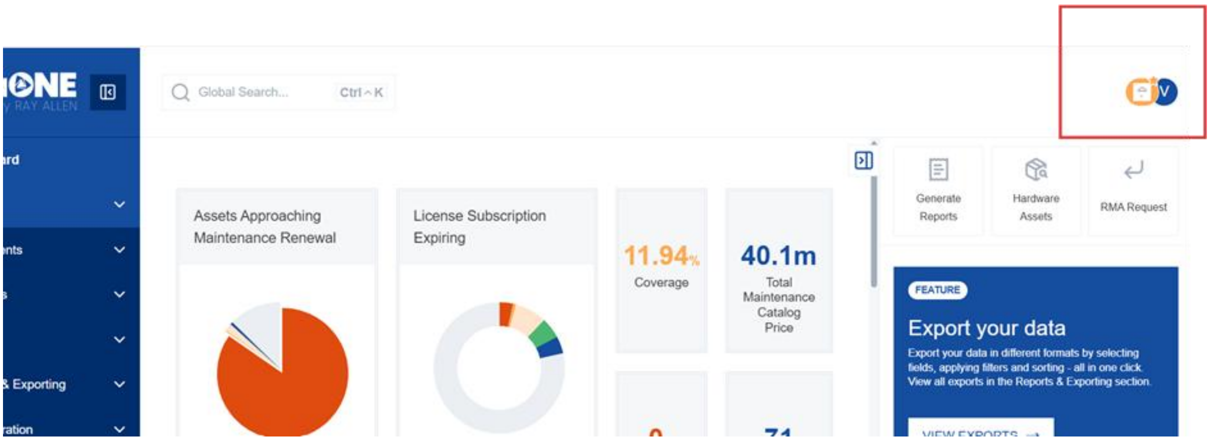
# General > Business Unit Selector

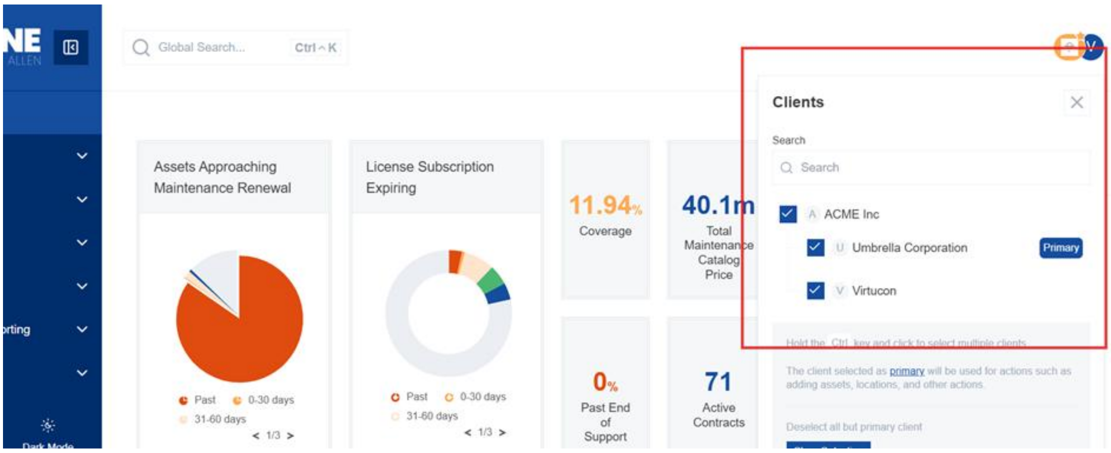
## Accessing the Business Unit Selector

A **Business Unit** represents the logical grouping of users, data, and assets that belong to a specific client, partner, or sub-organization within a tenant (reseller). The business unit selector is located in the top right-hand corner of the main dashboard page.




