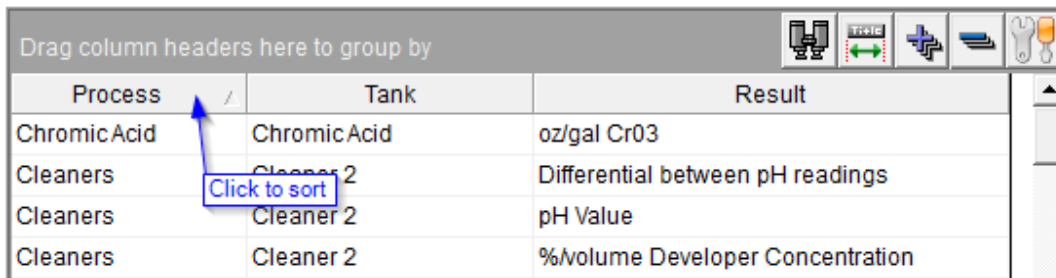


We now include the ability to customize the display of data in the main grids. This is available in many areas including the data log, schedule log, corrective action log, and more.

Grid customization options

1. Sorting

You can click on the column heading to sort by that column.

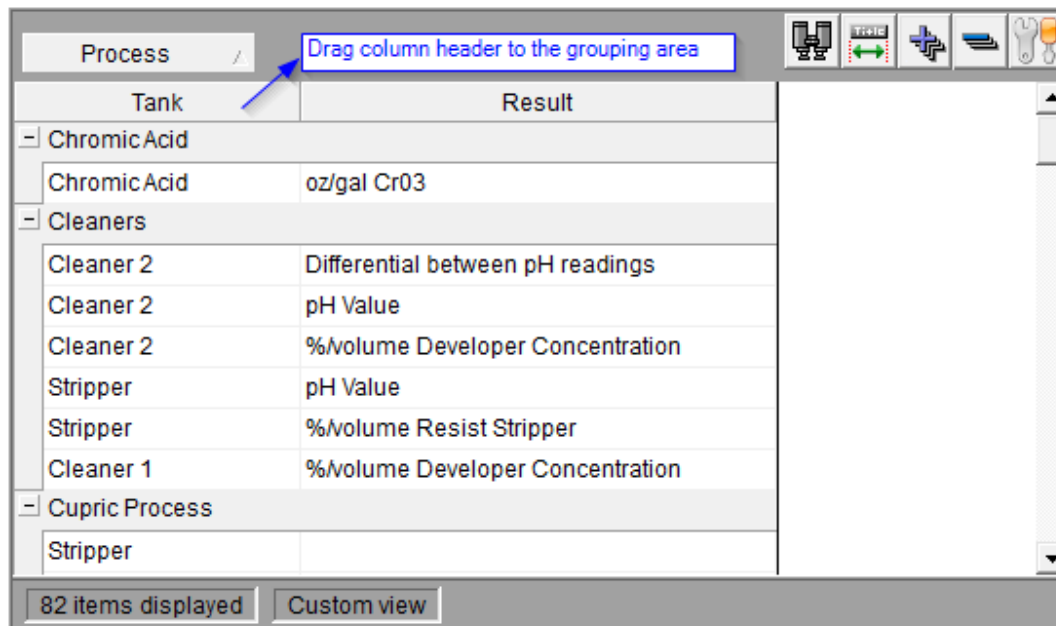


Drag column headers here to group by

Process	Tank	Result
ChromicAcid	ChromicAcid	oz/gal Cr03
Cleaners	Cleaner 2	Differential between pH readings
Cleaners	Cleaner 2	pH Value
Cleaners	Cleaner 2	%/volume Developer Concentration

