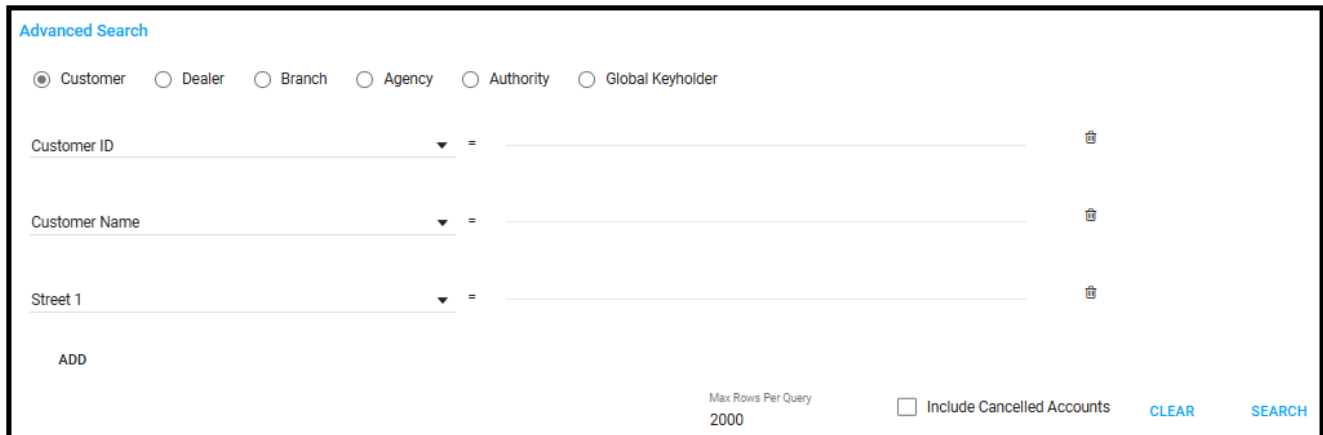# DEALER Guide - BoldNet - Searching

Finding customers in BoldNet is quite simple and can also be highly detailed.

We already covered how to quickly drill into a customer record through your statistics. But, if your customer is not easily accessible in your statistics, it is still easy to find them using the search features in BoldNet. To launch the search feature, click the search icon (⬚) in the title bar. There, you can type any letters or names that you wish to find the customer you seek. *Remember! Less is more!* The customer search looks for the typed letters, in the order typed, within the ID, Name, Address, Contacts, Password, and other Customer fields.

It is also possible to do an **advanced search** with several search parameters by clicking the word **Advanced**. Here you can enter different parameters and together narrow down the results.

Search Wildcards

- **Asterisk (*) -** Anything before the typed value. (Asterisk is assumed after the typed words)
- **Question Mark (?) -** A single-character replacement to search for any one letter or value in the string. Such as Sm?th to find Smith and Smyth.
- **Square Brackets ([]) -** Allows searching for the values within the brackets in that search location. Such as [y, i] for Smith and Smyth.

Once you find the customer you want, a simple click loads that customer record into your screen.