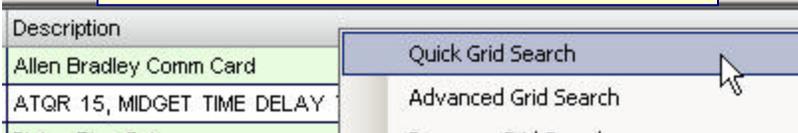


Data Grid Utilities - Searching Data Grids

Step 1 : To search any column on selected data grids begin by right mouse-clicking the column header for the column you want to search. This feature works on most data entry grids.



Quick Grid Search: column header becomes a text box.

Part Number	Description
Ww-004	Filter Element
Ww-004	Filter Element
Ww-004	Filter Element
88-UU	Bearing
UUU888	Filter
UUU888	Filter
S-100	Spring

Search in grid column Description

Search from Beginning of Field

Bolt

Or
 And

Nut

AND/OR grid search available from **Advanced Grid Search**

Step 2 : Begin typing the search text into the now white text box that has replaced the column header. Located item(s) containing the search text (in any position within the word) become highlighted with the default selection row color.

s	Description	Quantity	Un
UUU888	Filter	6	ea
S-100	Spring	5	ea
S-100	Spring	11	ea
SCN-9987a	Sifter Screen	4	ea
R55	Rubber Balls	46	ea
R55	Rubber Balls	10	ea
K-444-HU-1	Impeller	0	ea
B7	Barrel Housing	0	ea

s	Description	Quantity	Units	Ur
UUU888	Filter	6	ea	
S-100	Spring	5	ea	
S-100	Spring			
SCN-9987a	Sifter Scre			
R55	Rubber B			
R55	Rubber B			

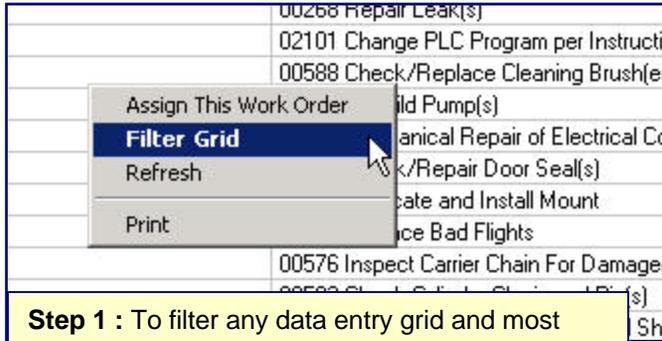
Filter Grid

Cancel Search

Refresh

Step 3 : To cancel searching right mouse-click anywhere on the grid to display the pop-up menu. Next select the menu item **Cancel Search**.

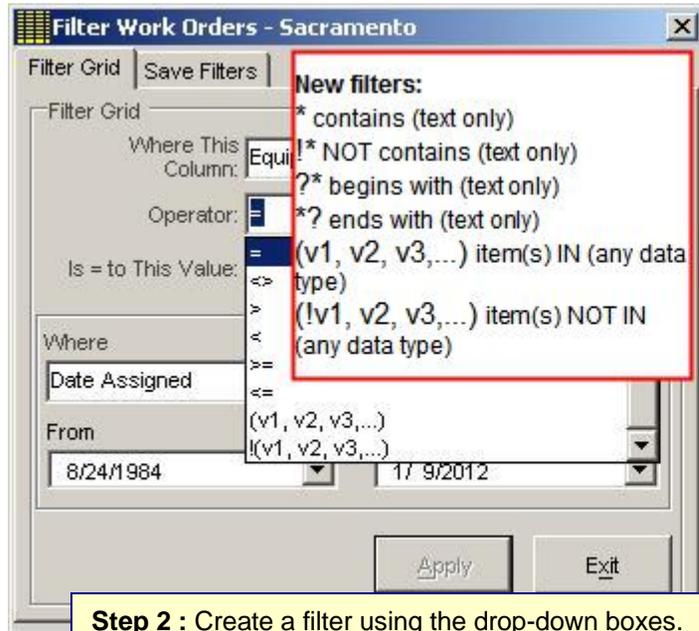
Data Grid Utilities - Filtering Data Grids



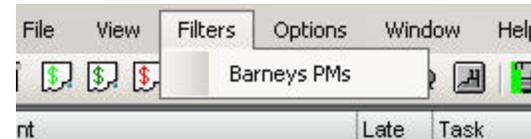
Step 1 : To filter any data entry grid and most configuration grids begin by right mouse-clicking anywhere on the grid. Select the option **Filter Grid** (if available).



