

## Grid Options

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## Grid Options Introduction

Grid options in SSIS offer a way to manage data and organize information and are available on almost every grid in SSIS. Grid options can be used to create specialized (ad-hoc) reports, customize your view and export data from a grid to another program outside of SSIS. This handout covers the available grid options by task. Refer to the screenshots below on how to customize your grids and grid reports in SSIS.



*Hint: Any changes you make to customize a grid display indefinitely until you change the customization or restore grid defaults. Exception explained below.*

- *If there are no results in the grid and you customize that grid:*
  - *Your settings are not held*
  - *Any Manage Grid Setting Views you create are not saved.*
- *You must have results in a grid for your settings save.*
  - *For example:*

*When you open the User Activity Log there are no results in the grid but the grid column names display and all the grid options are available. If you make any changes to this grid without results displaying your changes are not saved. When you then display results your changes go away and are not saved, even if you created a new saved view using Manage Grid Settings.*

## Grid Options Available Without Grid Menu

There are some display options available to move columns without having to access the Grid menu:

- **Reposition/Move Column** – allows you to change the order columns display in the grid
- **Add and/or Remove Columns** – allows you to add additional columns or remove columns from displaying in the grid.

### ***To Reposition a Column:***



1. Click on the **column header** to be moved and hold left **mouse** button down.
2. Drag the selected column to the new position and release the button when

the **double green arrows** display .

**To Add and/or Remove a Column:**



1. After clicking the **Column Header** button , click in the **check boxes** next to a column name to add or remove the column from the grid.
2. The added columns will display after the last column in the grid.



*Hint: You can also remove columns by using the "Toss Away" feature.*



*Click the column header and drag the column off the grid and unclick the mouse button. The column is sent to the column header listing.*

**Descriptions of Grid Menu Options**

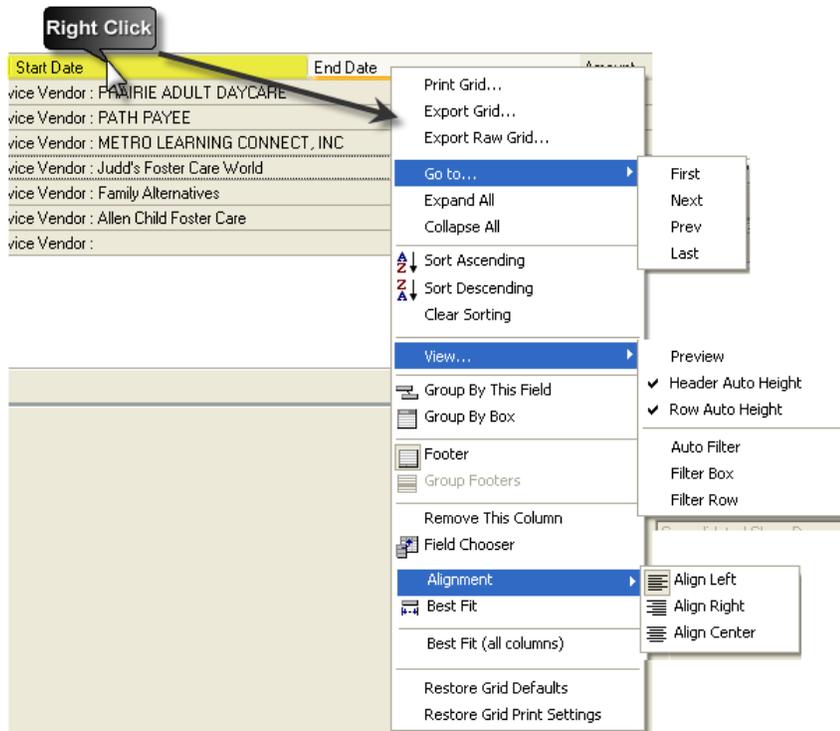
**Access Grid Menu**

You can also customize grids by accessing the Grid menu. Use the menu to customize the way grids display and to set up weekly, monthly or quarterly reports.



**Warning:** In order to access the Grid menu, you must right-click within a column header in a grid.

**Grid Menu**



The table below lists grid options, descriptions and page references (if applicable) for additional steps to more detailed instructions in this document.