## Selecting a Customer Tenant

1. **Locate the Selector:** On the main dashboard, click on the customer selector in the top right corner.
2. **View Options:** If you have access to multiple customer tenants, you will see a list of options. If you only have access to one, you will see an icon associated with that tenant.
3. **Choose a Client:** Click on the client you want to view data for.

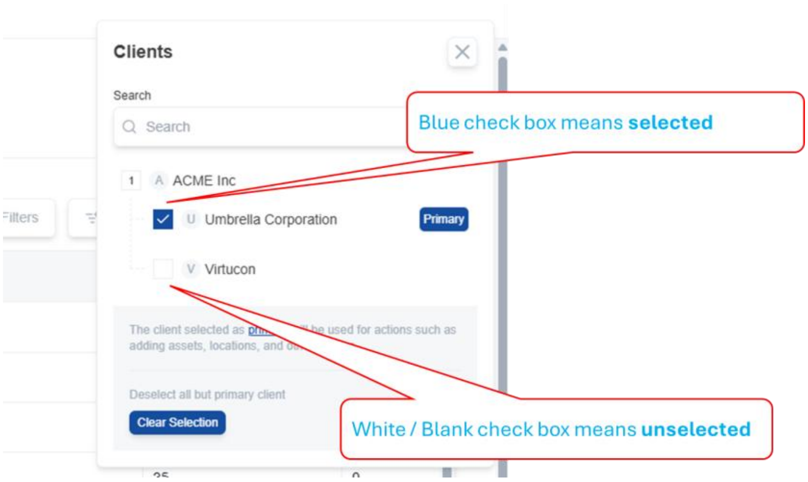


After clicking on a client, the data displayed in NexaONE will be specific to that client.

## Selecting Multiple Customers

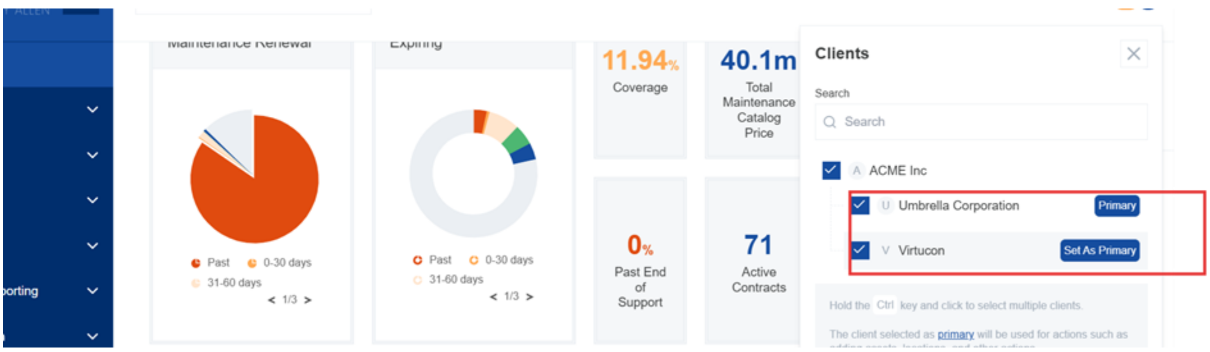
1. **Hold the Control Key:** To select multiple customers, hold down the "Control" key (or the "Apple" key on Macs).
2. **Select Customers:** While holding the key, click on each customer you want to select.

You can select or deselect customers one at a time while holding the control key. When the client name has a blue check box this means the client is selected. If there is no checkmark next to the client, they are not selected.




