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<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Various
<b>Access</b>	“Grids”
<b>Minimum service pack</b>	SP32
<b>This document</b>	Grids Ref 1.11 Release 1 Published February 2003

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## To Index a Grid

- When a column headings at the top of a grid is clicked it will capitalise. This means that the grid is now indexed by that column. Note: Not all columns can be used for indexing.
- The grid will default to index by one of the columns, often this is the left-hand column.
- When other than the default heading has been selected, it can be deselected by re-clicking it. This will index the grid back to the default.
- Note: When the indexing has been changed from the default it is not a permanent change. The next time that the screen containing the grid is accessed it will revert back to the default settings.

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## To Scroll Through a Grid

- **Scroll bar** – Use the scroll bar to scroll through the grid.
- [**<**] – The first record on the grid will be selected.
- [**<**] – The record that is directly above the current selected record will be selected.
- [**>**] – The record that is directly below the current selected record will be selected.
- [**>**] – The last record on the grid will be selected.
- [**Refresh**] – The data will be refreshed and all of the records will be updated.

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## Right Click Options

Most grids in Chreos have options available when you right click at any place on the grid. These include:

## Visible Columns.

This option allows columns to be removed from a grid.

- **Hidden Fields** - The columns that are not displayed on the grid.
- **Visible Fields** - The columns that are currently displayed.
- To customise the grid highlight the required field and click the [>], [>>], [<] and [<<] buttons.
- To customise the order that the fields are displayed in select the required field in the 'Visible fields' list box and click the [Up] and [Down] buttons.
- Note: When the columns have been changed from the default it is not a permanent change. The next time that the screen containing the grid is accessed it will revert back to the default settings.

## Sort Order

This option allows you to sort or index the grid. This is an alternative to the way described in 'To Index a Grid' in this information sheet.

- The 'Index order' screen will appear. This will display all of the fields that the grid can be indexed by including an 'Unsorted' (default) option.
- To index the grid select the required field and click the [Ok] button.
- Note: When the indexing has been changed from the default it is not a permanent change. The next time that the screen containing the grid is accessed it will revert back to the default settings.

## Save Grid

This option allows the data in most grids in Chreos to be saved as a comma separated file (.csv) file.

- The "Output results to" screen will appear. Select the directory where the file is to be saved to in and name the file. The 'Save as type' will automatically default to 'Comma separated files (\*.csv)'.  
● Click the [Save] button to save the file in the selected directory.

## Print Grid

This option allows the data in most grids in Chreos to be previewed in a report format and printed.

- The "Enter a title for this report" screen will appear. Enter a title for the report into the 'Report title' field and click the [Ok] button.
- The data from the grid will be displayed as a report.
- To print the report click the [Print] button.

## Save Settings

Currently not active.

## Load Settings

Currently not active.

## Restore Defaults

Currently not active.

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