Grid Option	Definition	Page								
<p><b>Print Grid...</b></p>	<p>Select the Print Grid... option to display the grid in a print preview window.</p> <p>The grid will print as it displays with any filtering, footers, search criteria, etc., selected.</p>  <p><i>Reference: See the <a href="#">Print Options for Grids and Grid Reports Job Aid</a> for additional options available in the print preview window.</i></p>									
<p><b>Export Grid...</b></p>	<p>Use the Export Grid... option to transfer the data currently displaying in the grid to another program like Excel. File types include HTML (HyperText Markup Language), Excel, Text, and XML (Extensible Markup Language). If the Export Grid... option is not available use the Export Raw Grid... option.</p>  <p><i>Hint: Export Grid... only includes the data and columns that are currently displaying on the grid.</i></p>	9								
<p><b>Export Raw Grid...</b></p>	<p>Use the Export Raw Grid... to transfer all the data possible in the grid to another program like Excel. Raw data includes information and columns that are not included in the current display.</p>  <p><i>Hint: Export Raw Grid... option includes all formatting for the report. For example: A Date field displays as a month, day and year, but could also include the hour, minute and second.</i></p>	9								
<p><b>Go to...</b></p>	<p>Use the Go to... option to navigate quickly within the grid. The options include:</p> <table border="1" data-bbox="380 1289 1224 1451"> <tbody> <tr> <td><b>First</b></td> <td>Selects the first line in the grid</td> </tr> <tr> <td><b>Next</b></td> <td>Selects the next line in the grid</td> </tr> <tr> <td><b>Previous</b></td> <td>Selects the previous line in the grid</td> </tr> <tr> <td><b>Last</b></td> <td>Selects the last line in the grid.</td> </tr> </tbody> </table>  <p><i>Hint: Using the Go to option does not change the highlighted row in the grid. The preview window below the grid displays the row either "first, next, previous or last".</i></p>	<b>First</b>	Selects the first line in the grid	<b>Next</b>	Selects the next line in the grid	<b>Previous</b>	Selects the previous line in the grid	<b>Last</b>	Selects the last line in the grid.	
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<b>Previous</b>	Selects the previous line in the grid									
<b>Last</b>	Selects the last line in the grid.									
<p><b>Expand All</b></p>	<p>If the items in the grid are grouped, this option allows you to expand all lines in the grid.</p>  <p><i>Hint: Refer to the Group By This Field and Group By Box (later in this document) to learn how to group a grid in SSIS.</i></p>									

Grid Option	Definition	Page																		
<b>Collapse All</b>	<p>If the items in the grid are grouped, this option allows you to collapse all lines in the grid.</p>  <p><i>Hint: Refer to the Group By This Field and Group By Box to learn how to group a grid in SSIS.</i></p>																			
<b>Sort Ascending</b> 	<p>Arranges data in the column header selected, i.e., from A to Z or from 0 to 9</p> <p>A  grey arrow displays in the column header pointing up.</p>																			
<b>Sort Descending</b> 	<p>Arranges data in the column header selected, i.e., from Z to A or from 9 to 0</p> <p>A  grey arrow displays in the column header pointing down for descending.</p>																			
<b>Clear Sorting</b>	<p>You can click on a column to sort the grid by that column header in ascending or descending order. If a column is sorted a light grey arrow displays in the column either pointing up or down.</p>  <p><i>Hint: To clear the ascending or descending sort you must select Clear Sorting.</i></p>																			
<b>View...</b>	<p>Allows you to change the view of the grid.</p> <table border="1" data-bbox="326 1167 1312 1640"> <tr> <td><b>Preview</b></td> <td>Use to view all proofing messages within the grid.</td> </tr> <tr> <td><b>Header Auto Height</b></td> <td>Column text wraps and auto sizes the column headers.</td> </tr> <tr> <td><b>Row Auto Height</b></td> <td>Text wraps and auto sizes the row.  <i>Hint: Select to remove text wrapping.</i></td> </tr> <tr> <td><b>Auto Filter</b></td> <td>Displays the drop-down filter arrows in the column headers.</td> </tr> <tr> <td><b>Filter Box</b></td> <td>Displays the grey Filter box below the grid.</td> </tr> <tr> <td><b>Filter Row</b></td> <td>Displays a Filter Row below the column headers.</td> </tr> </table>  <p><i>Hint: Filter Builder is available when you select Filter Box from the View... option. Filter builder allows you to enter multiple line filters.</i></p>	<b>Preview</b>	Use to view all proofing messages within the grid.	<b>Header Auto Height</b>	Column text wraps and auto sizes the column headers.	<b>Row Auto Height</b>	Text wraps and auto sizes the row.  <i>Hint: Select to remove text wrapping.</i>	<b>Auto Filter</b>	Displays the drop-down filter arrows in the column headers.	<b>Filter Box</b>	Displays the grey Filter box below the grid.	<b>Filter Row</b>	Displays a Filter Row below the column headers.	<table border="1" data-bbox="1377 1167 1507 1640"> <tr> <td>10</td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td>11</td> </tr> <tr> <td>12</td> </tr> <tr> <td>16</td> </tr> </table> <p>13</p>	10			11	12	16
<b>Preview</b>	Use to view all proofing messages within the grid.																			
<b>Header Auto Height</b>	Column text wraps and auto sizes the column headers.																			
<b>Row Auto Height</b>	Text wraps and auto sizes the row.  <i>Hint: Select to remove text wrapping.</i>																			
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10																				
11																				
12																				
16																				

