Highlights

Navigation
Visual and Interactive Elements

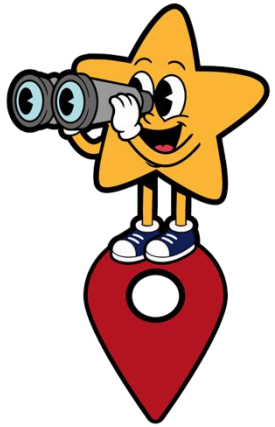
Sept. 17, 2026

Questions?
Email the CAPPS STARR team at capps.starr@cpa.texas.gov.

Topics

General introduction to CAPPS STARR navigation:

- Static navigation menu and icons
- Wild card search
- Drop-down menus
- Sort functions



CAPPS STARR Navigation

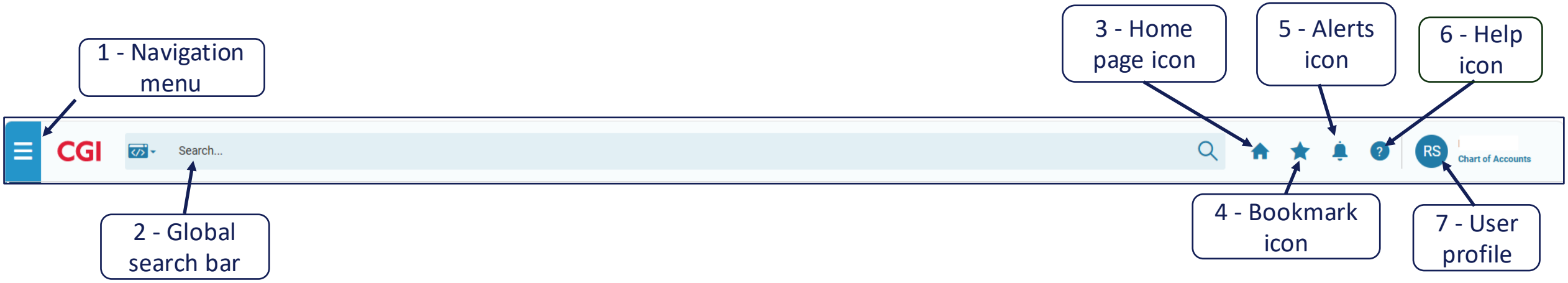
The CAPPS STARR system navigation uses visual graphical user interfaces (GUIs), point-and-click menus and intuitive hierarchies. Unlike the text-based Uniform Statewide Accounting System (USAS) and Texas Identification Number System (TINS) navigation, which require memorizing alphanumeric commands and cryptic function keys, the new approach reduces the learning curve and speeds up task completion for users of all experience levels.

Visual and Interactive Elements

- Static menu bar: Provides you with quick access to key navigation elements.
- Drop-down menus: Instead of manually typing commands to access utilities, you can select options from clearly labeled drop-down menus. Checkboxes allow you to select one or more options from a predefined set of choices.
- Wild card search: You can use an asterisk (*) to quickly find records and reduce time spent locating data. Asterisks can be placed before AND after search items (e.g., *ven*).
- Sort functionality: You can use the carets (^v) to sort columns in ascending or descending order on any page in CAPPS STARR.

