division of Finance

Advanced Grid
## FINET quick reference guide

Introduction

The Advanced Grid ( ) allows you to change the view of the results from a Transaction Catalog search for more specific filtering.

Instructions

Previously, while using the Advanced Grid feature on the grid of a page, there was not an option to resize the sections inside the Advanced Grid tool pop-up. There was room to create a more user-friendly solution

The Advanced Grid library now has the capability to resize sections such as Row Groups, Values, and Columns inside the Advanced Grid tool, once it is enabled from the standard grid on a page by the user. Doing this allows the user to maximize any section vertically, while the other sections auto-adjust to the remaining available space inside the Advanced Grid user interface of the page.
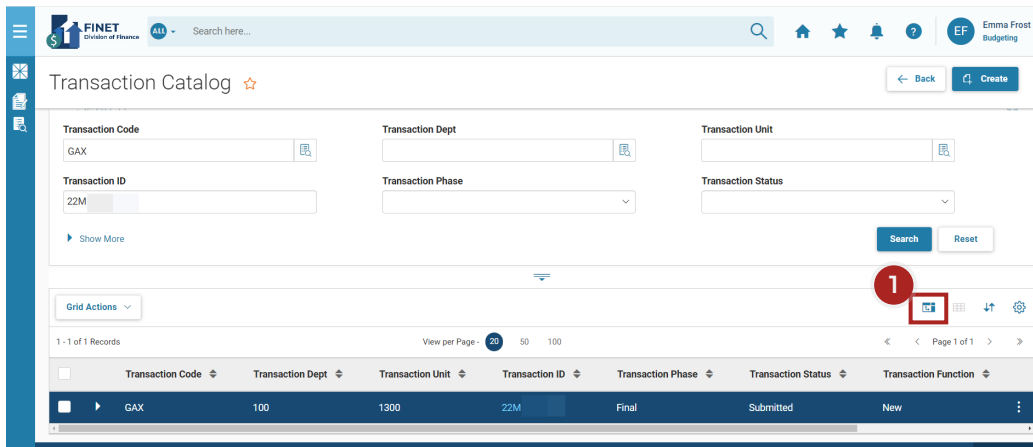
1. Select the **Advanced Grid** ( ) button. The page view will change with more options on the right-hand side.
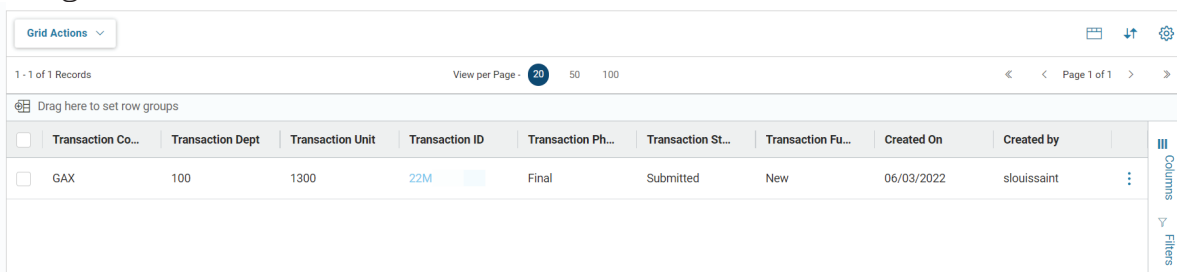
You can customize the grid in multiple areas. By selecting the three-line (☰) menu next to any column title OR selecting the **Columns** (☰ Columns) or **Filters** (▽ Filters) options on the right side, you can make additional adjustments to specify the information you're looking for.

Clicking on the three-line (☰) menu you will get a drop-down list of options.

Clicking on the **Columns** (☰ Columns) option you can choose which columns options to omit from view or you can rearrange the order by selecting the (⠿) icon.

Clicking on the **Filters** (▽ Filters) option you can refine the search by selecting any column title by inputting a keyword to narrow the search further.