Grid Option	Definition	Page
<b>Group By This Field</b> 	Groups by the selected column header that you selected by right-clicking.  <i>Hint: Use the Group By Box option to group by column headers. You can use the drag and drop method.</i>	17
<b>Group By Box</b> 	Displays the Group By Box if it is not defaulted to display Hides the Group By Box if it is defaulted to display	17
<b>Footer</b> 	Select Footer to display a footer at the bottom of the report. The footer displays information based on the values in the columns. Hides the Footer if it is defaulted to display  <i>Warning: In Version 11.3 footer and group footer selections (count, avg, etc.) are not remembered. This will be fixed in Version 11.4.</i>	18
<b>Group Footers</b> 	Select Group Footers to display a footer below each grouped level in the grid. Allows you to easily compare between group footers and the footer of the report.  <i>Hint: This option only displays if the grid is grouped by a column header.</i>	18
<b>Remove this Column</b>	Removes the column you right-clicked on from the displayed results  <i>Hint: Use the Column Header button on the far left of the grid to add/remove columns to your view.</i>	
<b>Field Chooser</b> 	Use to display the list of additional columns available for the grid. Use the drag and drop method to pull in and remove column headers to the display in the grid	
<b>Alignment</b>	Use to align the data in the selected column. Alignment options include: <ul style="list-style-type: none"> <li>Align Left, Align Right and Align Center.</li> </ul>  <i>Hint: Alignment is only available for Date fields.</i>	

Grid Option	Definition	Page
<b>Best Fit</b> 	Broadens or narrows the selected column automatically depending on your monitor and window size	
<b>Best Fit (all columns)</b>	Broadens or narrows all columns currently displaying on the report based on your monitor and window size	
<b>Manage Grid Settings...</b>	Select to view a list of system layouts for the grid and create your own layouts. (Previously known as Save Configuration)   <i>Hint: After customizing your grid layout (grouping, footer, filter, etc.) use Manage Grid Settings to save your settings.</i>	19
<b>Restore Grid Defaults</b>	Select to restore grid settings to the system defaults.	
<b>Restore Grid Print Settings</b>	Select to restore grid print settings to the system defaults.   <i>Reference: See the <a href="#">Print Options for Grids and Grid Reports Job Aid</a> for additional options available in the print preview window.</i>	

## Additional Steps and Detailed Instructions

### Export Grid...

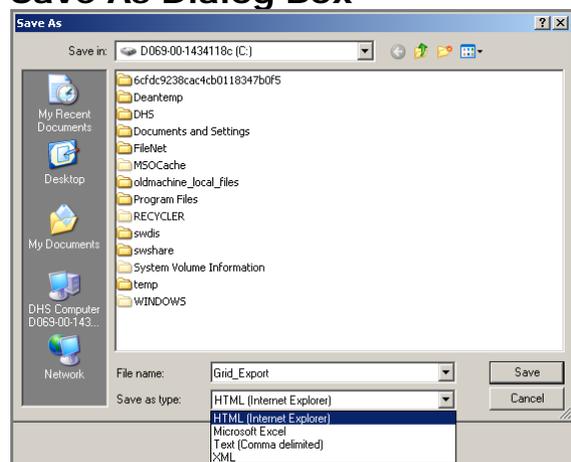
Use the Export Grid option to transfer report data to another program like an Excel spreadsheet. Report data using Export Grid include only the data and columns that are selected.

The file types that can be exported to include: HTML (HyperText Markup Language), Microsoft Excel, Text (comma delimited) and XML (Extensible Markup Language). The majority of exporting of grids is done to an .exe file or to Microsoft Excel.

### Export Raw Grid...

Export Raw Grid transfers all the data in the report to another program like Microsoft Excel. Raw data includes all of the information that is available in the report. It includes information and columns that may not display in the report depending on the filters selected. When exporting a raw grid, all data will be included that is held in the tables of the application. For example: the Finalized Date field displays as month, day, and year but the table also holds the hour, minute and second. Export Raw Data includes the hour, minute and second.

