

CREATING FAVORITES IN NORTHSTAR

Follow the instructions below to create a Favorites menu within NorthStar. This allows the user to quickly access commonly used tables without searching and opening multiple folders.

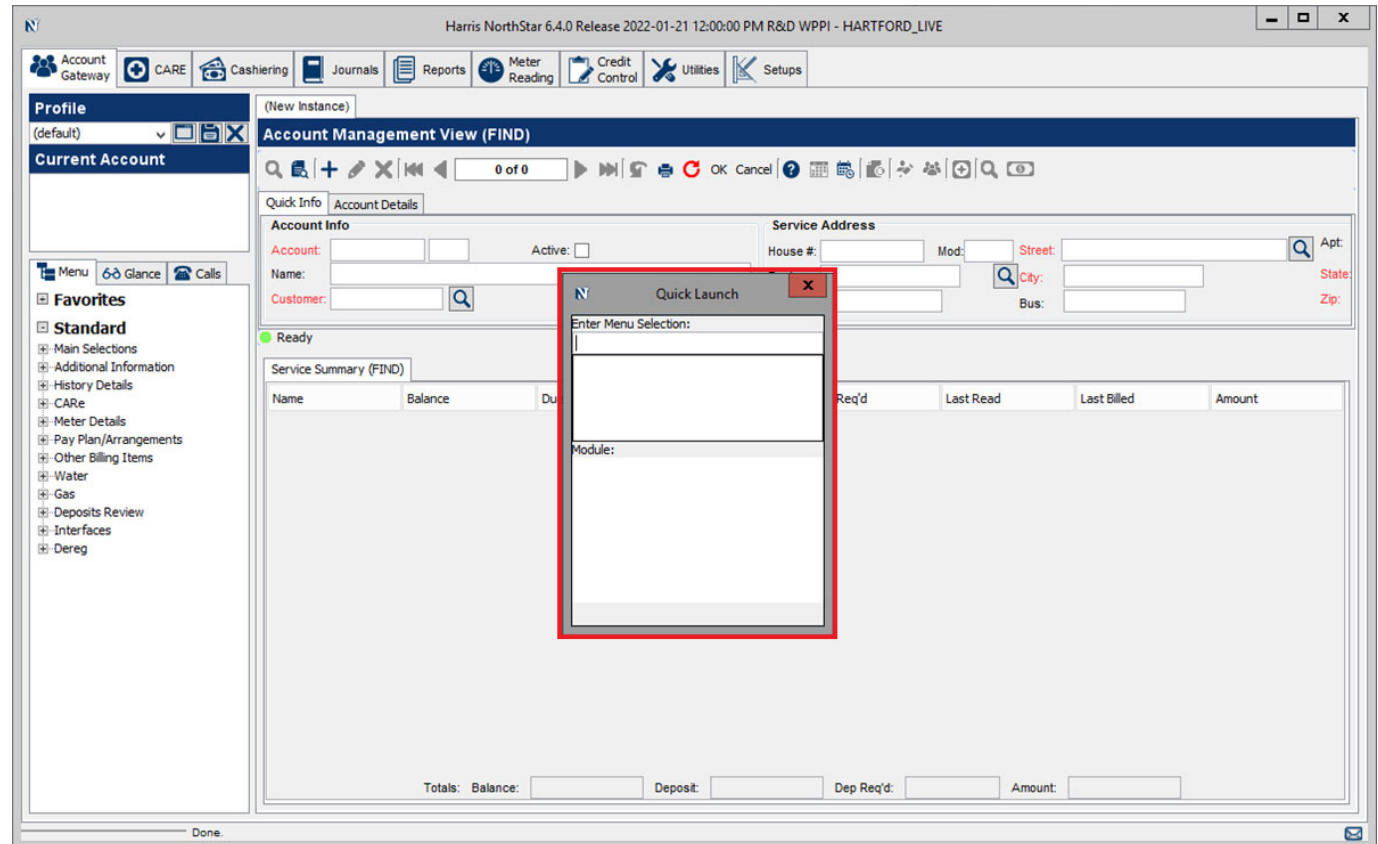
Note: The example used within this document creates a Favorite for the Electric Meter Maintenance table. This process may be used to create a Favorite for any table within NorthStar.

Step-by-Step Procedure

Opening NorthStar.