## Setting a Primary Customer

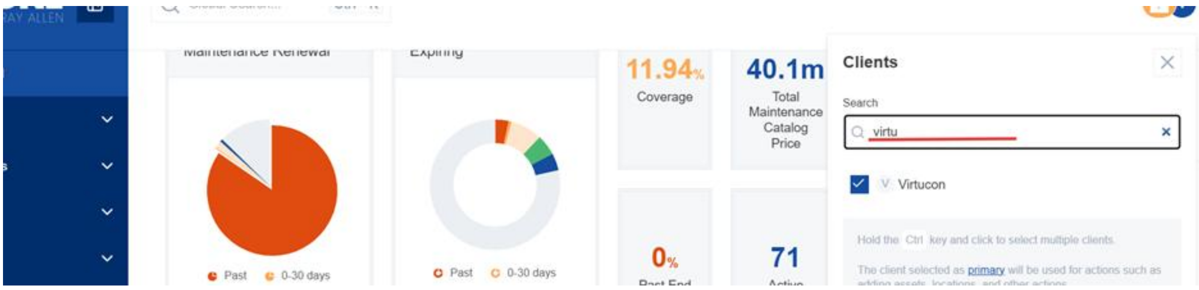
1. **Identify the Primary Button:** When multiple customers are selected, you'll see a "Set as Primary" button next to each customer.
2. **Click "Set as Primary":** Click the "Set as Primary" button for the customer you want to designate as primary.



The primary customer is used for actions that can only be performed on one customer at a time.

## Searching for a Customer

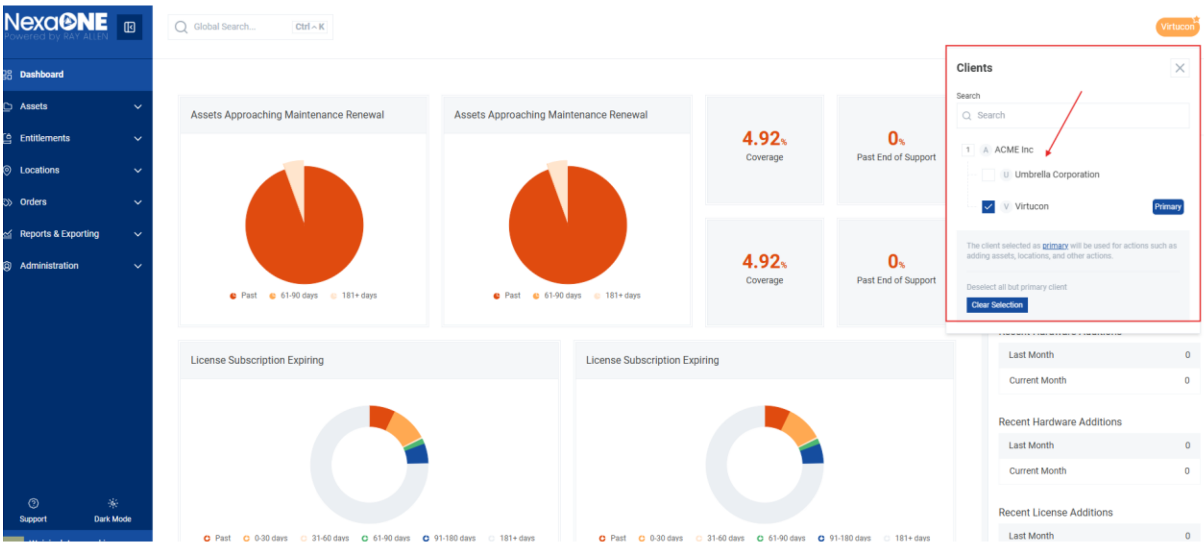
1. **Use the Search Bar:** If you have many customers to choose from, use the search bar at the top of the selector.
2. **Type to Filter:** Begin typing the name of the customer you are looking for to filter the list.




This will quickly narrow down the options to the customer you need.

## Removing a Selected Customer

1. **Click the "✅" checkbox:** Once a customer is selected, an "✅" check mark appears next to their name in the selector.
2. **Remove the Customer:** Click the "✅" check mark to remove the customer from your selection.



3. The icon at the top will update to reflect the currently selected customer(s). The icon displayed for a customer will either be a graphic (if one has been uploaded) or the abbreviation of the customer's name.