

Advanced Grid Navigation

Drag & Drop to Reorder Columns

1. Hover then Hold Left Mouse

2. With Left Mouse Hold Drag to New Location

3. Drop column in New Location and Release Left Mouse Hold

Multi-Column Sort

Click in Header Column to Sort Ascending

Click in Header Column Twice to Sort Descending

Hold Shift Down and Click in Header of Additional Column to Add Secondary Sort

Clear Filter

Use Clear Filter to Remove All Sorts, Clear Filters and Reset Column Order

1. + Add JE Clear Filter Show

2. + Add JE Clear Filter

Apply Multiple Filters to a Single Column

Select Column Filter Option

Select From Filter Drop-Down Options

Enter Text for Filter

Secondary Filter Criteria of AND / OR, Filter Options, and Text

Expand Column Width

1. Hover Over Column Line Until Double Arrow Displays

2. With Left Mouse Hold Drag to Right to Expand Column Width

Columns

The screenshot shows a grid with columns: Status, Order Name, Order Date, Time Code, and Order History. On the right, a 'Columns' panel allows users to search for and toggle the visibility of various columns. The 'Order Code' column is shown as deselected (unchecked), indicating it is hidden from the grid.

Deselect to hide column on grid

Allows for columns to be excluded/included from display grid

My Filters

1 Arrange Grid Display

- Rearrange columns
- Hide columns

The 'Columns' panel shows a list of columns with checkboxes to toggle their visibility. The 'Status' column is selected, and its filter is applied to the grid, showing '(2) Active,Upcomi'.

Apply column filters

Status ▾

(2) Active,Upcomi ▾

Apply primary sort

Apply secondary sort

Order Date ↑ ≡

mm/dd/yyyy ▾

2 Create "My Filter"

Select if filter should be auto-loaded | Enter Filter Descriptions | Exit without save | Save to add filter

The 'My Filters List' dialog box shows a table with columns for 'Default' and 'Filter Name'. A filter named 'Active & Upcoming DC Only' is selected and has a 'Save' button next to it. A 'D/C Lab Tests' filter is also listed with a 'Load' button.

All filters are displayed

Open My Filters List

3 Use My Filters

Delete selected filter | Select filter to Delete | Add new filter | Load filter from list

The 'My Filters List' dialog box shows the 'Active & Upcoming DC Only' filter selected. A 'Delete' button is visible next to it. The 'D/C Lab Tests' filter is also present with a 'Load' button.

Modify/ remove auto-load filter

Open My Filters List