Step 3 : To save the filter as a menu item on the data screen select to tab labeled **Save Filters**, press the **New** button, enter a filter name (this appears as a menu item after saving) and a description (optional). Press **Save**. NOTE: by checking **Use Relative Date** MaintSmart will use a floating date range.



Step 2 : Create a filter using the drop-down boxes. Be sure to use a valid date period if applicable. Press **Apply** to apply the filter to the data grid.



Note: Anytime you need to access this filter simply select the menu item! You can delete filters too.

Data Grid Utilities - Display Options

Set Grid Preferences:

Select the **Program Configuration** menu button  from the button bar at the screen. Select the tab labeled **System**. Locate the box at the lower right labeled **Set Grid Colors**. Select the option you wish to set. Available color settings relate to grid row selection, grid back color, font color and line color. After selecting the option press the **Set Color** button. When the color dialog box appears select a color then press **OK**.

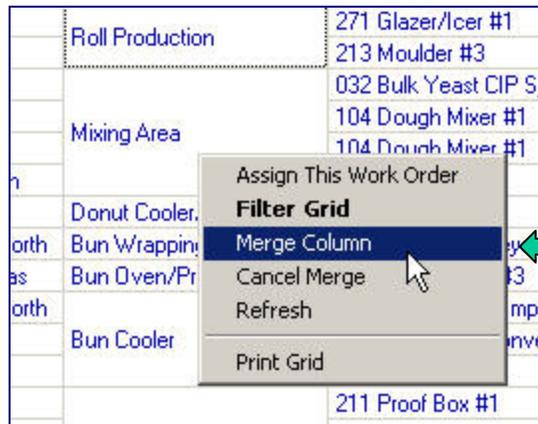
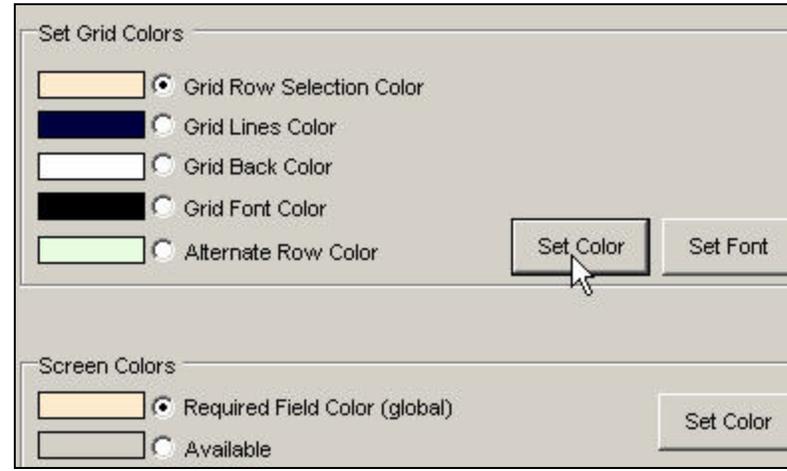
Merging Grid Columns

MaintSmart grids provide merging capability. Grid merges group identical data in a column with similar data. This is useful for grid viewing and evaluation purposes.

