

**HOW TO USE DATA GRIDS IN ON-LINE TOOLS**

- [Sort Columns](#) (ascending and descending)
- [Change Column Width](#)
- [Change Column Sequence / Order](#)
- [Export and Save](#)
- [Group Columns](#) (and remove groups)
- [Expand and Collapse Groups](#)
- [Pagination](#)
- [Related Help Files](#)

**Sort Columns** – Clicking the column label to sort ascending and a second click of the column label will sort descending.

Sorting ascending (Job Status column)

Drag a column header here to group by that column

Job / BOL	Bill of Lading	Documents	Status Date	Job Type	Job Status ▲
<a href="#">6154775</a>			09/14/2006	FCL	BOOKED
<a href="#">6154785</a>			09/15/2006	LCL CONSOLIDATION	BOOKED
<a href="#">6147666</a>			06/01/2006	LCL	BOOKED
<a href="#">6154733</a>			09/19/2006	FCL CONS OVERFLOW	CARRIER REL
<a href="#">6152302</a>			06/01/2006	LCL CONSOLIDATION	PENDING
<a href="#">6154811</a>			09/19/2006	FCL	PENDING
<a href="#">6152237</a>			06/01/2006	LCL	RECEIVED
<a href="#">6151000</a>			05/31/2006	LCL	RECEIVED
<a href="#">6150405</a>			05/31/2006	LCL	RECEIVED

Sorting descending (Job Status column)

Drag a column header here to group by that column

Job / BOL	Bill of Lading	Documents	Status Date	Job Type	Job Status ▼
<a href="#">6135673</a>			05/19/2006	FCL	SAILED
<a href="#">6145481</a>			05/26/2006	LCL CONSOLIDATION	SAILED
<a href="#">6150922</a>			06/02/2006	FCL CONSOLIDATION	SAILED
<a href="#">6154465</a>			08/30/2006	LCL	RECEIVED
<a href="#">6153895</a>			06/02/2006	LCL	RECEIVED
<a href="#">6153147</a>			06/02/2006	LCL	RECEIVED
<a href="#">6154796</a>			09/15/2006	LCL	RECEIVED
<a href="#">6153818</a>			06/02/2006	LCL	RECEIVED

**Change Column Width** – To change the width of one column, drag the boundary on the right side of the column heading until the column is the width that you want.

**Drag to resize:**

	A	B	↔C
1			
2			
3			

[Return to Top](#)

**Change Column Sequence / Order** – While holding down the left mouse button, drag the column labels inside the blue section to anywhere else inside the blue section.

Drag a column header here to group by that column

Job / BOL	Bill of Lading	Docum	Status Date	Job Status	Status Date	Sh
6147666			LCL	BOOKED	06/01/2006	SL

[Return to Top](#)

**Group Columns:**

Group by: While holding down the left mouse button, drag the column label from the blue section to anywhere inside the gray header section.

Drag a column header here to group by that column










Job / BOL	Bill of Lading	Documents	Job Type	Job Status	Status Date	Shipper
6154811			FCL	PENDING	09/19/2006	BROPHY

Removing the Group by: While holding down the left mouse button, drag the group by from the gray section to anywhere inside the table (the blue section)

Job Status ▲
+ Job Status : BOOKED (3)
+ Job Status : CARRIER RELEASED (1) Job Status ▲
+ Job Status : PENDING (2)
+ Job Status : RECEIVED (11)
+ Job Status : SAILED (3)

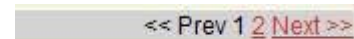
[Return to Top](#)

**Expand and Collapse Groups** – Click the plus sign (+) to expand the view and the minus sign (-) to collapse the view.

Job Status ▲				
[-] Job Status : BOOKED (3)				
Job / BOL	Bill of Lading	Documents	Job Type	Status Date
<a href="#">6154785</a>			LCL CONSOLIDATION	09/15/2008
<a href="#">6154775</a>			FCL	09/14/2008
<a href="#">6147666</a>			LCL	06/01/2008
[+] Job Status : CARRIER RELEASED (1)				
[-] Job Status : PENDING (2)				
Job / BOL	Bill of Lading	Documents	Job Type	Status Date
<a href="#">6152302</a>			LCL CONSOLIDATION	06/01/2008
<a href="#">6154811</a>			FCL	09/19/2008
[+] Job Status : RECEIVED (11)				
[+] Job Status : SAILED (3)				

[Return to Top](#)

**Pagination** – Click the red number or 'Next >>' to go to the next page. Click the red number or '<< Prev' to go back to the previous page.



[Return to Top](#)

**Export and Save** – Click the Excel icon to save information in the data grid as an Excel spreadsheet to your computer.



[Return to Top](#)

**Special Notes:**

1. Changes to the layout of the data grid during the active browser session can easily be undone by using the back button in the top left corner of the browser window.
2. Changes to the layout of the data grid described above only apply during the current active browser session. Upon closing and re-opening a browser, you will notice the data grid will have reverted back to the original default layout.

**Related On-Line Help Resources:**

[Frequently Asked Questions](#): On-Line Customer FAQ on-line at [www.tropical.com](http://www.tropical.com)

[Quick Reference Guide](#): On-Line Customer Tutorials to Print on-line at [www.tropical.com](http://www.tropical.com)

[Video Tutorials](#): On-Line Customer Tutorials to Watch (Video files) on-line at [www.tropical.com](http://www.tropical.com)

[Return to Top](#)