Interface Basics

In this article

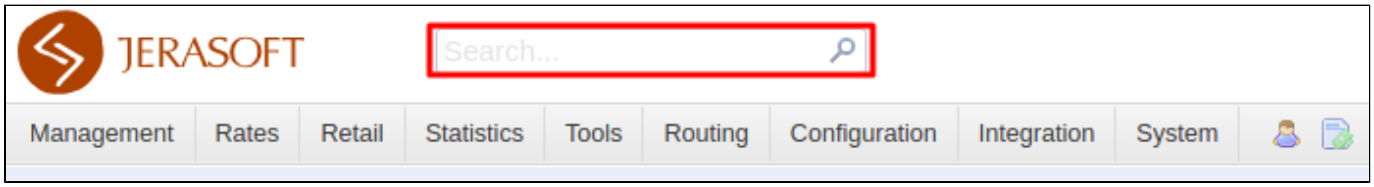
- Global Search Bar
- SmartBar
- InfoBar
- My Profile
- About
- Page Load Time
- Rows per Page
- Delete Confirmation
- System Logout
- Section Tabs

Prior to jumping straight to system sections, it's advisable to take a look at basic interface elements that user comes across from section to section. By getting used to common JeraSoft Billing features, navigation throughout the system becomes easier and faster. Despite the fact that not every interface feature, mentioned in this article, is present in all JeraSoft Billing sections, all of them are pretty common for the majority of system sections. The full list of interface basics is as follows:

Global Search Bar

This tool is used to globally search for items within the entire system, as well as find elements within a current section. For example, you can search for ***clients, accounts, packages, rate tables, DIDs, code decks, routing plans, etc***. This bar is located on the top of the system, and it's designed to predict a user's search and show results while you type. It is a time-saving feature. The items found as a result of your search are placed on the drop-down list as links and headings. You can click on the item to open respective settings.

Screenshot: Global search bar

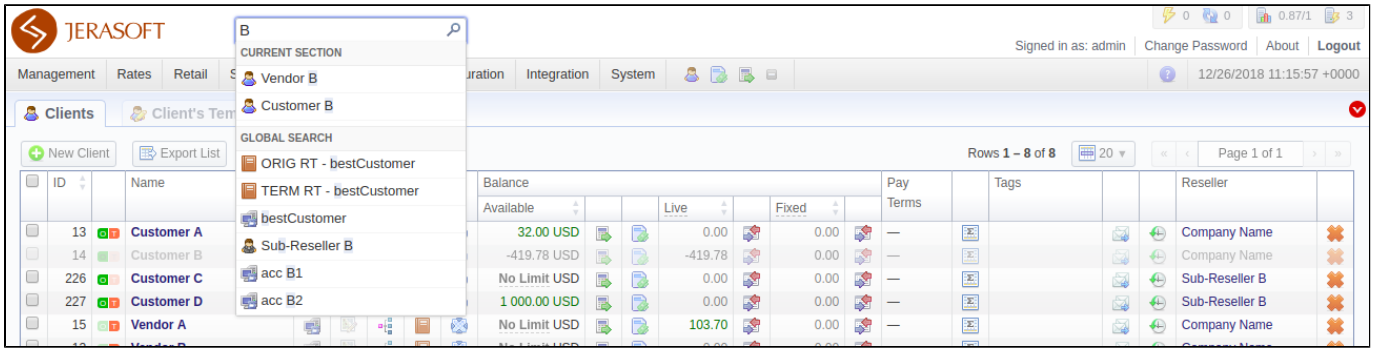


This search bar displays two parts of results: from the ***current section*** and ***global search*** in the system. Therefore, it shows a drop-down list with 10 first items matching your keyword from the current section and from a whole system at all (see screenshot below).

Tip

1. When you fill in the field and press **ENTER**, the search will be applied to the current section.
2. If you search in the section with no list of items to select from and press **ENTER**, the system will redirect to the **Clients** section and show results.
3. To open the edit form of the entity, click on it.
4. You can use the search bar for ***filtering items in the section***, for example, clients or DIDs.

Screenshot: Global search bar



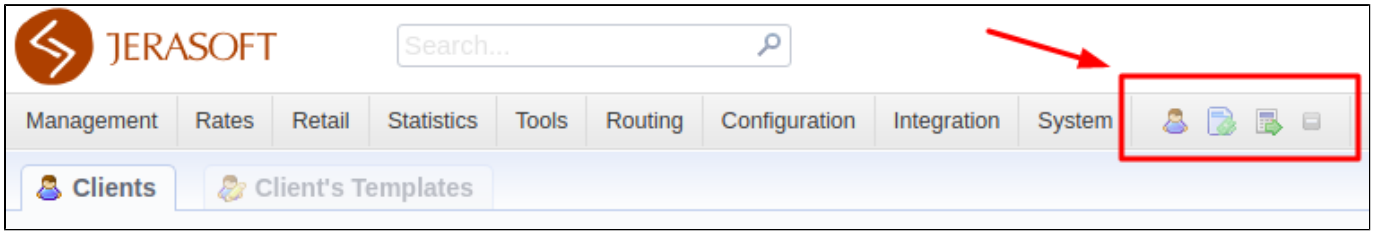
Several JeraSoft Billing sections have advanced search settings. To open these settings, click on downwards arrow icon on the toolbar of a respective section. Red downwards arrow icon on the toolbar means that the data is sorted by default *(see screenshot above)*.