### Save As Dialog Box



### To Export Grid... or Export Raw Grid...:



1. From the Grid Options menu select **View**, then **Export Grid...** or **Export Raw Grid...**
2. The **Save As** dialog box displays.
  - Select the desired export location in the **Save in** field and name the new file in the **File name** field.
  - Select the type of file in the **Save as type**: drop-down menu.
3. Click **Save**.

## View...

The View option in the Grid menu provides additional menu options to allow users to have grids display in different ways. This provides opportunities for further customization of grids.

## Preview

	Client Name	Activity Date	Svc Code
	Hansard, Glen	01/05/2011 12:00:01 AM	193

Client: PML # not found.

**Proofing messages  
display in grid**

Preview allows users to view proofing information in addition to the grid data. Additionally, proofing information can be printed or exported with the grid data.

### To Preview the Proofing Messages in Grid:



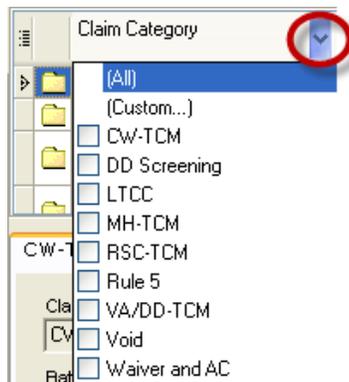
1. From the Grid Options menu select **View** and select **Preview**.
2. The Proofing Messages display in the grid.
  - You can Group By worker and print grid to create a proofing report for workers.



#### Hints:

- *Preview is a Fiscal Function and only displays as an option on proofing tabs.*
- *Proofing is used in the Payment Batch Edit Report, Claim batches, and State Reports.*
- *Use the Preview option to print proofing reports for workers. Use the Group By option to group messages by worker.*

## Auto Filter



Use Auto Filter to display specific data. You can also use it to remove or hide data you do not want to view on the grid. Use Auto Filter to run specialized weekly, monthly, quarterly or yearly reports from a grid in a search. When Auto Filter is selected, each column header displays a filter drop-down arrow.

### To Auto Filter a Column:

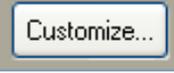


1. From the Grid Options menu select **View** and select **Auto filter**.
2. Hover your mouse over the column header you want to filter; a Filter drop-down arrow displays.
3. Click on the **Filter arrow** and **Check** or **Uncheck** the items you want to view in the grid.
4. The **Filter bar** displays at the bottom of the grid.
5. Repeat for additional columns if applicable.



## Filter Box



- Click the  button to remove the filters applied.
- Click the check box  next to a filter to apply or deselect that filter.
- Click the drop-down arrow  to display the last 25 filters used.
- Click the  button to access the Filter Builder.

### To Use the Custom Filter Option:



1. Click the **Custom** options from the drop-down filter menu.
2. Select an **indicator** (e.g., like), and then enter the parameters next to the drop-down menu.
3. Select **And** or **Or**.
4. Select an **indicator** (e.g., equals), if applicable, and then enter in parameters next to the drop-down menu.
5. Click the **OK** button.
6. The Filter bar displays at the bottom of the grid. Repeat for additional columns if applicable.