2. Grouping

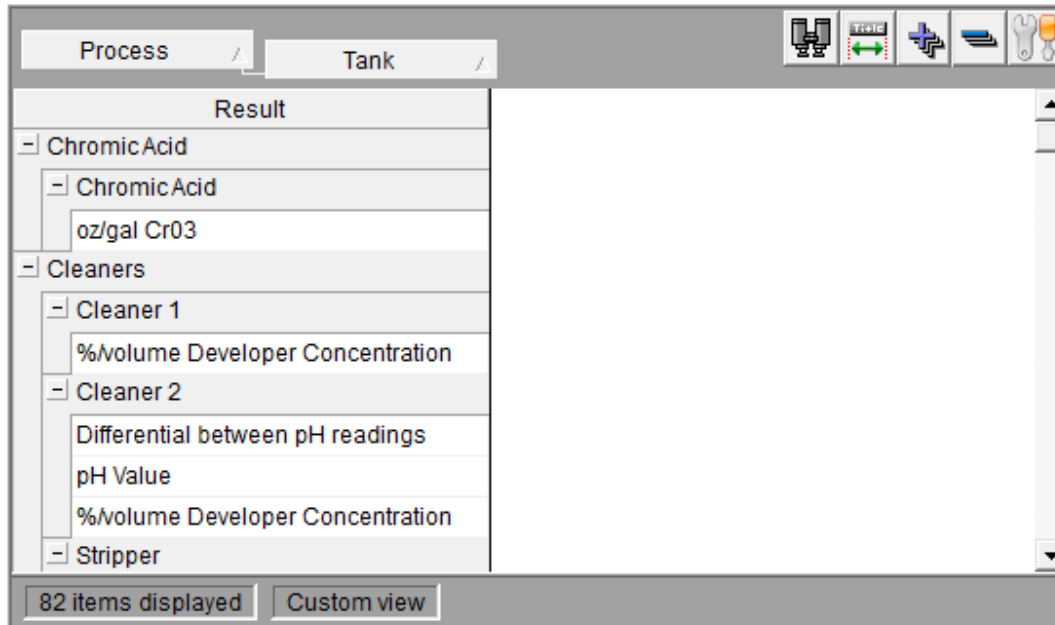
Drag a column header into the grouping area to group by that field. You can group by multiple columns. Grouped columns are also sorted and you can click on the column headings to change the sort order.



Drag column header to the grouping area

Process	Tank	Result
- ChromicAcid		
	ChromicAcid	oz/gal Cr03
- Cleaners		
	Cleaner 2	Differential between pH readings
	Cleaner 2	pH Value
	Cleaner 2	%/volume Developer Concentration
	Stripper	pH Value
	Stripper	%/volume Resist Stripper
	Cleaner 1	%/volume Developer Concentration
- Cupric Process		
	Stripper	

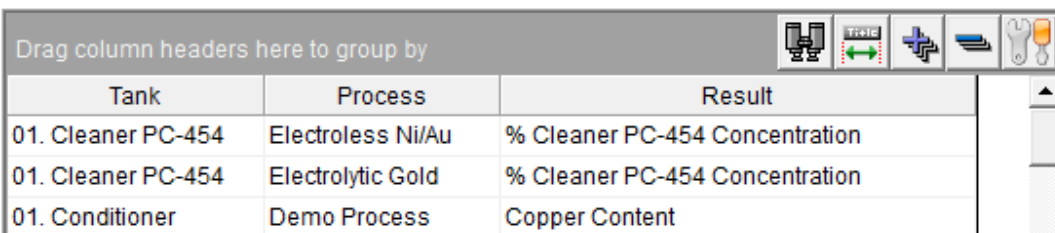
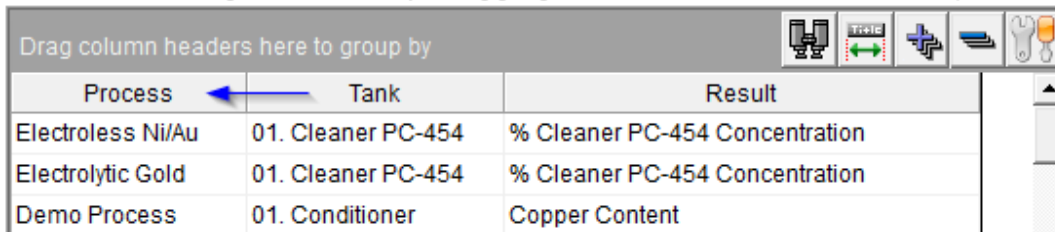
82 items displayed Custom view



To ungroup, drag the column header back to the main grid area.

3. Rearranging

You can rearrange columns by dragging the column header to a new position.



4. Adding or removing columns

To remove a column, drag the column header outside of the grid area.


Drag column headers here to group by



Process	Result
ChromicAcid	oz/gal Cr03
Cleaners	%\volume Developer Concentration
Cleaners	%\volume Developer Concentration

To add columns, you can use the view editor.

Using the grid view editor

You can use the view editor to perform all of the above actions and more. To show the view editor, click the Grid Options button  and choose the option "Manage all views".