Navigation Menu and Icons

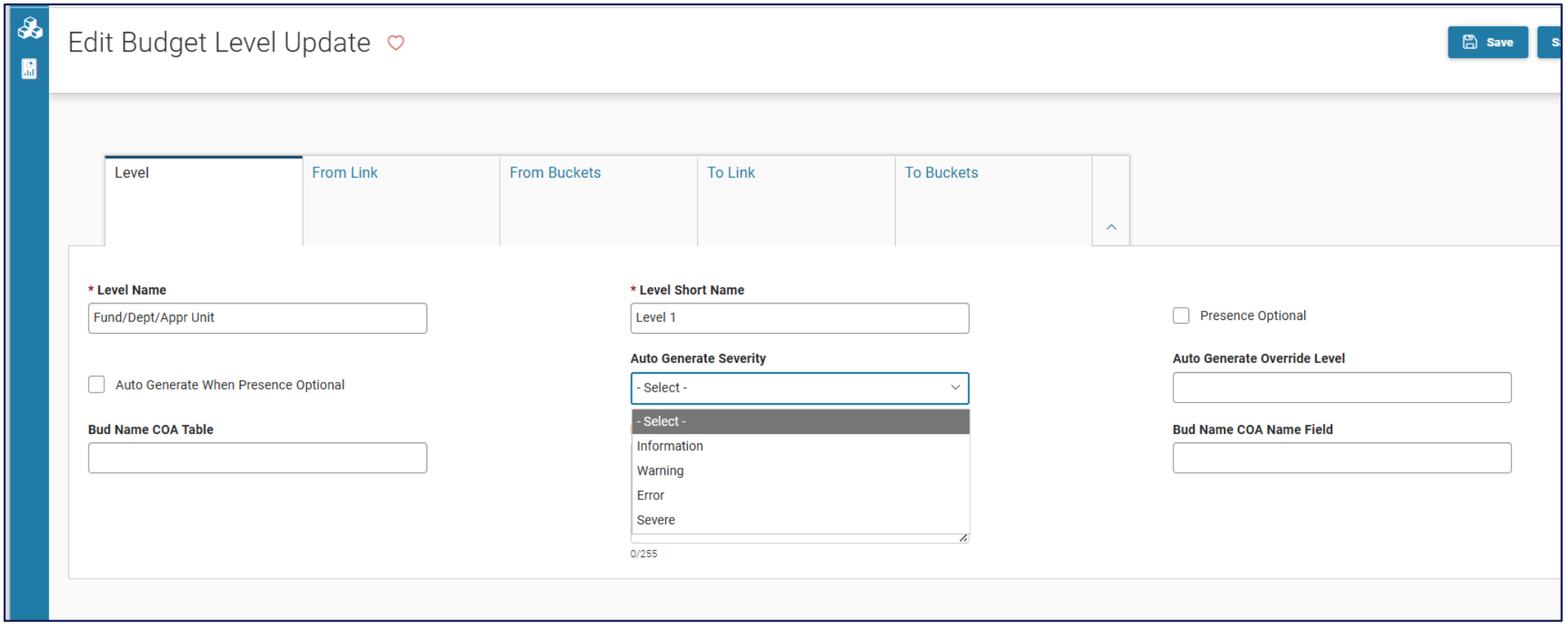
The global navigation menu allows you to navigate to the pages you have access to in CAPPS STARR. The menu allows you to add multiple windows, save pages you use often, and view important system messages.

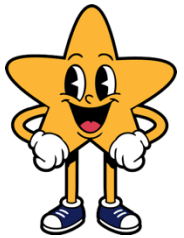


1. **Navigation menu** (three stacked bars, known as a "hamburger menu") – Allows you to expand the first level of navigational pages.
2. **Global search** – Allows you to search for a page and navigate directly to that page.
3. **Home page** – Returns you to the home page set for your selected business role using a left mouse click or opens a new tab or window using a right mouse click.
4. **Bookmarks** – Displays a list of all pages that you have bookmarked.
5. **Alerts** – Displays a list of unread alerts and allows you to navigate to the Alerts page where you can view all current alerts.
6. **Help** – Displays help associated with the current page.
7. **User profile** – Allows you to expand the user profile to view your information.

Drop-Down Menus

Drop-down menus are available on some fields to easily choose the appropriate selection for input.