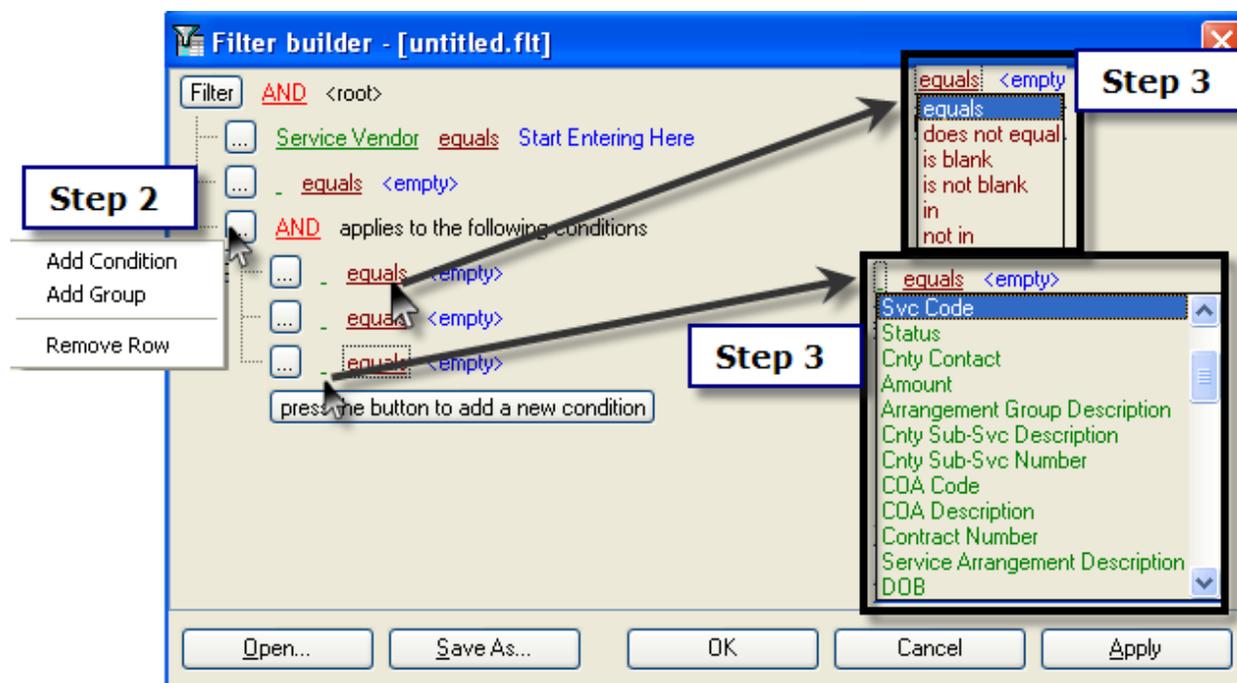
### Hints:

- You can string choices by using the Filter Builder.
- Use the table below for a description of additional conditions/filters you can use on the filter builder.

**Table – Filters/Conditions Available for Custom Filter**

Condition or Group Name	Description
<b>Equals</b>	=
<b>Does Not Equal</b>	< >
<b>Is Less Than</b>	<
<b>Is Less Than or Equal To</b>	<=
<b>Is Greater Than</b>	>
<b>Is Greater Than or Equal to</b>	>=
<b>Is Like</b>	Like
<b>Not Like</b>	Not like
<b>Is Blank</b>	= NULL
<b>Is Not Blank</b>	< > NULL

## Filter Builder

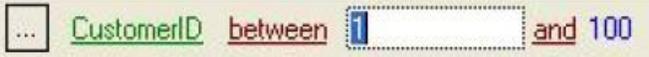
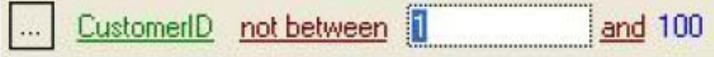
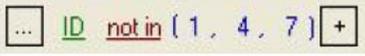
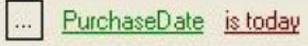


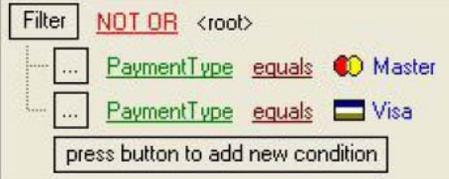
### To Use the Filter Builder to Create Multiple Filters:



1. Click the **Customize** button in the grey Auto Filter banner.
2. Click **Filter** or an icon indicator to **Add Condition, Add Group, Clear All** or **Remove Row**.
3. Complete the **Condition** or **Group** to filter by.
  - Click on the **dash** to get column headers to filter by.
  - Click on the **Filter condition**.
  - Click on **dash** to enter a condition.
  - Click the **press the button to add a new condition** button, if applicable.
4. Click the **OK** button.
  - Click **Open** to open an existing filter, if applicable.
5. Click **Save As** to save the active filter as a file on your computer.
  - Helpful for requested ad-hoc reports
6. Click **Apply** to preview changes.

