

Grid Controls

In VantEdge Point, data is frequently displayed in grids. Any of these grids may be organized according to your personal preferences, and the custom settings (column placement, column removal or addition, sort, groupings, and filter) will be saved automatically for your user name.

To reset grids to their default appearance, click the **Clear Grid Layouts** button located in [User Preferences](#). Note that this function will reset *all* grids throughout the application, so if you only want to reset one grid, you should change it manually. Clearing grid layouts will also add any new columns that development has recently created, but will, as noted above, remove any personalization done to any grid. If you want to add a new column that you know development has made available to a specific grid, see the *Adding Columns* section, below.

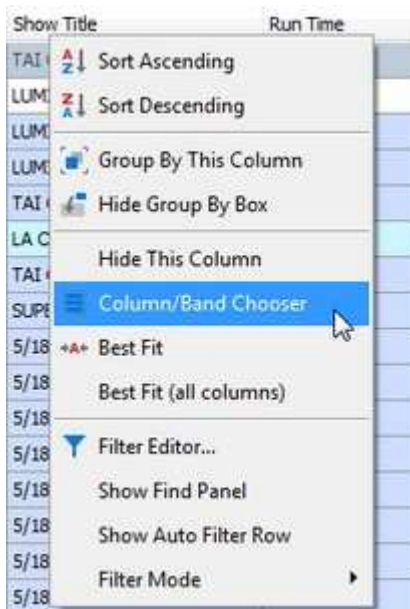
Arranging Columns

To move a column, simply click and drag it by the column header. If you accidentally drag a column off-screen, you can bring it back by following the instructions in the *Adding Columns* section.

Adding Columns


These instructions may be used to add a column that was recently made available by the development team without losing all your other grid personalization settings, or to add a column back to the grid after accidentally removing it.

To add a column to a grid, right-click on any column header and select **Column/Band Chooser** from the menu:



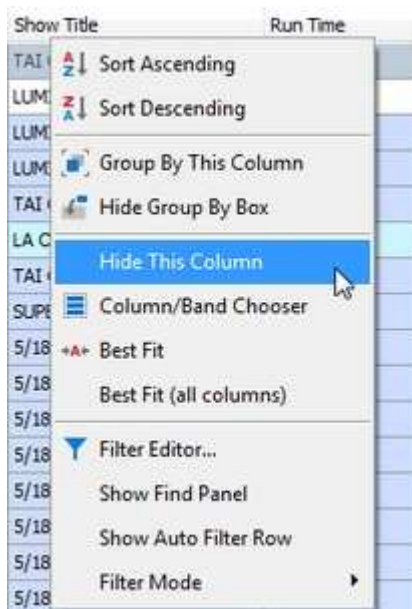
The grid Customization box will open:





Find the column name in the list, then click and drag it to the desired location on the grid. Click the  button to close the Customization box.

Removing Columns

To remove a column, right-click on the column header and select **Hide This Column**, or simply click and drag the column off the screen:



Sorting

Grid contents can be sorted by clicking on any column header. Click the column header again to reverse the sort. An indicator in the column header will show the sort type:  for ascending order (A-Z, smaller to larger, older to newer), or  for descending order (Z-A, larger to smaller, newer to older). You can also right-click on the column header and select **Ascending** or **Descending**, or **Clear Sorting** to reset the grid to the default sort.

To sort on more than one column, click on the first column header to sort, then right-click on the second column header and select **Ascending** or **Descending** from the menu.

Grouping

Data may be organized by grouping. To group by a field, right-click on the column header and select **Group By This Column** from the menu. You can add subgroups by repeating this with other columns. The data will then be displayed in a tree structure:

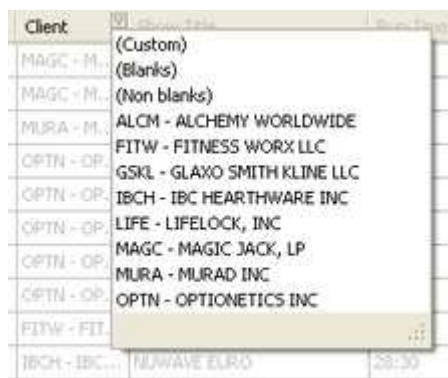
Num	B Month	Week	Client	Days	Times	Show Title
Client: ALIM - ALPHA INTERNATIONAL MARKETING						
Client: ALSC - ALSAC / ST JUDE						
Show Title: FIGHT HISP URL 60						
Show Title: HEAL HISP URL 120						
94	JUN	05/29/2017	ALSC - AL...	M...	0000A-1159P	HEAL HISP URL 120
95	JUN	05/29/2017	ALSC - AL...	M...	0800A-1200A	HEAL HISP URL 120
Show Title: YAM HISP URL 120 PI						
Client: ARPI - AARP INC						
Client: BETH - BETHESDA SOFTWORKS LLC						
Client: BMI - BOSLEY						

This feature is very helpful for narrowing your focus. For example, it allows you to view the buys for only one particular client or show title at a time, without the need to perform another search.

To remove a group, right-click on the column header and select **UnGroup**, or click and drag the group off of the grid header.

Filters

To filter by a particular field, click the button on the right side of the column header and select the desired data from the dropdown list. This button is normally hidden, but will appear when the mouse pointer is moved to that location:



Note: Filter settings are saved along with other grid settings. If you do not see the data you expect, check to see if a filter is in place by looking for the filter bar at the bottom of the grid:



To temporarily deactivate the filter, uncheck the . To remove the filter, click the button. The button allows you to quickly select from a dropdown list of previously used filters.

At the bottom of the grid is the record control bar:



This bar contains controls for scrolling through records and adding and deleting records. It also displays the position of the currently selected record as well as the total number of records in the grid.

Use the buttons to go to the first or last record.

Use the buttons to go back or forward one page.

Use the buttons to go to the previous or next record.

Use the buttons to add or delete records.

Some buttons may be unavailable (appear as grayed out) in certain situations. For example, the and buttons will only be available if you are in Edit mode.

Buy Sheet Footers

In both the Long Form and Short Form Buy Sheets, check boxes for **Show Grid Footer** and **Show Group Footer** will activate a bar which can be configured to display useful information on the contents of each column—for example, a sum or average under a numeric column. To use this feature, check the desired box and then right-click on the bar under a column. Note that depending on the type of data in the column, some of the menu selections may be unavailable:



It is possible to display more than one type of data in these footers—for example, both a sum and an average. To do so, right-click again and select **Add New Summary**, then select a different metric from those shown in the submenu.