SmartBar

There is a **SmartBar** shortcut panel to provide quick access to frequently used sections. You can add any number of sections to the panel.

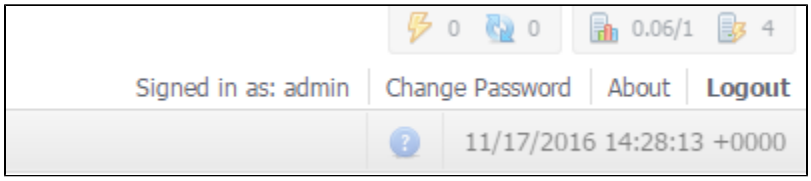
To add the shortcut, open a respective section and then click the plus sign on the panel. As a result, a corresponding icon will be the rightmost on the panel. To remove the shortcut, click the minus sign at the same location.

Screenshot: SmartBar panel



InfoBar

To have access to fast-changing system information, JeraSoft Billing features the information panel – **InfoBar.** You can find this panel in the top-right corner of the system and it is available from any section.
Screenshot: InfoBar settings

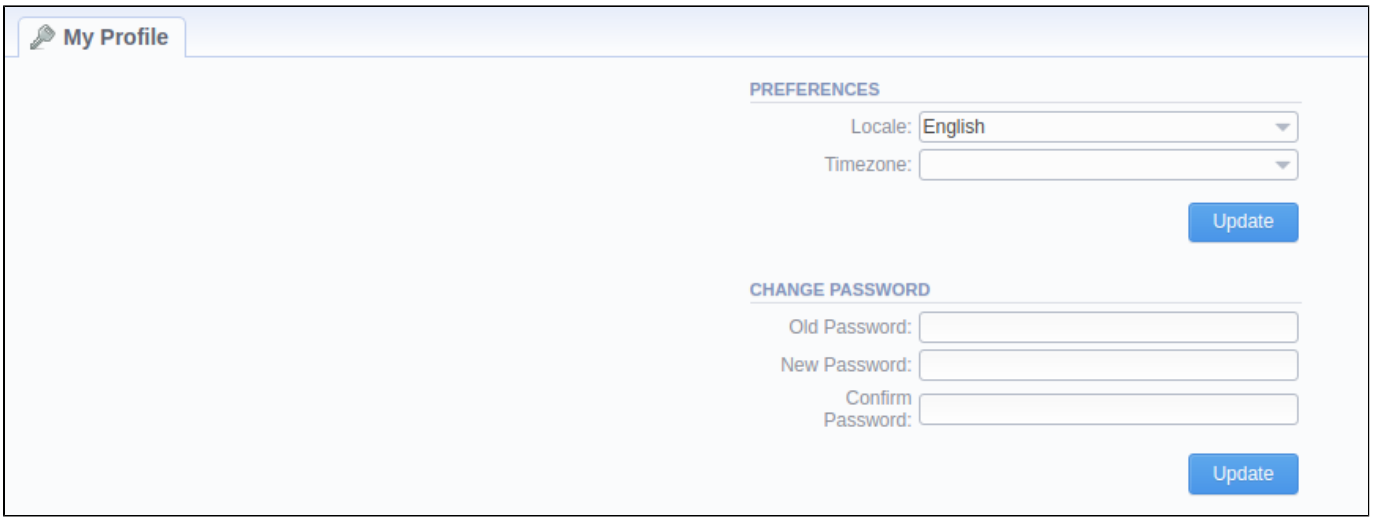


Icon	Description
	CDR queue
	CDRs in queue for rerating
	CDRs in queue for parsing
	Information about system alerts
	Load average on server / Number of CPU cores
	Number of running billing services
	Shortcut to a relevant article regarding certain section on Documentation Portal

My Profile

You can set your timezone and locale in the **Preferences** menu, and change the current password by using **Change Password** menu. The changes will be implemented in the system immediately. When setting your timezone, the system will pull these settings to all the statistics reports query forms and transactions timestamps.

Screenshot: Change Password settings



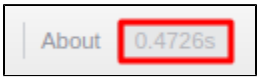
To change a password, enter the current password in ***Old Password*** field, and a new one in ***New Password*** and ***Confirm Password*** fields. Then, click **OK** .

About

To get more details about the JeraSoft Billing system, current version, license number, limits, and other components, click **About** either on the **InfoBar** or in the bottom-left corner of the system.

