

Customer Screen

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Overview

The *Customer List* screen is the very first screen presented when users log into Cumulus.

By default, no customers will be returned in the list when the user first lands on this page. To find a customer, users can perform a [quick search](#), or use the comprehensive search filters below the main menu.

If more than one customer is returned in the search, the list of matching customers will be displayed for the user to choose from.

If one customer is returned in the search, the user is taken directly to the customer screen of the account.

Customer Search

Search fields are grouped into 3 columns:

- The left-hand column contain fields based on unique numbers, names and account attributes or groupings.
- The centre fields contains fields based on the *primary contact* or *billing contact* for the account.
- The right column contains fields related to information stored from systems or organisation-related information such as the **Registration number (ACN/ABN)**.

If your company subscribes to the [Agents](#) module, an Agent check box enabling users to filter a list containing only Agent accounts.

Once a search has been performed, click the *Account ID* of the customer to view the Customer.

Customer Screen Overview

The customer screen is the area where all customer information is presented to users of Cumulus. The number of tabs and sub tabs available to users will depend on the following factors:

- The Emerson modules your company has subscribed to
- Module permissions the user has enabled
- Powers the user has enabled.

Customer Screen Sub-Tabs

Each sub tab of the customer screen is listed here. Access to some of the content of each tab, or even to see the tab itself will depend on the modules your subscription includes.

Click on each sub tab to learn more about its purpose and function.

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