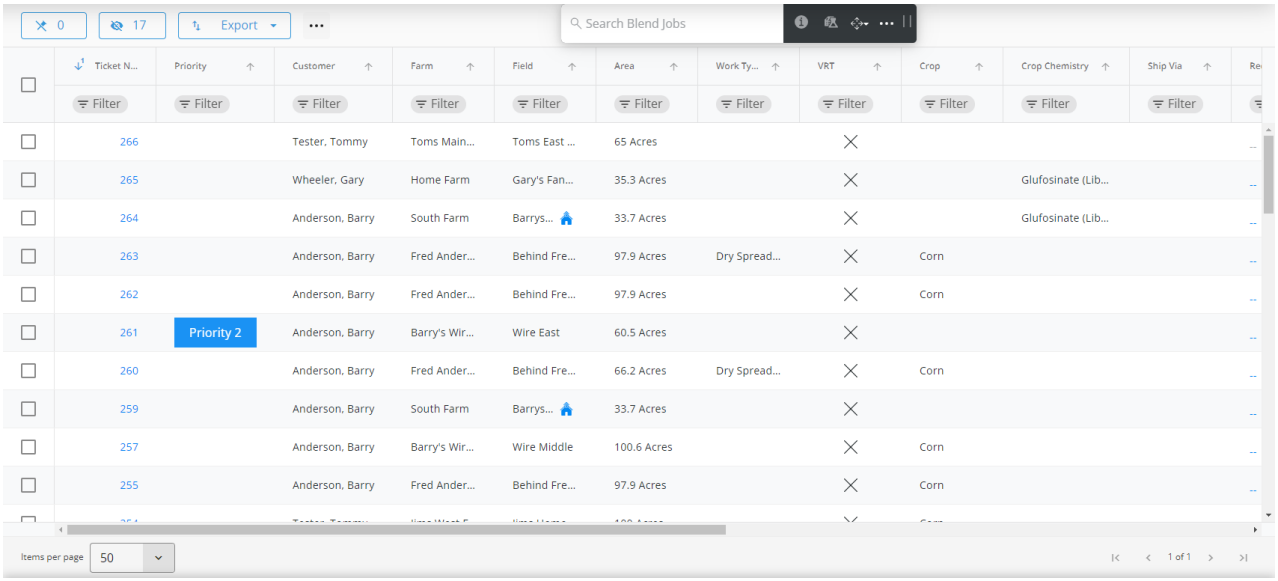
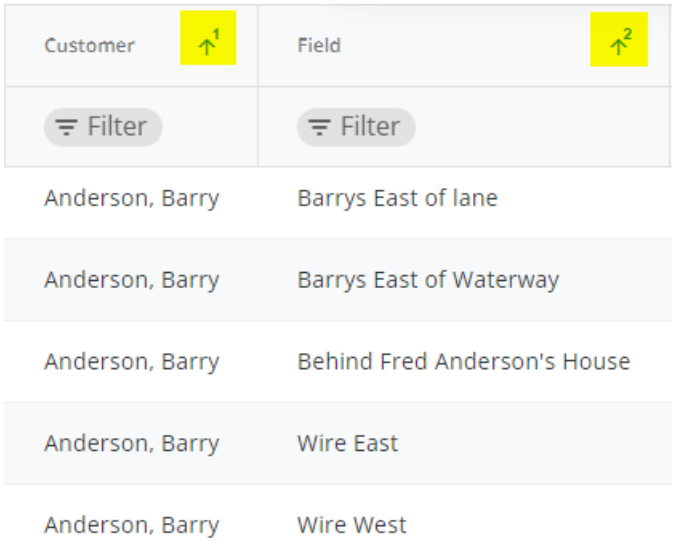
Using Grids in Agvance SKY

Last Modified on 10/02/2024 3:28 pm CDT

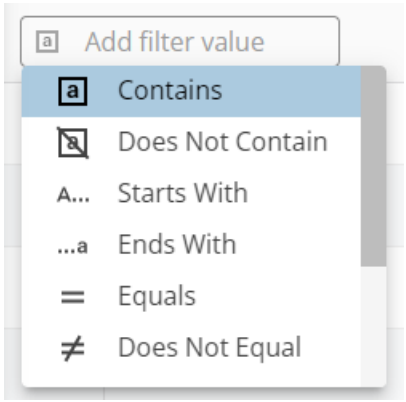
Multiple areas utilize a grid that works much like an Excel sheet to display information.



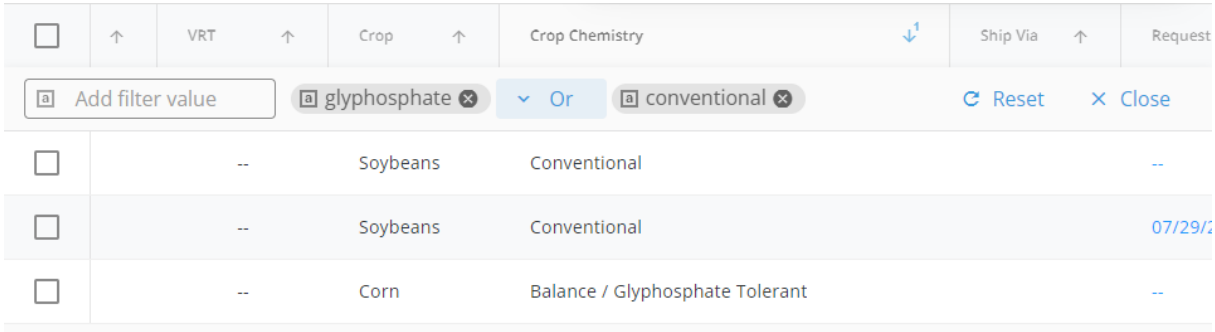
- **Pin** – Select the **Pin** button to choose columns to remain frozen when scrolling horizontally.
- **Hide** – The **Hide** button can be selected to choose columns to hide/show in the grid.
- **Export** – Select **Export** to export the grid to Excel or CSV.
- **Ellipsis** – Options to *Reset Grid* to original settings and *AutoFit Columns* are available under the **Ellipsis**.
- **Move** – Columns can be moved by selecting a column heading then dragging and dropping in the desired location.
- **Resize** – Hover over the border between column headings then select and drag to change the size of the column or double-click that border to autofit.
- **Sort** – The **Arrows** in each column heading can be selected to sort by that column (ascending or descending). This feature offers a multi-level sort giving the ability to sort multiple columns at once with a hierarchy applied. For example, sorting by Customer THEN by Field sorts customers alphabetically THEN Fields alphabetically.



- **Filter** – Select **Filter** under a column heading to enter a *Filter Value*. Select the icon in the *Filter* field to specify filtering options.

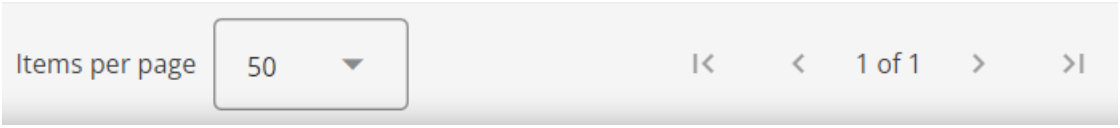


Multiple filters can be applied with the option to show results with BOTH values or results with EITHER value.



On the far right, select **Reset** to remove filtering or **Close** to close out of the filter feature. Filters can also be removed by selecting the **X** on the filter label.

- **Items per page** – The number of jobs per page can be chosen in the drop-down. Navigate between pages using the arrows to the right of this drop-down.


Items per page
50
1 of 1