






HOW TO USE DATA GRIDS IN ON-LINE TOOLS

- [Sort Columns](#) (ascending and descending)
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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 ▲
6154775			09/14/2006	FCL	BOOKED
6154785			09/15/2006	LCL CONSOLIDATION	BOOKED
6147666			06/01/2006	LCL	BOOKED
6154733			09/19/2006	FCL CONS OVERFLOW	CARRIER REL
6152302			06/01/2006	LCL CONSOLIDATION	PENDING
6154811			09/19/2006	FCL	PENDING
6152237			06/01/2006	LCL	RECEIVED
6151000			05/31/2006	LCL	RECEIVED
6150405			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 ▼
6135673			05/19/2006	FCL	SAILED
6145481			05/26/2006	LCL CONSOLIDATION	SAILED
6150922			06/02/2006	FCL CONSOLIDATION	SAILED
6154465			08/30/2006	LCL	RECEIVED
6153895			06/02/2006	LCL	RECEIVED
6153147			06/02/2006	LCL	RECEIVED
6154796			09/15/2006	LCL	RECEIVED
6153818			06/02/2006	LCL	RECEIVED

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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			

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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

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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)

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

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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.

<< Prev 1 **2** Next >>

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

 Export to Excel

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