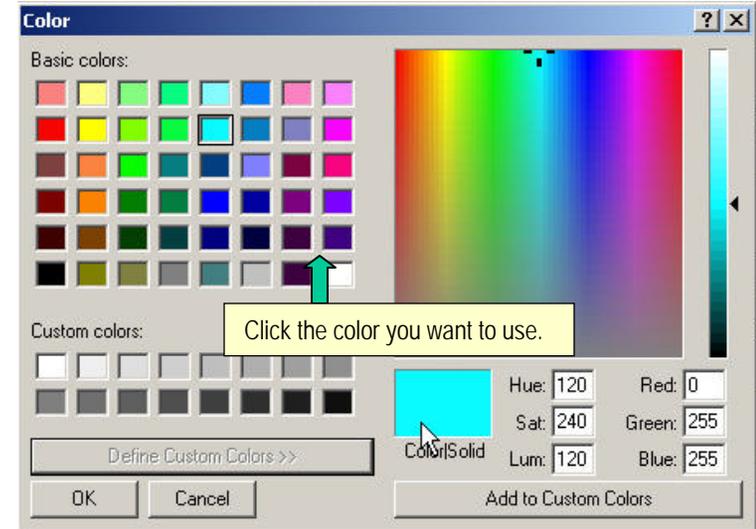
To merge a column place the mouse cursor over the column you want to merge. Press the right mouse button. When the pop-up menu appears select the menu item **Merge Column**.

Sorting Grids:

Left mouse-click the column header of any grid row to alternately sort a grid column ascending/descending.



Merging a grid column. Cancel the merge by selecting **Cancel Merge**.



Sort a grid column with left mouse button-click. Alternates Ascending/Descending order

Data Grid Utilities - More Options and Functions

Analysis Grid Options:

Analysis grids provide additional functionality over configuration and data entry grids. Analysis grids implement additional functions to provide a way for you to display the data that's important to you and provide some simple column statistics.

Dragging Grid Columns

To drag a grid column to a different position press the left mouse button down (and hold it down) over the grid column header you want to drag. Drag the column to the desired position as indicated by the highlighted vertical bar then release the mouse button to drop the column. Column dragging may provide a more useful view of the analysis data presented in the grid.

Sizing and Hiding Grid Columns:

The following data grids contain this functionality: work order, down time, inventory configuration and PM validation. To use this feature begin by setting the size of the columns. This is done by left mouse-clicking the grid column header then dragging to the left while holding down the left mouse button. **Note:** it is difficult to completely hide the column in this manner as depicted in picture #1, however MaintSmart will completely hide columns that are sized in this manner after saving the column sizes and activating this feature (next couple of steps).

Next select **Save Column Widths** from the **View>>Grid Settings** menu items as depicted on the right (picture #2). This action saves the grid column settings for this screen. To activate the column settings check the menu items **View>>Grid Settings>>Use Saved Column Widths**. Whenever this screen is loaded the grid displays with the saved column widths as long as this menu item is checked. You may restore the original (all columns displayed) view by unchecking **View>>Grid Settings>>Use Saved Column Widths**.

Grid Column and Row Freezing:

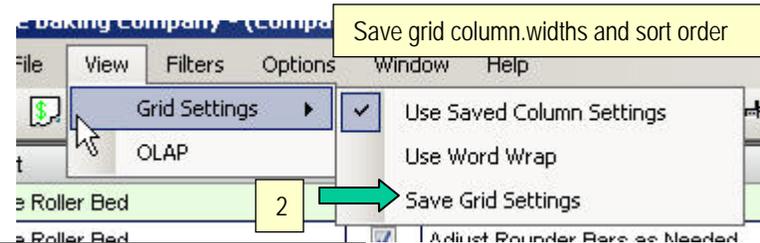
Selected data grids enable you to freeze one or more columns or in some cases rows. To freeze a column place your mouse cursor over the left-most column grid line (not grid header line) until the small lock icon appears (picture #4). Press the left mouse button down while dragging to the right to freeze one or more columns (picture #5). To un-freeze reverse the drag direction.

This is a useful feature especially when working with wide data grids.

	Equipment	Cost Labor	Cost Parts
5	271 Glazer/Icer #1	\$23.65	\$30.00
8	471 Vert. Switch Empty Basket #2	\$23.58	
15	440 Wrapping Machine #1	\$4.71	
9	104 Dough Mixer #1	\$56.52	
22	246 Pan Cleaner #3	\$11.78	
24	455 Full basket Conveyor #1	\$75.36	
25	104 Dough Mixer #1	\$16.48	
30	272 Fryer #1	\$103.62	
31	211 Proof Box #1	\$150.72	
32	502 Cuber #1	\$101.27	

This column (Cost Parts) will be located between **Equipment** and **Cost Labor** if the mouse button is released at this point. Note: highlighted vertical bar.

