

**Customizing A Grid**  
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## Customizing A Grid

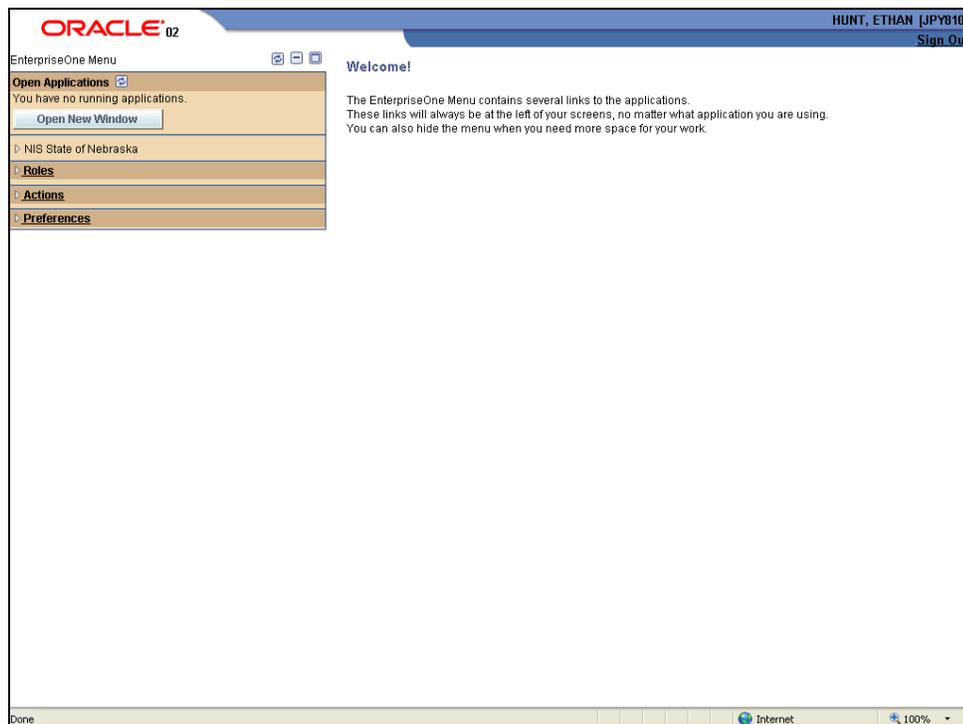
### Customizing A Grid Overview

You can customize NIS to make it easier to navigate and to make your work easier and faster. At a search window, you can customize the sequence of the columns in the detail area, or "grid," to increase efficiency, to fit your working style, and to see the information you need in the order you need to see it. Then you can save your personal grid format you create and use it again.

### Customizing A Grid Lesson

#### Procedure

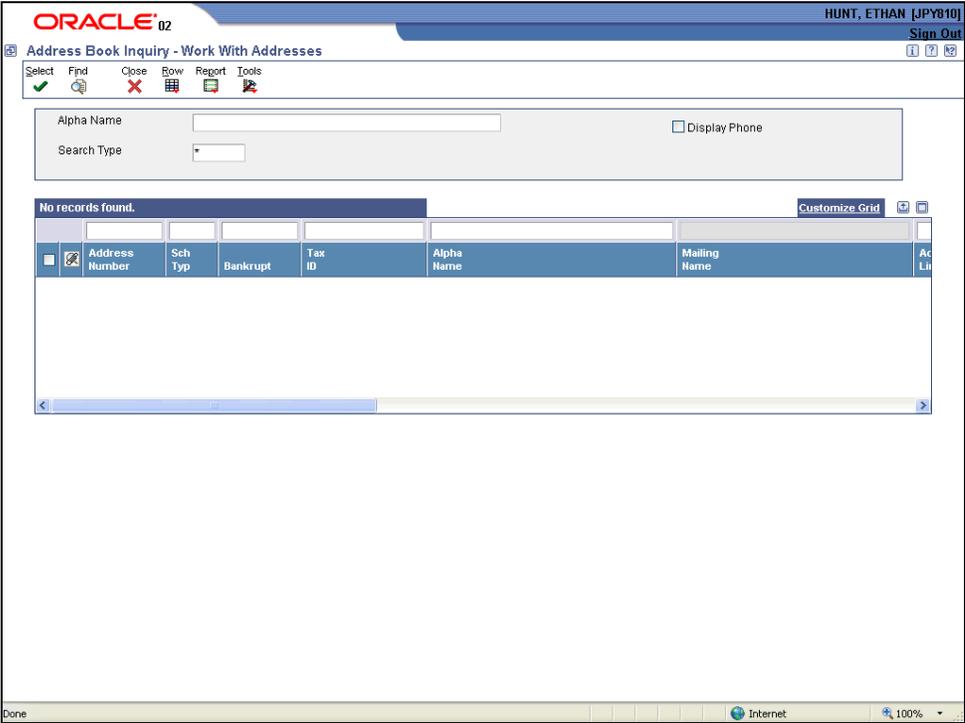
In this lesson you will learn how to customize a grid in NIS.