**Table – Filter Builder Additional Filters/Conditions**

Condition/ Filter	Description																								
<b>Between</b>	<p>Allows you to select records whose values are between the range you entered on the <b>between</b> filter builder line</p> <p>  <i>ID &gt;= 1 AND ID &lt;= 100</i></p>																								
<b>Not Between</b>	<p>Allows you to select records whose values are not included in the range you entered on the <b>not between</b> filter builder line</p> <p>  <i>ID &gt; 1 AND ID &gt; 100</i></p>																								
<b>In</b>	<p>Allows you to select records if the value is a member of the specified set you entered on the <b>in</b> filter builder line</p> <p>  <i>ID = 1 OR ID = 4 OR ID = 7</i></p>																								
<b>Not In</b>	<p>Allows you to select records if the value is not a member of the specified set you entered on the <b>not in</b> filter builder line</p> <p>  <i>ID &lt;&gt; 1 AND ID &lt;&gt; 4 AND ID &lt;&gt; 7</i></p>																								
<b>Date/Time</b>	<p>This group of filters is available only for date/time columns. They include:</p> <table border="1" data-bbox="451 1113 1360 1472"> <tbody> <tr> <td>is yesterday</td> <td>is last month</td> <td>is next week</td> </tr> <tr> <td>is today</td> <td>is last year</td> <td>is next 14 days</td> </tr> <tr> <td>is tomorrow</td> <td>is past</td> <td>is next two weeks</td> </tr> <tr> <td>is last 7 days</td> <td>is this week</td> <td>is next 30 days</td> </tr> <tr> <td>is last week</td> <td>is this month</td> <td>is next month</td> </tr> <tr> <td>is last 14 days</td> <td>is this year</td> <td>is next year</td> </tr> <tr> <td>is last two weeks</td> <td>is next 7 days</td> <td>is future.</td> </tr> <tr> <td>is last 30 days</td> <td></td> <td></td> </tr> </tbody> </table> <p></p>	is yesterday	is last month	is next week	is today	is last year	is next 14 days	is tomorrow	is past	is next two weeks	is last 7 days	is this week	is next 30 days	is last week	is this month	is next month	is last 14 days	is this year	is next year	is last two weeks	is next 7 days	is future.	is last 30 days		
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is last 14 days	is this year	is next year																							
is last two weeks	is next 7 days	is future.																							
is last 30 days																									

Condition/ Filter	Description
<p><b>Not And</b></p>	<p>Allows you to select records to display by combining conditions by the <b>and</b> filter/condition and then negates the result</p> <p>In the example below, the grid would not display BMW 530i that were paid with cash. It would display any BMW 530i's that were paid by other means.</p>  <p><i>NOT (Car='BMW 530i' AND Payment Type=Cash)</i></p>
<p><b>Not Or</b></p>	<p>Allows you to select records to display by combining conditions by the <b>or</b> filter/condition and then negates the result</p> <p>In the example below, the grid would not display any results that were paid using Master or Visa.</p>  <p><i>NOT (PaymentType=Master OR PaymentType=Visa)</i></p>

## Filter Row

	Service Vendor	Client Name	Start Date	End Date
	Start Entering Here			

A filter row is an alternative to the filter drop-downs. A filter row provides two ways of filtering:

- Type ahead feature runs off “Exact Match.” When you start typing characters, an in-place editor automatically completes the values in that column with the field value containing similar starting characters.
- Wildcard search used the “Like Match.” If you enter a \* (asterisk) or \_ (underscore).

### To Use Filter Row



1. From Grid Options select **View**, then select **Filter Row**.
2. The Filter Row displays below the column headers.
3. Click in the **filter row** below the **column** you want to filter.
4. Begin **typing** the filter you want to apply to the grid.
  - The Filter row has the type-ahead feature.
  - You can use the **Wildcard Filter/Search** to filter “Like Match.”
5. Press **Enter** when desired filter is entered into the Filter Row.
6. Filter is applied to the grid and displays in the Filter Bar.



#### Hints:

- *The Filter Row is NOT case sensitive.*
- *When using the type ahead feature, it is exact match, not starts with. Use the steps below for a Wildcard filter to apply a “Starts with” or “Like” filter.*

### What is a Wildcard Filter/Search?

A wildcard is a symbol that takes the place of an unknown character or set of characters. SSIS uses the asterisk (\* - shift 8) symbol. Use an asterisk when you want to find all records that match a partial filter. You can create a “Starts with” or “Ends with” filter by using an asterisk.

For example, if you enter cheese\* as your filter term, the grid would display:

- Cheese
- Cheesecake
- Cheesedip

If you enter \*cheese as your filter term, the grid would display:

- Stringcheese
- Swisscheese
- Slicedcheese

## Group By This Field

Service Vendor	Client Name	Start Date	End Date	Svc Code	Status
Service Vendor : Allen Child Foster Care					
Client Name : Allen, Lilly					
		01/01/2011	06/30/2011	146	Active/Payments
		01/01/2011	06/30/2011	181	Pending accounting approval
		07/01/2011	12/31/2011	181	Pending service approval
Service Vendor : Family Alternatives					
Service Vendor : Judd's Foster Care World					
Service Vendor : METRO LEARNING CONNECT, INC					
Service Vendor : PRAIRIE ADULT DAYCARE					

The Group By This Field option allows you to group items by one or more selected columns. You can create a customized report for the data in the grid by grouping fields.