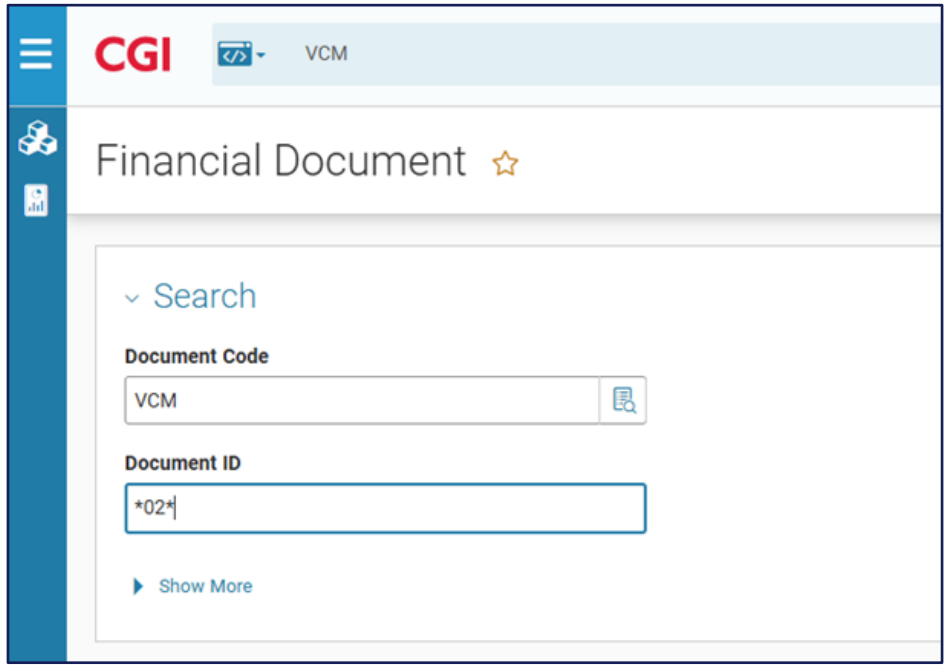




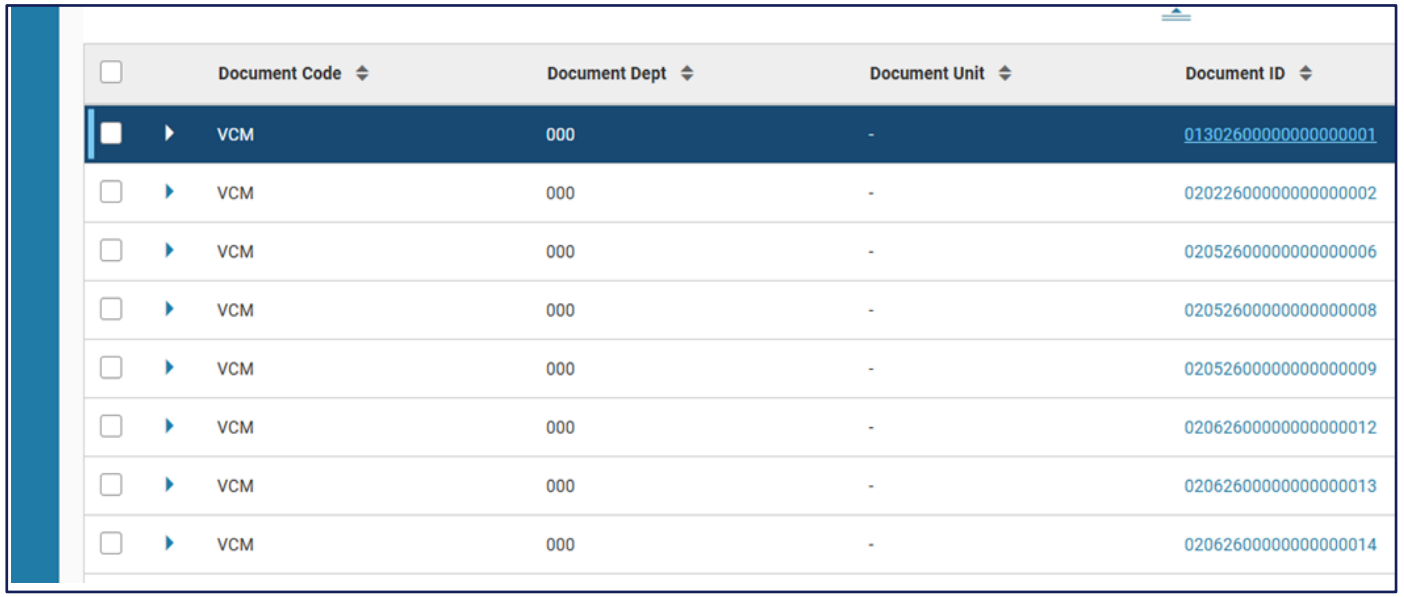
Wild Card Search

The wild card search functionality uses asterisks (*) to enable users to quickly find data by improving search efficiency and reducing time spent locating information.