Use the keyboard command **CTRL + O** (Control O)

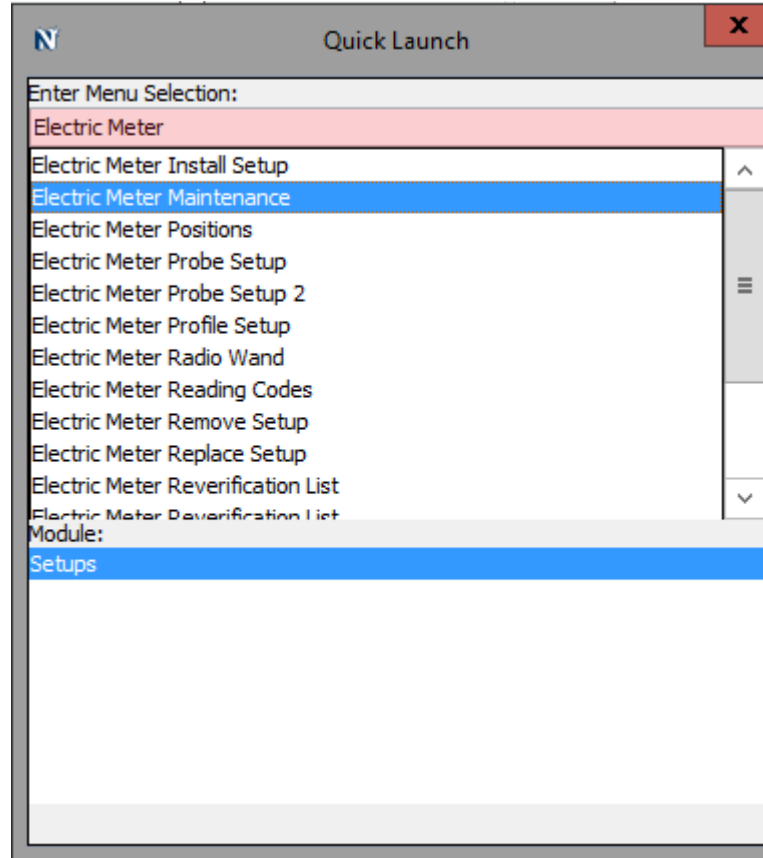
The **Quick Launch** window appears.



In the Quick Launch table, enter the words **Electric Meter**

This search returns multiple table names.

Double click the table called **Electric Meter Maintenance**.



The Electric Meter Maintenance table opens on the **Setups** module (tab).

Harris NorthStar 6.4.0 Release 2022-01-21 12:00:00 PM

Account Gateway CARE Cashiering Journals Reports Meter Reading Credit Control Utilities **Setups**

Electric Meter Maintenance (FIND)

0 of 0

Meter Number: Serial Number: Status:

Account Info

Account:

Service address:

Cycle: Route: Walk:

Meter Positions	Additional Meter Info	Meter Read History Info	Probe Setup	Radio	Reading Codes
Meter Maintenance	Meter Location History	Meter Test History			Meter Accuracy Info

Billing Info

KVa Demand: Billing Type: Pulse Meter:

KWh Decimal: Meter Multiplier: CT Ratio: CT

KW Decimal: Billing Multiplier: PT Ratio: PT

Meter Type Info

Meter Type Code:

Manufacturer: Amps: Element: Range:

Display Type: Volts: Cycle:

Base Type: Number of Dials: Wire: Phase:

Meter Dates

Purchase Date: Purchase Cost:

Installation Date: Install Number:

Disposal Date: Current Reverify Year:

Seal Year/Month: Previous Reverify Year:

Seal Date: Seal Number:

Meter Data

Subgroup: Field Note:

Program ID: Inventory Number:

Tamper Flags: Accuracy Standard:

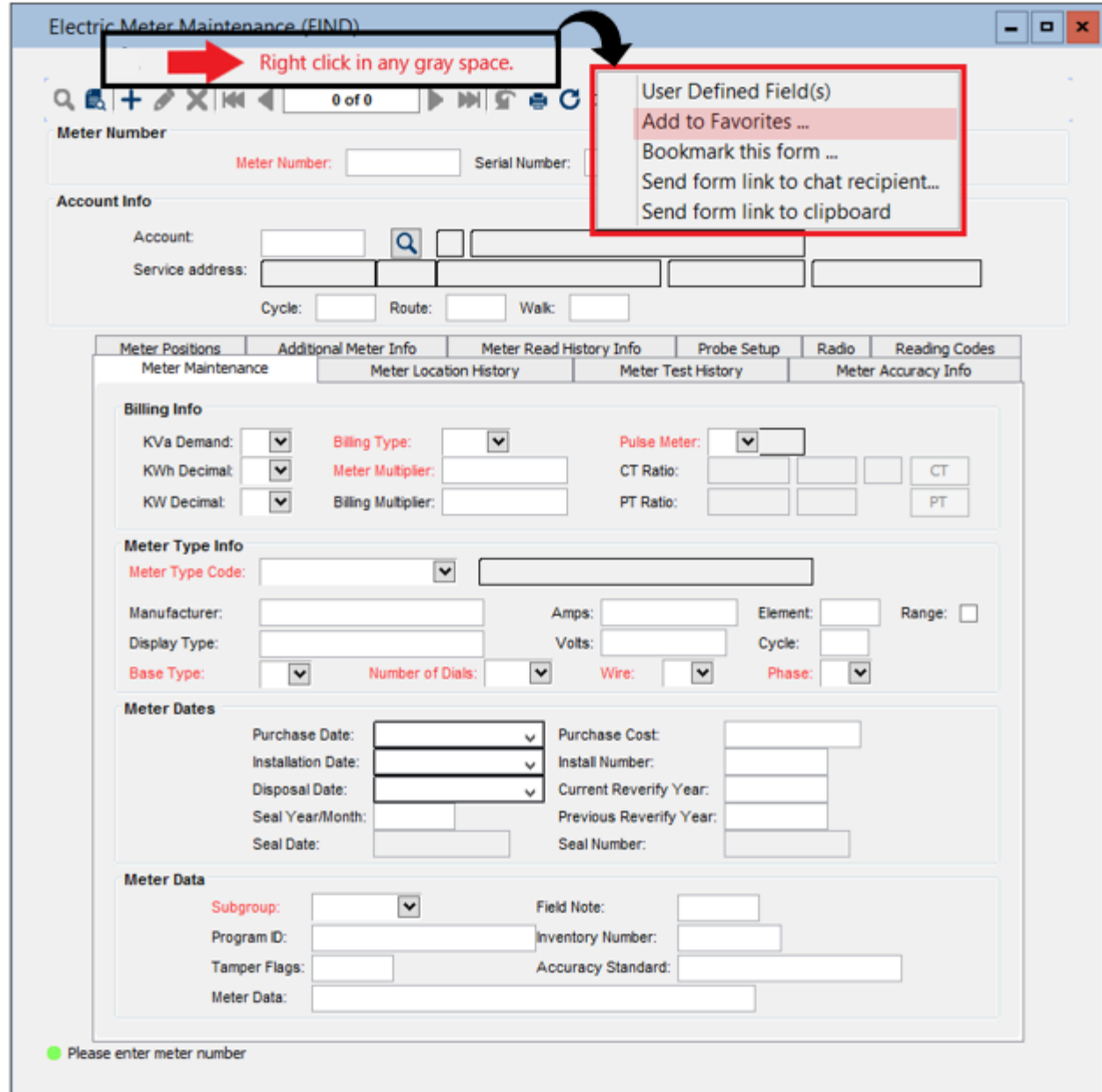
Meter Data:

● Please enter meter number

On the Electric Meter Maintenance table, right click anywhere within the gray screen.

A popup window appears.

Click on **Add to Favorites**.



A new popup window appears.

Select the location for the Favorites link. The default is the module/tab the table is located.

Click **OK** to save.

The screenshot shows the 'Electric Meter Maintenance (FIND)' application window. A 'Favorites Manager - Add Favorite' popup window is overlaid on top, showing a 'Choose Location: (Current is Selected)' dropdown menu with 'Setups' selected. The background window contains various form fields for meter information, including Meter Number, Account Info, Billing Info, Meter Type Info, Meter Dates, and Meter Data.

Electric Meter Maintenance (FIND)

0 of 0

Meter Number: Serial Number: Status:

Account Info

Account:

Service address:

Cycle: Route:

Billing Info

KVa Demand: Billing Type:

KWh Decimal: Meter Multiplier: CT Ratio: CT

KW Decimal: Billing Multiplier: PT Ratio: PT

Meter Type Info

Meter Type Code:

Manufacturer: Amps: Element: Range:

Display Type: Volts: Cycle:

Base Type: Number of Dials: Wire: Phase:

Meter Dates

Purchase Date: Purchase Cost:

Installation Date: Install Number:

Disposal Date: Current Reverify Year:

Seal Year/Month: Previous Reverify Year:

Seal Date: Seal Number:

Meter Data

Subgroup: Field Note:

Program ID: Inventory Number:

Tamper Flags: Accuracy Standard:

Meter Data:

Please enter meter number

From the left-hand menu, expand the Favorites folder.

The newly created favorite will appear.

Going forward follow these steps:

1. Opening NorthStar,
2. Move to the Setups module,
3. Expand the Favorites folder,
4. Open the Electric Meter Maintenance table.