Edit View

Saved views

Name	Viewable by	Default
My new view	Only me	No

View details for 'My new view'

Viewable by: Restore defaults


Name:

Group by	Field name	Sort
	Remaining	
	Priority	
	Last Done	
	Effort	
	Start Date and Time	
	Tank	
	Vendor	
	Process	
	Location	
	Item Description	
	Frequency level	
	Frequency	

Available

Creating and saving

Your changes to the sorting, grouping, column order, and column visibility can be saved and recalled at anytime. Your custom view can also be set as the default view for yourself or for all users.



The “Saved views” section list the views already defined for the grid. You can click the “Add View” button  to create a new view. You can give your view a name and specify who can see the view. There are four options:

1. “Only me” – These views are only shown when you are logged in
2. “Only me (default)” – These views are displayed first. If you always want to see the same view, choose this option
3. “All users” – These views are available to everyone
4. “All users (default)” – These views are shown to all users by default. If you want all users to see the same view, choose this option.


If multiple views exist, they are applied in the following order: The default view, All users (Default) view, Only me (Default) view.

Note: Administrators can control who has rights to create or manage views. You may not be able to set a personal default or a global default view.

Grouping, sorting, adding, removing, and rearranging columns in the view editor

You can use the “Add to selected” button  to add columns to the view or the “Remove from selected”  button to remove a columns from the view.


Use the “Sort” button  to sort a column.

Use the “Group By” button  to group by a column. Grouped column always appear at the top of the list of selected columns.


Use the Up and Down buttons   to change the order of columns.

Other useful grid features

Changing views

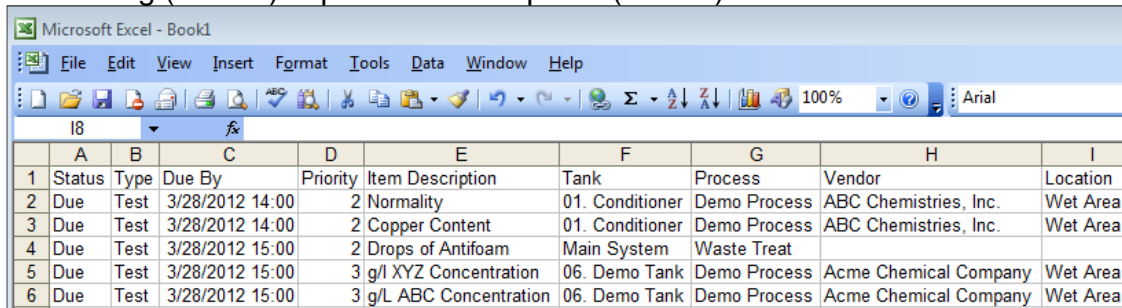
You can quickly change views by clicking on the “Grid Options” button.  You will see a partial list of views and can click the view name or “Show all views...” option.

Searching

Use Ctrl + f or click the search button  to search the grid. The grid search feature will try and match your search term with any part of the data contained within the grid. Search terms are not case sensitive and include partial matches. Example: Searching for **ph** will match **ph**, **pH**, **Phosphate**, **Hypophosphate**


Copying to Excel

You can copy data from the grids and paste them directly into other programs such as Excel. You can select a range of rows using the mouse, or select all rows using (ctrl + a). Open Excel and paste (ctrl + v).



	A	B	C	D	E	F	G	H	I
1	Status	Type	Due By	Priority	Item Description	Tank	Process	Vendor	Location
2	Due	Test	3/28/2012 14:00	2	Normality	01. Conditioner	Demo Process	ABC Chemistries, Inc.	Wet Area
3	Due	Test	3/28/2012 14:00	2	Copper Content	01. Conditioner	Demo Process	ABC Chemistries, Inc.	Wet Area
4	Due	Test	3/28/2012 15:00	2	Drops of Antifoam	Main System	Waste Treat		
5	Due	Test	3/28/2012 15:00	3	g/l XYZ Concentration	06. Demo Tank	Demo Process	Acme Chemical Company	Wet Area
6	Due	Test	3/28/2012 15:00	3	g/L ABC Concentration	06. Demo Tank	Demo Process	Acme Chemical Company	Wet Area

Resetting the view

Click the “Grid Options” button  and choose the option “Show original view” to show the default view.

If you have any questions or need any help, please contact technical support at 1-800-448-2548 ext. 202