You can search for all documents that contain 02 by adding asterisks to both the beginning and end of the number in the Document ID field.



In returned search results, you will see all documents containing 02.



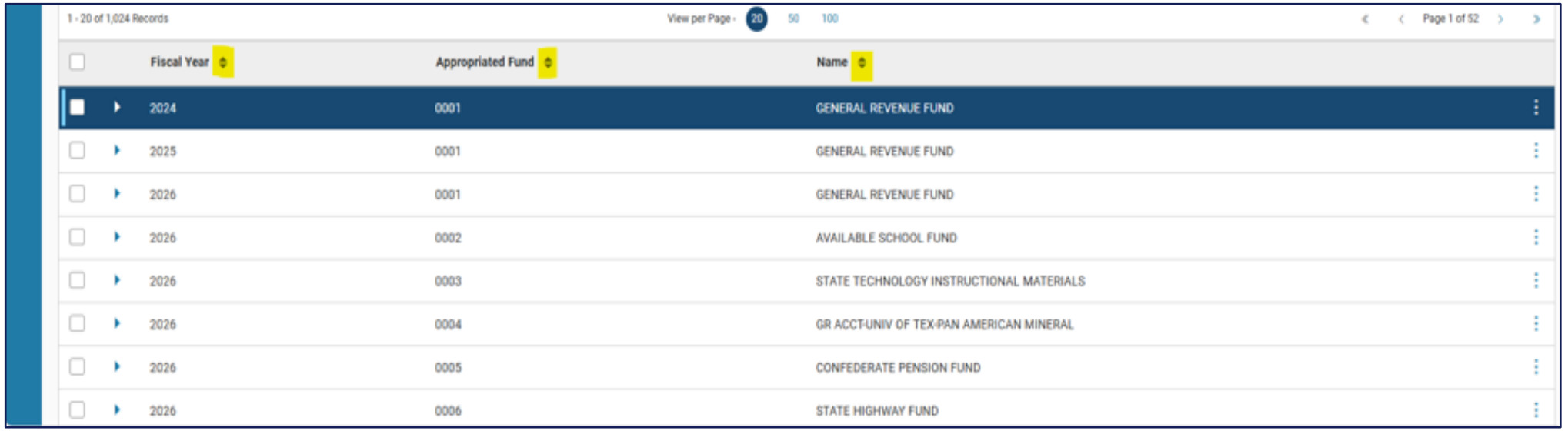
Document Code	Document Dept	Document Unit	Document ID
VCM	000	-	01302600000000000001
VCM	000	-	02022600000000000002
VCM	000	-	02052600000000000006
VCM	000	-	02052600000000000008
VCM	000	-	02052600000000000009
VCM	000	-	02062600000000000012
VCM	000	-	02062600000000000013
VCM	000	-	02062600000000000014

Sort Functionality

The sort functionality is built into CAPPS STARR to provide users with flexibility in finding data.

Column headings have carets (^v) for sorting in ascending or descending order. By selecting the icon, you can change the order of the data.





Fiscal Year	Appropriated Fund	Name
2024	0001	GENERAL REVENUE FUND
2025	0001	GENERAL REVENUE FUND
2026	0001	GENERAL REVENUE FUND
2026	0002	AVAILABLE SCHOOL FUND
2026	0003	STATE TECHNOLOGY INSTRUCTIONAL MATERIALS
2026	0004	GR ACCT-UNIV OF TEX-PAN AMERICAN MINERAL
2026	0005	CONFEDERATE PENSION FUND
2026	0006	STATE HIGHWAY FUND

Thank you!

For questions or concerns, please contact us at capps.starr@cpa.texas.gov.

https://fmx.cpa.texas.gov/fmx/capps/starr/
CAPPS STARR OCM Team