Lead	Eng_Hours	City	Comments
.1		Anytown	Repair leak
.0	1	Anytown	Rebuild sani



Freeze one or more leftmost columns then scroll grid under these frozen columns.

WD-109928	2/19/2001
WD-109929	1/19/2001
WD-109930	6/5/2001
WD-109933	2/3/2002
WD-109934	3/23/2002
WD-109935	2/19/2001

Work Order	Equipment
WD-109928	Dough Mixer #1
WD-109929	Bulk Yeast CIP System

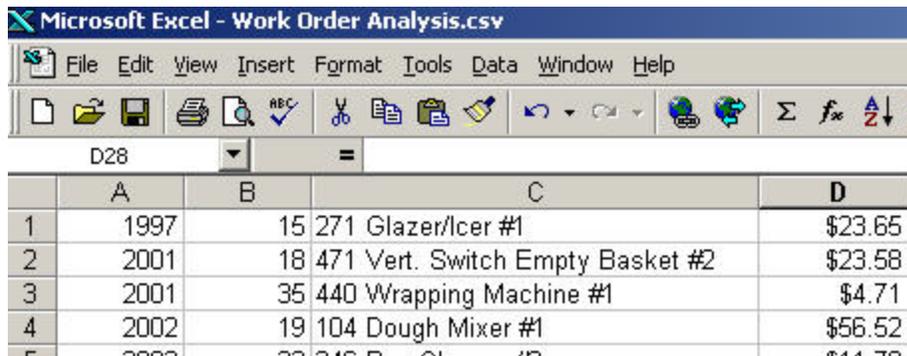
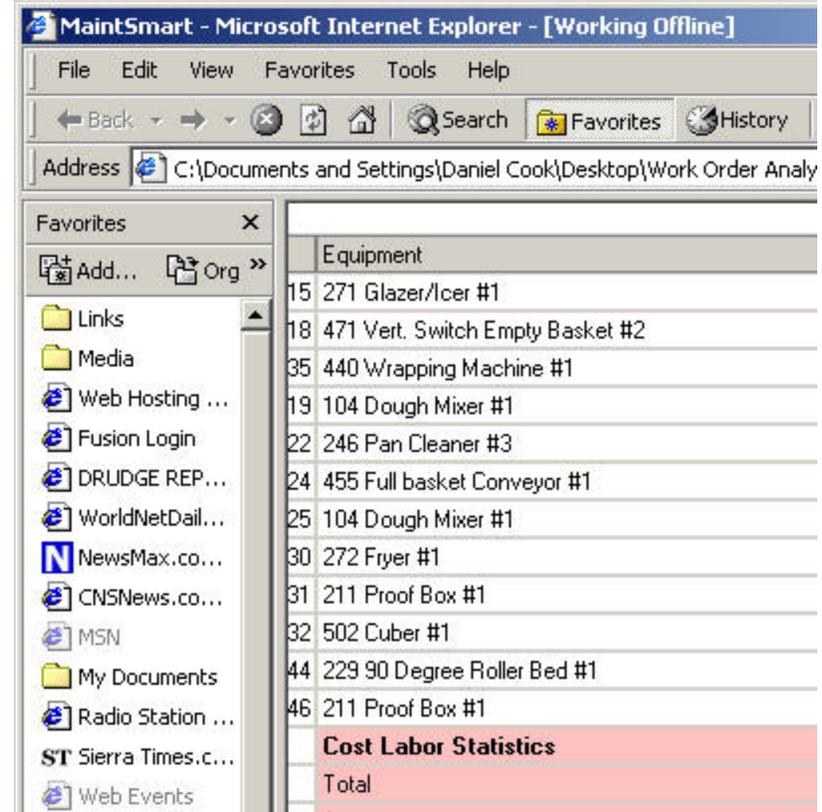
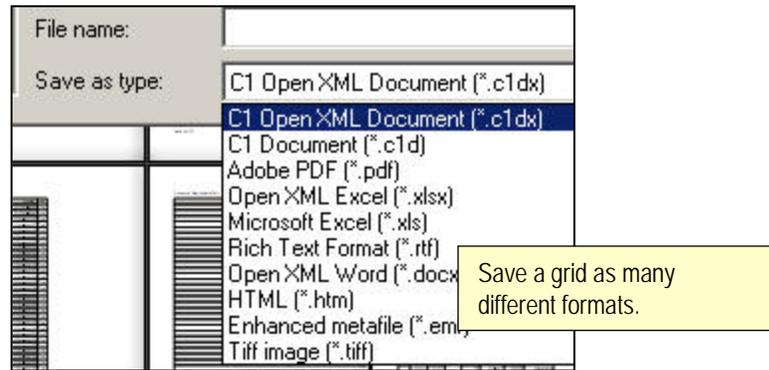
Data Grid Utilities - Printing and Saving

