Available on the list view toolbar in most capsules, the **Grid View** feature creates a visual representation of columns that have been sorted and sub sorted, using those categories as the rows and columns in a grid representation of the data.

This can be used in many ways. For example: as a visual conflict-checking tool by creating a "calendar view" using date and time sorts (see example above); or for a quick visual of the status of work orders for a list of workers (see example below).

This feature is particularly useful in the Work and Schedule capsules, but can be applied to any list in the system – all that's required is a sort and subsort in List View.

In this example, the List View at left has been transformed into a Grid View via the icon.

The primary sort (Work Status) becomes the columns while the subsort (Assigned To) becomes the rows. In this example, the user can get a quick idea of which contacts have the most open/pending work orders.

AWAREMANAGER

Navigation & Quick Change

Left-clicking on the record numbers will bring you to the record whereas right-clicking on a cell will give you the option to add a new record, edit any records in the cell, or delete any records in the cell.
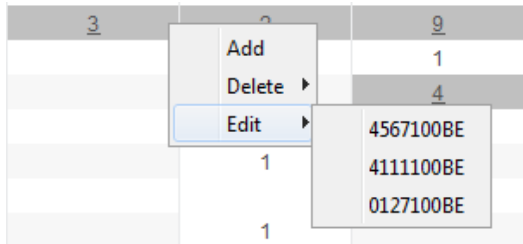
Hover Display

Hovering over a cell will display the information for any records from the columns as they appear in the list. In the floating display window, each column of information corresponds to the columns present in list view.
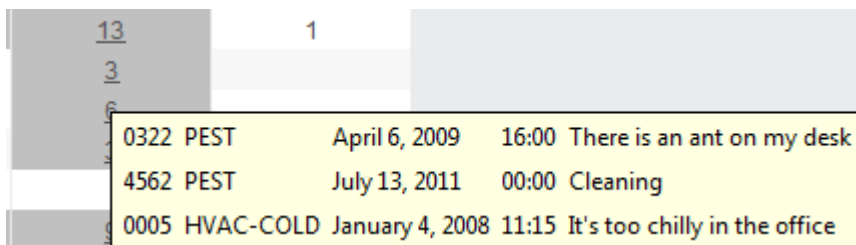

Grid View Subtotals

Right-clicking on a row or column in Grid View will show the subtotal for the row or column.
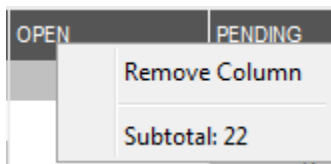
Remove Column/Row

You can right click on any column or row title in a Grid View and select Remove Column/Remove Row. The selected column/row will be removed from the Grid View but the data will not be deleted from the database.

AWAREMANAGER

Grid View Report

The Grid View toolbar has an icon which prints the data in the table as a report.

Work Grid Report
DIG Property Group
50 Congress Street
Boston, Massachusetts 02109

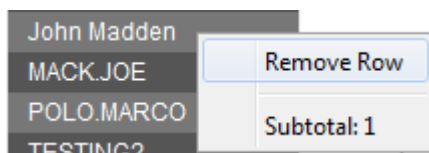|	1-IMMED	2-HIGH	3-LOW
CARPENTRY	3	20	0012
CLEAN	7	3	0315
CONFERENCE RO...		14	
CONSTRUCT		10	
ELEC		15	0097
ELEV		2	
EXCEPTION		11	3
FREIGHT		16	
FREIGHT EL		3	

Copy to Clipboard

The Grid View toolbar has an icon which copies the information displayed to the clipboard, which can then be pasted elsewhere such as Excel.

AWAREMANAGER

Grid View Settings

The Settings menu controls the appearance of Grid View.

Grid View Settings

Horizontally: Date Started
Representation: ● Actual Values
○ Time
○ Date

Vertically: Time Started
Representation: ○ Actual Values
● Time
○ Date

End: Interval ▼ ☑ Fill In Gaps
Interval: 0 Hours 30 Minutes
From: 08:00 🕐 To: 20:00 🕐

Single Record: Orange ▼ Cell Width: 100
Multiple Record: Blue ▼ Cell Height: 43
Displayed: ● Actual Values/Count
○ Subtotal Number Values
○ Count

Save Cancel

Date and Time display

If the data displayed in the rows or columns is a Date or Time value, the user has the option of changing the grid view display from the **Actual Values** radio button to **Time** or **Date.**

This causes the grid view to act more like a calendar by expanding any dates or times to include a specified range. For example, the settings above are configured to show the Time displayed vertically in intervals of 30 minutes from 8:00 to 20:00 with the gaps filled in (see at right).

The **Fill In Gaps** checkbox is important if you wish to display the entire range of dates or time, otherwise the grid view will be constrained to only show points in time that have data (in other words, no blank rows or columns).

	January 1, 2013	January 2, 2013	January 3, 2013	January 4, 2013	January 5, 2013
08:00					
08:30					
09:00				0225	
09:30					
10:00			0200		
10:30					
11:00	0005				
11:30					
12:00					
12:30				0215	
13:00		0401		0214	
13:30					
14:00					
14:30				0218	
15:00			0122		
15:30	0055				
16:00					
16:30		0405			
17:00		2			2
17:30					0241
18:00					
18:30			0181		
19:00					
19:30					

Similarly, Dates can be configured to display in terms of weeks, months or years with a similar option to fill in any gaps in the data.

Additional Options

At the bottom of the Grid Settings window, the user has options to change the color of cells containing single or multiple records, change the size of cells, and to have the cells display a Subtotal Number Value or Count.

In order for Grid view to display subtotaled number values, the column with the number values must be the first non-sorted, non-sub sorted column.

Date Started ▲	Time Started ▲	Total Cost
January 1, 2013	11:15	$41.49
January 1, 2013	15:50	$109.98
January 2, 2013	13:00	$60.00
January 2, 2013	16:30	$25.00
January 2, 2013	17:00	$2.05
January 2, 2013	17:20	$0.00
January 3, 2013	10:00	$162.50
January 3, 2013	15:00	$258.35
January 3, 2013	18:30	$0.00
January 4, 2013	09:00	$0.00
January 4, 2013	12:41	$115.85
January 4, 2013	13:10	$41.65
January 4, 2013	14:36	$95.00
January 5, 2013	17:02	$10.85
January 5, 2013	17:08	$10.00

	January 1, 2013	January 2, 2013	January 3, 2013	January 4, 2013	January 5, 2013
08:00					
08:30					
09:00				$0.00	
09:30					
10:00			$162.50		
10:30					
11:00	$41.49				
11:30					
12:00					
12:30				$115.85	
13:00		$60.00		$41.65	
13:30					
14:00					
14:30				$95.00	
15:00			$258.35		
15:30	$109.98				
16:00					
16:30		$25.00			
17:00		2			2
17:30					$10.85
18:00					
18:30			$0.00		
19:00					
19:30					

With the **Subtotal Number Values** option turned on, the Total Cost column now becomes subtotaled for records falling under the sort and subsort criteria.

When the **Count** option is used, each cell in the grid only display the number of work orders belonging to the cell. The first option, **Actual Values/Count,** will display the record code or number if there is a single record in the cell OR the number of records if there are more than one.