Manipulate Columns, Sort, and Filter the Display

Grids allow you to sort items by any column, to filter results, and to place columns in any order you prefer. You can also hide or display any column used by the current function.

Ordering Columns

Use a click-and-drag operation to rearrange the order of columns.

1. Click the column heading and hold down the mouse button.
2. Drag the column to a valid insertion point as indicated by a pair of arrows, and then release the button.
   As you drag the column, the column name is shown.

Sorting Column Data

Sorting for some screens is pre-defined. To change the sort order of a column, do one of the following:

- Click the column header to toggle between ascending and descending order.
- Click the drop-down arrow in the column heading, and from the drop-down list select Sort Ascending or Sort Descending.

Hide and Show Columns

You can hide or show columns as needed. If only one column exists, it cannot be hidden.

1. Hover the cursor over any column heading to display the drop-down list arrow.
2. Click the drop-down list arrow, and select Columns.
3. In the list, enable the columns you want to display. When you make your selection, the column is immediately displayed or removed.

Filter Results

Use filtering to reduce the number of items listed in the grid. You can filter across multiple columns to further reduce the results.

1. To filter the data, click the funnel icon. A blank row opens where you can enter filter criteria.
2. Enter text in one or more columns. As you type, the system displays only those entries that include the text you enter.
   - To turn off filtering for a specific column, move your cursor into the text field and click the “X” at the end of the cell. The system clears your entry and refreshes the grid display.
   - To close the filtering row, click the “X” under the funnel icon. The filtering on all columns is cancelled.
   - When accessing a list that is filtered the filtered column will present with orange shading and move to grey.