Page Load Time

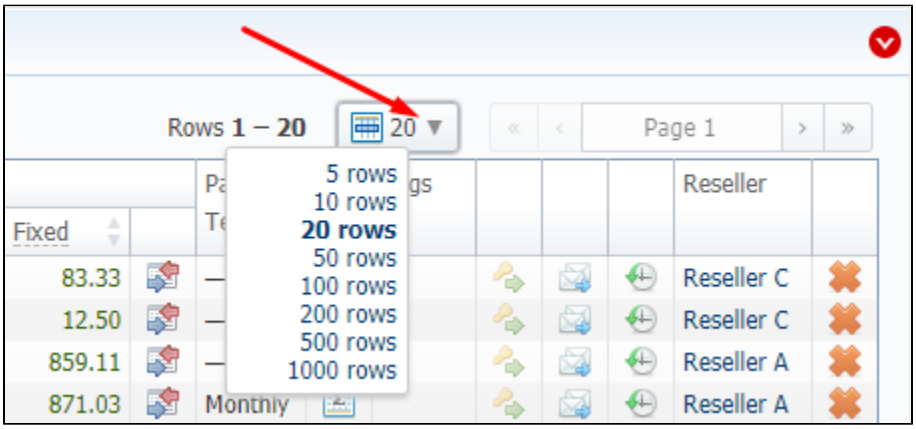
To provide the user with relevant information about the system, **Page Load Time** is displayed in the bottom-left corner of any page next to **About** button.



Rows per Page

In sections that are presented in the form of a table, JeraSoft Billing allows customizing the number of rows displayed on a page. To do so, click on **Rows Per Page** drop-down button and set the required quantity (*see screenshot below*).

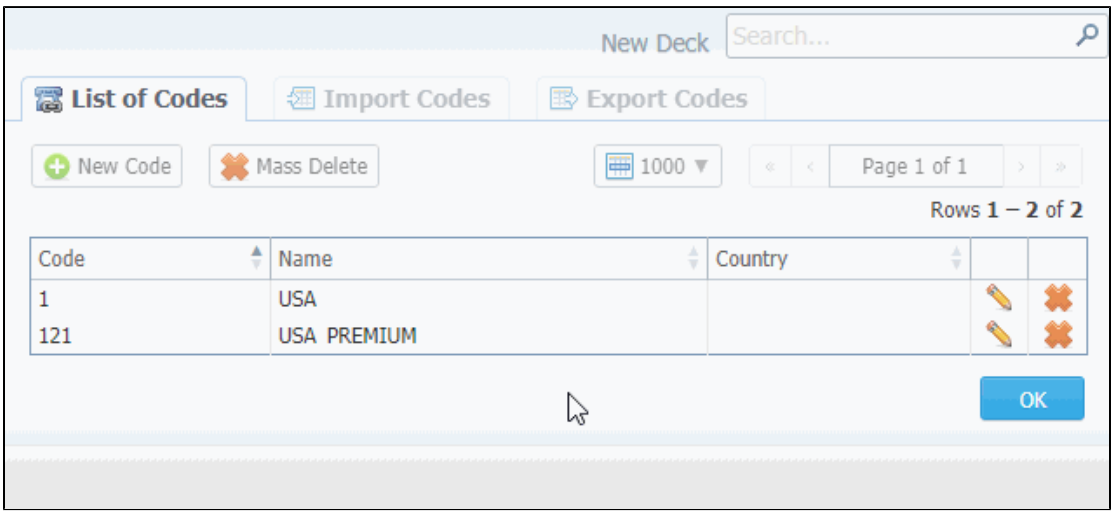
Screenshot: Rows Per Page dropdown button



Delete Confirmation

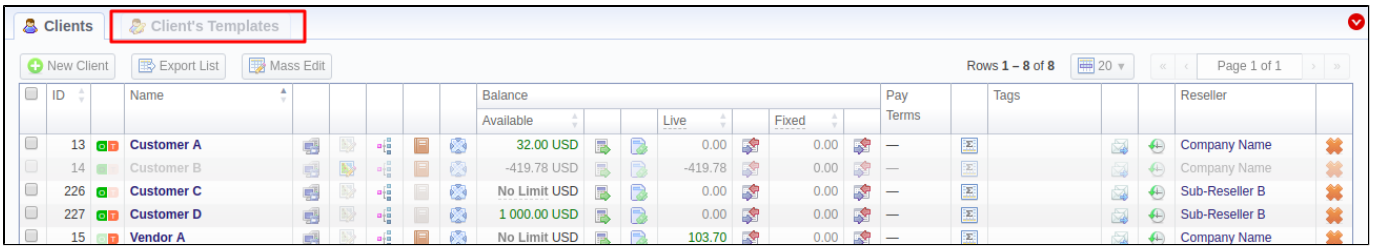
To prevent a situation when you delete an entity from the system by accident, in the majority of cases after hitting **Delete** icon / **Mass Delete** button, a **Delete Confirmation** dialog window will appear, requiring to confirm your action. To proceed with the deletion, press **OK**, and an entity will be removed from the system. The whole process is illustrated in the animation below.

Animation: Delete confirmation



System Logout

You can log out from the system by clicking **Logout** on the **InfoBar**.

Section Tabs

Several sections in the system have respective tabs for making the work with billing much more easier and comfortable.
Screenshot: Clients section settings/tabs