



Jag\$POT

Building Grid Views

Quick Start Guide

There are several ways in which an OA may change the layout and/or visibility of data within grids. The grid control panel, located at the top of the grid.

View	Category	Categori...	Qualifica...	Student ID	Name	Primary Email	Award Period	Amount ...	City	State
	All						All			

Drag and Drop Columns: Click on any column heading and drag it to a new location. The data in the column will follow.

View	Category	Categori...	Student ID	Name	Primary Email
	All				

Drop-Down Menus: Use the drop-down menu options to sort applications by category or opportunities by status.

View	Category	Categori...	Student ID	Name
	All			

Search for Specific Information: Use the search box to locate records that only contain a particular response. *Tip: Hover the mouse over the (i) button for help creating more detailed search filters.*

Current BSU Student Status	Anticipated B...	Anticipated B...	Local High Sc...	If you did not ...	1. Name of A...	2. Date(s) or ...
Current						
Current or Returning BSU Stu...	6	3				
Current or Returning BSU Stu...	15	12				eria... 3 years, Fall 2...
Current or Returning BSU Stu...	12	12				at R... 2 Years
Current or Returning BSU Stu...	12	12				duate... 2013-Present
Current or Returning BSU Stu...	18	16				ers 2014
Current or Returning BSU Stu...	6	6				duate... 2009-2014
Current or Returning BSU Stu...	3	3	Smith High Sc...			
Current or Returning BSU Stu...	12	6	Did Not Attend ...	Bryan High Sc...		
Current or Returning BSU Stu...	16	16	Jones High Sc...		Habitat for Hu...	2013-2014
Current or Returning BSU Stu...	14	15	Travis High Sc...			
Current or Returning BSU Stu...	15	12	Did Not Attend ...	Lubbock High ...		

Re-Order Information in a Column: Click on any column header to resort all records from least to greatest or double click and the list will resort from greatest to least for that particular column. This also works to sort records from A-Z or Z-A.

<input type="checkbox"/>	View	Category	Applied On	Email	Name	Reviewer Score ▲
<input type="checkbox"/>	<input type="text"/>	All ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	View	Offered	07/24/201...			92.86
<input type="checkbox"/>	View	Offered	07/24/201...			90
<input type="checkbox"/>	View	Submitted	07/24/201...			88.57
<input type="checkbox"/>	View	Offered	07/24/201...			88.57

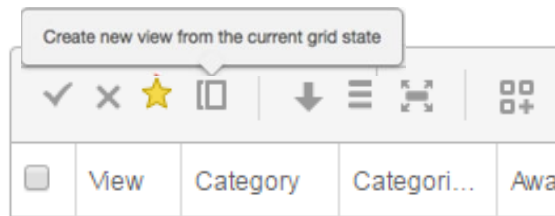
How to Save a Filtered Grids

If an OA plans to use the same filters again in the future, he/she should consider creating a “Saved Grid View”. This allows the OA to restore the filters at any point in the future with just a few clicks.

1. Filter the grid to view the desired information.

2. Click on the “Create New Saved View” button.

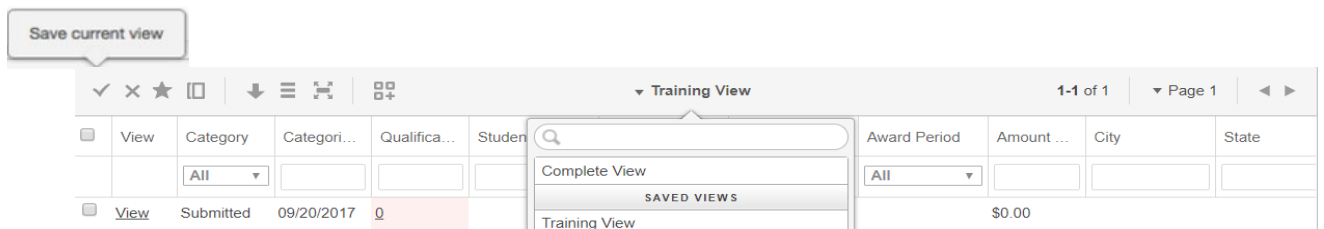
3. Choose a descriptive name and click on the green “Create” button to create the saved view.



Create New View ✕

Name

4. Click on the “Save Current View” button to save the changes.



The saved grid view will now appear in the **Saved Views** drop-down menu.

Note: How to Export Quick Start Guide can be found on the OOS website.