### To Group by a Specific Column:



1. Right-click on the column header to group by and select **Group By This Field**.
  - The Group By Box displays above the column headers.
2. To add sub grouping of columns, repeat step above.



*Hint: To change the order of the grouping, click and drag the column headers in the Group By Box to the order desired.*

### Group By Box



### To Display Group By Box:



1. Right-click on the **column header** to group by and select **Group By Box**.
2. Click on a **column header** and drag into the Group By Box until you see the **double green** arrows, then drop.



*Hint: Use the Expand All or Collapse All option on the Grid options menu to expand or collapse the grouped rows in the grid.*

## Footers and Group Footers

Service Vendor	Start Date	End Date	Amount	Svc Code	DOC Points
Service Vendor : State Of Minnesota					
Service Vendor : Allen Child Foster Care					
	01/01/2011	06/30/2011	\$900.00		
	07/01/2010	12/31/2010	\$4,936.72		
	01/01/2011	06/30/2011	\$9,526.50	181	10
	MIN=07/01/2010	MAX=06/30/2011	\$15,363.22	3	AVG=6.67
Service Vendor : ABNER/THERESA					
Service Vendor : PATH PAYEE					
	MIN=01/01/2010	MAX=12/31/2011	129409.29	18	AVG=3.06

The footer provides information (such as totals) regarding column selections. The report may or may not have a footer displaying by default. Selecting Footer either shows the footer, if it does not display by default, or hides the footer if defaulted to display.

Group Footers, also known as sub-totals, have the same options available in the footer submenu as listed above.



*Hint: not all footer options are available under every column.*

### Table – Footer Options

<b>Sum</b>	The total amount of the values in the column
<b>Min</b>	Displays the smallest value in the column
<b>Max</b>	Displays the largest value in the column
<b>Count</b>	The number of the values in the column
<b>Average</b>	Displays the sum divided by the count in the column
<b>None</b>	Clears any options selected from the footer options



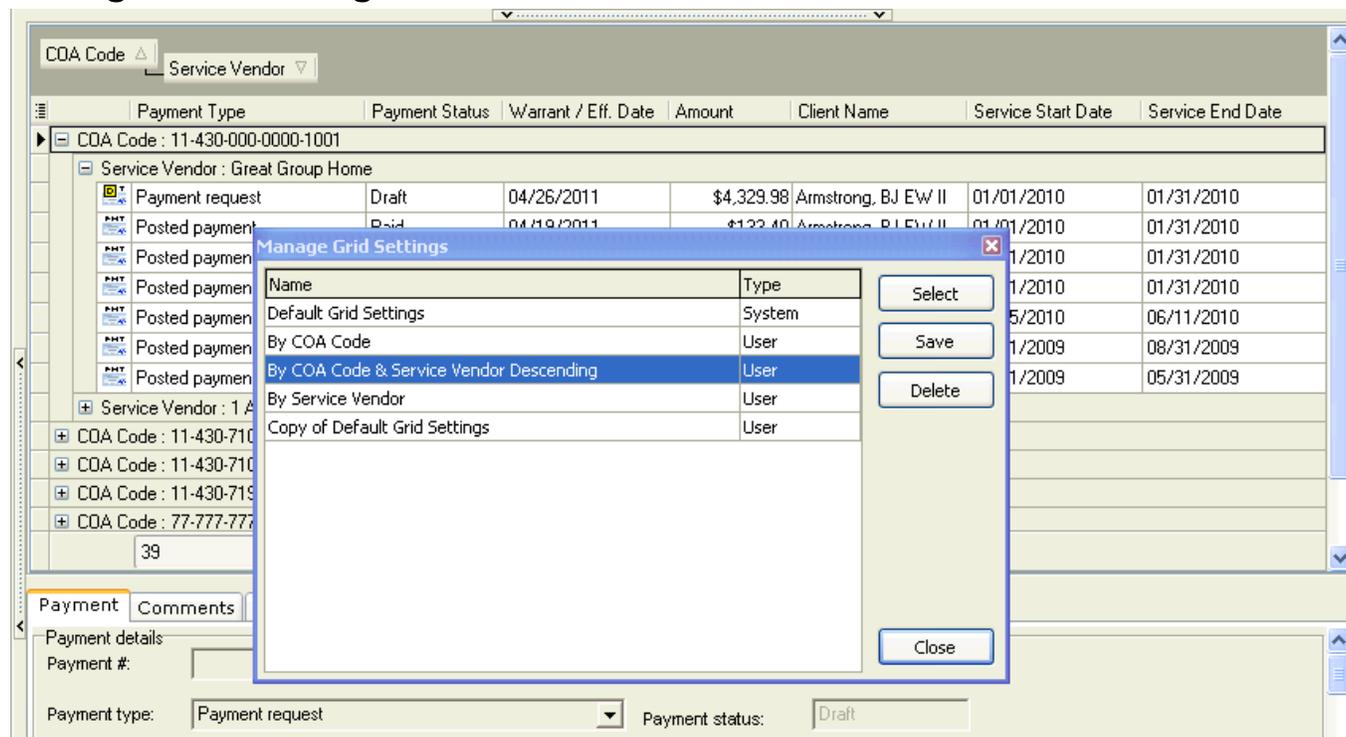
*Warning: In Version 11.3 footer and group footer selections (count, avg, etc.) are not remembered.*

