

## General

### Account Lookups

The fields shown below may be used to help you quickly find the Account you are seeking, and are available throughout the Utility Billing application:

Account	<input type="text" value="1"/>	-	<input type="text"/>	Find
Name	<input type="text" value="2"/>			Find
Book/Seq	<input type="text" value="3"/> 0	<input type="text" value="4"/> 0		Find
Address	<input type="text" value="5"/>			Find
Location	<input type="text" value="6"/>			Find

Select ONE of the following fields:

- 1. Account:** Enter partial account number and click “Find”. The “Lookup” window will appear. See page 2 for a view of the ‘Lookup’ window and directions for its use.
- 2. Name:** Enter partial name and click “Find”. The “Lookup” window will appear. See page 2 for a view of the ‘Lookup’ window and directions for its use
- 3. Book/Seq:** Enter a book number (**3**), and sequence number (**4**) and click “Find”. The “Lookup” window will appear. See page 2 for a view of the “Lookup” window and directions for its use.
- 5. Address:** Enter partial address (physical location, NOT mailing address) and click “Find”. The “Lookup” window will appear. See page 2 for a view of the ‘Lookup’ window and directions for its use.
- 6. Location:** Enter partial location (physical location, NOT mailing address) and click “Find”. The “Lookup” window will appear. See page 2 for a view of the “Lookup” window and directions for its use.

## General

### The “Lookup” Window

The Lookup window will appear when you have entered partial information (anything other than a full, valid and unique piece of account information) as described above and clicked “Find.”

The order in which this information appears will be based upon the field selected above.

Account no.	Name	Book/Se	Location	Address
110460004-	SAMFORD, FRED	1/1060	DARBY HILL	DARBY HILL RD
110460006-	MATILDA, WALTZING	1/1070	DARBY HILL	DARBY HILL RD
110460011-2	TWAIN, MARK	1/1100	DARBY HILL (11A)	DARBY HILL RD
110480003-	BALBOA, ROCKY	1/1140	BEZANSON RD	BEZANSON ROAD
110480006-	DAVIS, SAMMY	1/1150	BEZANSON RD	ROCK RD
110490012-	HAWKEYE, JOHN	1/1430	10 WEBB TERRACE	WEBB TR
110490020-	HOLLAND, DABBY	1/1400	WEBB TERRACE	WEBB TR
110720025-	LAFRANCE, WILLIAM	3/10	ROUTE 5	MISSING LINK RD
115000450-001	HOBBS, CALVIN	1/1130	ROCK ROAD	ROCK ROAD
115000570-	FUDD, ELMER	3/70	ROUTE 5	ROCK RD
115000700-	MCQUEEN, LIGHTNING	3/80	ROUTE 5-BELLOWS FALLS	SUN POINTE DRIVE
120830002-	KANE, ROSEBUD	1/1310	SPENCER	SPENCER DRIVE
120830009-	PARTRIDGE, DAVID	1/1330	SPENCER DRIVE	ROCK RD
125000602-	SIMPLETON, SIMON	1/1240	ROCK ROAD	ROCK RD
200490006-	CROFT, LARA	1/1440	HALLADAY'S GREEN HOUSE	WEBB TR
203020005-	ACE, STROKER	1/120	BLDG & LOT 7 POND RD	POND RD
203020008-	VADER, DARTH	1/50	HOUSE AND LOT POND RD	POND RD
203050006-	BEAR, YOGI	3/180	CROTTY DRIVE	CROTTY DR
203060006-	LINCOLN, ABRAHAM	1/150	HSE & LOT BRAMLEY WAY	BRAMLEY WY
203060010-	PIGGY, KERMIT	1/160	HSE & LOT BRAMLEY WAY	BRAMLEY WY

2 Order by  Account number  Name  Book/Sequence  Address  Location

Seek

OK Cancel

1. You may click directly on the account you are seeking and click “OK” to select it, OR you may use your arrow keys to move the highlighter to the account you are seeking, and click “OK” (or hit Enter) to select it.
2. **Order:** You may choose the order in which information will appear by clicking on the circle next to: “Account number” to sort by Account number, “Name” to sort alphabetically by last name, “Book/Sequence” to sort by book order and sequence number, “Address” to sort by Physical Address, “Location” to sort by Location.
3. **Seek:** Enter partial account information associated with “Order” selected (see 2.), and the highlighter (1) will move to the most similar account. Click “OK” to select.

Click “Cancel” to return to the previous screen.