

Important Concepts - Managely Grid Features

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The grids in Managely have many features that affect the layout; however, any changes to the grid layout reset when leaving the grid. The exception to this is if the grid has a Custom Grid Layout button; use this to save the customized layout changes to use them later.

Export to Excel

Many grids have an Export to Excel button. The data exported is limited to the information currently in the grid. For example, if a grid has two pages, clicking Export to Excel while on page 1 exports all data on page 1. To export data on page 2, click page 2, and click Export to Excel.

Custom Grid Layout

Some grids have a button called Custom Grid Layout. After changing the column order, number of visible columns, filters, and sort order, click Custom Grid Layout to save the layout changes. Grid layouts can be saved globally (for all users) or per user (only for the current user).

Leaving the grid without saving changes resets the grid view to its default.

Sortable Columns

Each column can be sorted. Click the heading to sort ascending or descending. The default is the order the data was entered.

Column Reordering

Columns can be reordered. On a column heading, click and hold the left mouse button. Drag the column between others or to the beginning or end and release the mouse button.

Expandable Kabob Menu

Each column has an expandable kabob menu. This shows additional features for the column. [IMAGE: Kabob-menu]

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Show or Hide Columns

Click the kabob menu, and click Columns to see the columns available for the grid. Select the checkbox beside a column to show the column in the grid. Clear the checkbox beside a column to hide it from the grid. The Reset button sets the columns to default settings. [IMAGE: Kabob-menu-Columns, Kabob-menu-Columns2]

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Filter

To filter data in a grid, click the kabob menu, and click Filter. Make a selection in the drop down list to search for data with these characteristics: is equal to, is not equal to, contains, does not contain, starts with, ends with, is null, is not null, is empty, is not empty.

(NULL is an absence of a value. An empty string is a value, but is just empty.)

Type text to search for in the field below the drop down list. If needed, ass a second text string to search for. [IMAGE: Kabob-menu-Filters]

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