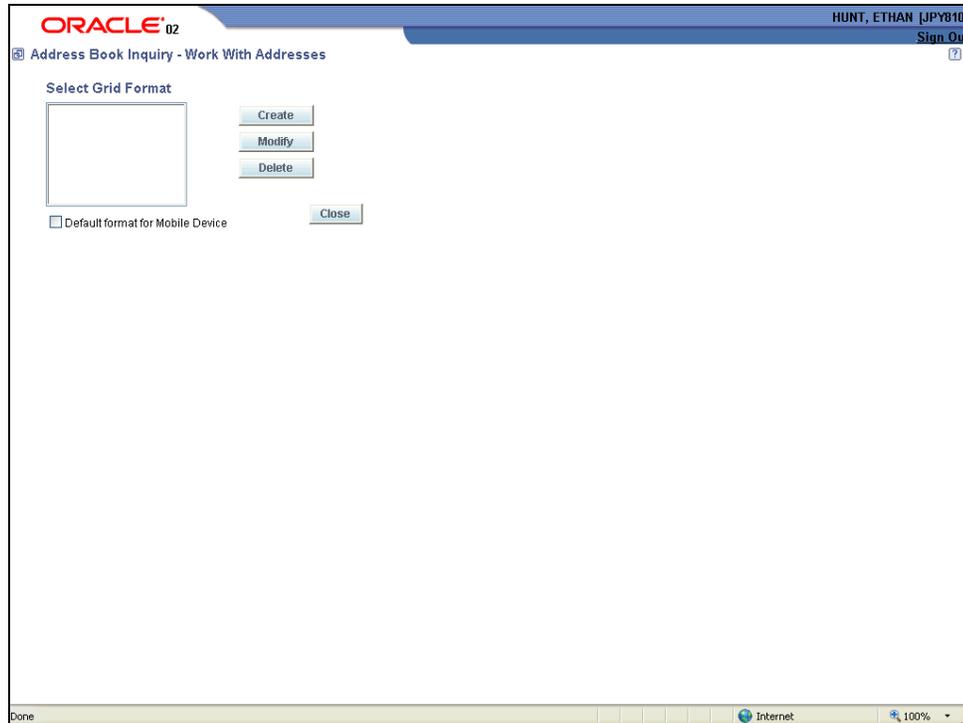
Step	Action
1.	In this exercise we will the grid through the Address Book Inquiry screen. Grids can be customized all through out NIS. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>

