

NorthStar Icons

Standard User Entry Icons

NorthStar uses icons and mouse clicking to move throughout the software.

Find



Advanced Find



Add Record



Edit/Update Record



Delete Record



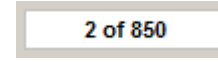
Go to First Record



Go to Previous Record



Browse & Record Count



Go to Next Record



Go to Last Record



Undo Changes to Record



Print



Refresh



Refresh – A change occurred in the database by a user. Click to accept changes.



Save Changes



Cancel Changes



Help – opens to a help webpage



Account Gateway Icons

Account Activity Calendar



Recent Activity



eDocs



Account Number Change



Add Multiple Accounts



Decrypt Secure Data



Scan Old Accounts



Gateway Payment
Cashiering batch must begin with QP (Quick Pay)



Profile Icons

Load Selected Profile



Save Current Profile



Delete Selected Profile



Account Balance History Icons

Reprint BJ/AJ/LF Journal or CR



Re-Print - Bill



Monthly Average



Retrieve Bill *Future enhancement for launching InfoSend Bill Print*



Journal PDF *Not available for WPPI Members*



Equal Payment



Electric Usage History / Water Usage History / Sewage Usage History / Gas Usage History Icons

Chart



Excel



Call Maintenance Icons

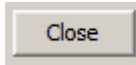
Move In



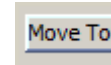
Move Out



Close Information



Moving within Town



Linked Call



Apply Filter



Cashiering Entry Icons

Print Receipt



Balance Check



Open Drawer



Setups Icons

Copy Current Record