### To Display Footer or Group Footer:



- From the Grid options menu select **Footer** or **Group Footer**.
  - The Footer displays at the bottom of the grid.
  - The Group Footer displays at the bottom of each grouped row.
- Right-click** under the column you want to view a footer option.
- Select the footer options desired: **Sum, Count, Min, Max, Average** or **None**.

## Manage Grid Settings



Select to display a list of system layouts for the grid and create your own layouts.

There are two types of layout settings: system-defined and user-defined. The system-defined settings include the default layout and any additional layouts available across all counties/tribes. The user-defined settings are layouts you save for the grid. You can use your layouts to create weekly, monthly, quarterly and yearly reports from any grid.

### To Select a Layout for the Grid:



1. **Right-click** on a column header and select **Manage Grid Settings**.
  - The Manage Grid Settings dialog box displays.
2. Select the grid layout.
  - Click the **Select** button OR...
  - **Double-click** the layout to display in grid and the dialog box no longer displays.
3. The selected layout displays in the grid.
4. To **Close** the Manage Grid Settings dialog box.
  - Click on the **red X**.
  - Select the **Close** button.
  - **Click** anywhere on the grid.
  - Press **Esc** key.

**Hints:**

- Default layout for a grid is named *Default Grid Settings*.
- The *Manage Grid Settings* dialog box grid is sorted by *Type* and then by *Name* of the saved layout.
- Use the *Tab* key to move between the *Select*, *Save*, *Delete* and *Close* buttons.

**To Create a New Saved Layout:**

1. Use the **Grid Options** (group by, sub-footer, filter, etc.) to create a customized layout of the grid.



**Warning:** *In Version 11.3, footer and group footer selections (count, avg, etc.) are not remembered. This includes footer selections in saved layouts. This will be fixed in Version 11.4.*

2. **Right-click** on a column header and select **Manage Grid Settings**.
  - The *Manage Grid Settings* dialog box displays.
3. Click the **Save** button.
  - The *Manage Grid Settings – Save* dialog box displays.
4. Enter a **Name** for your new layout.
  - 75 Alpha-Numeric and Special Characters
  - The Name field cannot contain a comma or semicolon.
  - Name field is required and cannot be a duplicate of an existing layout name.
5. Click **Apply (Alt-A)** to create your grid layout.
  - A warning displays if you are going to overwrite a current layout. *“(Name) already exists; would you like to replace it?”*
    - Click **Yes** to replace the current layout.
    - Click **No** to go back to the Name field.
    - Click **Cancel** to no longer save your current layout.
6. Click **Cancel (Alt-C)** to no longer save your current layout.
7. **Close** the *Manage Grid Settings* dialog box.
  - Click on the **red X**.
  - Select the **Close** button.
  - **Click** on the grid.
  - Press **Esc** key.



**Hint:** *Create a naming convention for your user-defined settings.*

- 75 Alpha-Numeric and Special Characters
- The Name field cannot contain a comma or semicolon.

## Managed Grid Settings – Save

### To Modify or Edit a Layout:



1. **Right-click** on a column header and select **Manage Grid Settings**.
  - The Manage Grid Settings dialog box displays.
2. Select the **Name** of the grid layout and click the **Select** button or double-click the layout.
3. Use the **Grid Options** (group by, sub-footer, footer, etc.) to create a customized layout of the grid.



*Warning: In Version 11.3 footer and group footer selections (count, avg, etc.) are not remembered. This includes footer selections in saved layouts. This will be fixed in Version 11.4.*

4. Click the **Save** button.
5. **Apply** to replace the old layout with the new layout.

### To Delete a Layout:



1. **Right-click** on a column header and select **Manage Grid Settings**.
  - The Manage Grid Settings dialog box displays.
2. Select the **layout** to delete in the grid.
3. Click the **Delete** button.
4. Click **Yes** on the delete dialog box to Delete.