Saving Grids

MaintSmart provides several different formats for saving grids. Select the menu items **File>>Save**. Select the save file format then press the **Save As** button. Saving a grid as a web page is handy and then you can post the grid to your company web site or email it from your browser. To save a grid for use with Excel select the .csv save format.

Printing Grids

MaintSmart provide direct grid printing or you can save a grid as Excel or HTML format then print from your browser or from Excel.



Data Grid Utilities - Filtering Grid Columns

Filtering Grid Columns

Filter any grid column in any grid in MaintSmart by clicking arrow in column header of grid. Select individual items, groups of items or create a custom filter to the column. Once the data set is filtered add additional filters to this filtered data set.

Invoices Composite WO Contractor Work Options Window Help						
ory (optional)						
	Date Completed	Technician	Status	Priority	Type	
00:00:00		No Assignment - 327	Active	Emergency	Foll	
21:36:00	1/18/2006 21:36:00	Charlie Huston	Done	Routine	Cod	
	1/18/2006 06:26:00	No Assignment - 327	Done			
	1/18/2006					
00:00:00		No Assignment - 327	Active		rgency	Cod
00:00:00	1/18/2006					
		No Assignment - 327	Active			
		No Assignment - 327	Active			

Grid Column filtering: left click the column header (small arrow) that you want to filter. The filter dialog screen will appear.

es Composite WO Contractor Work Options Window Help						
nal)						
	Date Completed	Technician	Status	Priority	Type	Equipment
		(Select All)				
	1/18/2006 21:36:00	Bernie Grayson				
	1/18/2006 06:26:00	<input checked="" type="checkbox"/> Bill Raymond				
	1/18/2006 05:30:00	<input checked="" type="checkbox"/> Bob Wright				
		Charlie Huston				
	1/18/2006 00:00:00	Clarice Thomas				
		David Hackworth				
		Frank Pierce				
	1/18/2006 07:30:00					
	1/18/2006 16:30:00					
		No Assignment - 327	Act			

Un-check the "Select All" box then check the desired items for viewing. Click the "Apply" button at bottom of this dialog screen.

der History (optional)						
	Date Due	Date Completed	Technician	Status	Priority	Type
	8/20		Bob Wright	Active	Emergency	Code Complis 90 D
	8/20		Bob Wright	Done		Service 90 D
			Bob Wright	Active	Emergency	Work Order Yeas
			Bob Wright	Done	Emergency	Work Order Yeas
	26/20		Bill Raymond	Done	Urgent	PM Wra
	6/2010 00:00:00		Bob Wright	Active	Routine	Work Order Yeas
	2/2012 11:58:00	1/8/2012 19:47:00	Bob Wright	Done	Routine	Work Order Yeas

This is a view of the resulting data. Notice check mark in filtered column header. You can further filter this data set from other columns as needed, then export to Excel, etc.

Data Grid Utilities - Printing and Saving

Filtering Grid Columns

Filter any grid column in any grid in MaintSmart by clicking arrow in column header of grid. Select individual items, groups of items or create a custom filter to the column. Once the data set is filtered add additional filters to this filtered data set.