# Training Guide

## Customizing A Grid



Step	Action
2.	Click the <b>Customize Grid</b> tab. <b>Customize Grid</b>



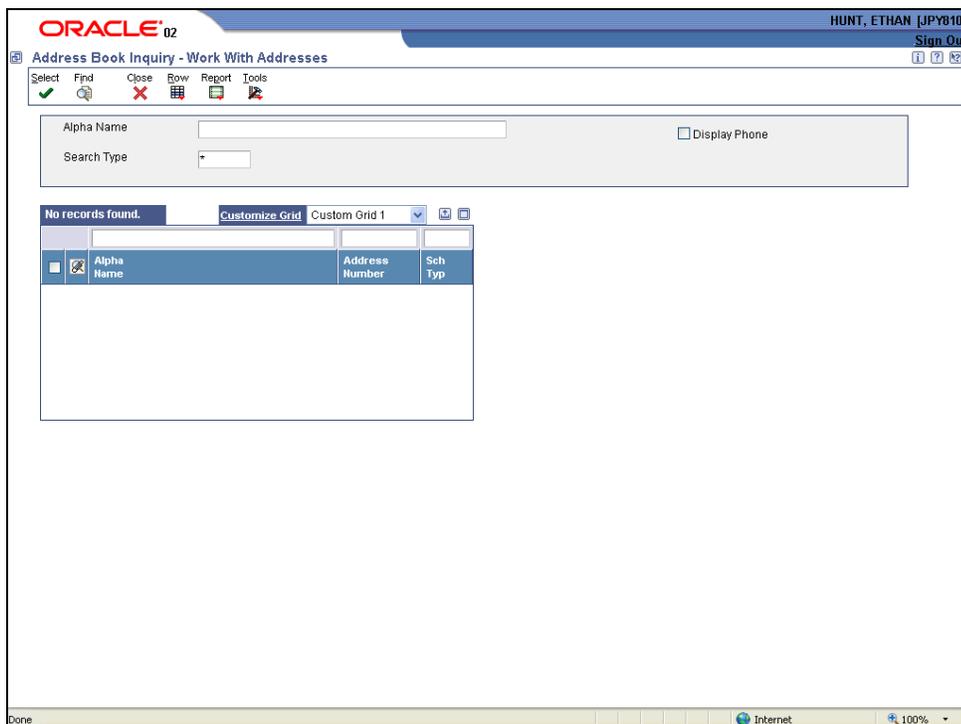
Step	Action
3.	<p>It is recommended that you create a format named Default to preserve the standard grid format for easy reference, then create other tabs with special formatting. Never change the formatting on the Default Format.</p> <p>Click the <b>Create</b> button.</p> 
4.	Delete the name in the Grid Format Name field.
5.	Enter " <b>Default</b> " into the <b>Grid Format Name</b> field.
6.	<p>Click the <b>OK</b> button.</p> 
7.	<p>Now that you have created a Default grid with the default format you can create a customized grid.</p> <p>Click the <b>Create</b> button.</p> 
8.	Name the custom grid you are creating by typing it in the <b>Grid Format Name</b> field.
9.	<p>You can select the categories you would like to be displayed as columns. There are two lists displayed: <b>Available Columns</b> and <b>Display and Order</b>. <b>Available Columns</b> lists all columns that can be included in your customized format. <b>Display and Order</b> shows the columns, in order, in your customized format.</p>

# Training Guide

## Customizing A Grid

Step	Action
10.	The up and down arrows under the <b>Display and Order</b> list will change the order in which a column is displayed. To change the order of a column, select the column and then click the up or down arrow to move it.
11.	The double arrows pointing to the right will add everything from <b>Available Columns</b> and the double arrows pointing to the left will remove all columns from <b>Display and Order</b> .
12.	The single arrow pointing to the right will add one column at a time from <b>Available Columns</b> and the dsingle arrow pointing to the left will remove one column at a time from <b>Display and Order</b> .
13.	Another custom feature is you can change the color of a specific column and how the text displays in that column.
14.	First you need to select a column in the <b>Display and Order</b> field you would like to change. <input type="text" value="Sch Typ"/>
15.	After selecting a column from the <b>Display and Order</b> field the selected column will display in the <b>Selected Column</b> field.
16.	Click the color you would like the column to be in the spectrum bar under <b>Column Color</b> . 
17.	Click the color you would like the text to be in the spectrum bar under <b>Text Color</b> . <input type="text" value=""/>
18.	Click the <b>Update Style</b> button. <input type="button" value="Update Style"/>
19.	The updated style will display in the <b>Selected Column</b> field.
20.	You can change the color on all of columns in the <b>Display and Order</b> field. Select the next column to customize by clicking on it. <input type="text" value="Address Number"/>
21.	Click the <b>Spectrum Bar</b> button. 
22.	You can change the font to be bold, italic, underlined, or have a strikethout. To select one or more of these font options click the check box next to the option. <input type="checkbox"/>
23.	Click the <b>Spectrum Bar</b> button. 
24.	Under the <b>Data Sequencing</b> heading you will see two lists: <b>Available Columns</b> and <b>Sequenced Columns</b> . <b>Available Columns</b> lists all columns that can be included in your customized format. <b>Sequenced Columns</b> shows the columns, in order, by which the records will be sorted.

Step	Action
25.	Use the arrows between the fields to add or remove columns. Use the up and down arrows below the <b>Sequenced Columns</b> field to change the order of the sequenced columns.
26.	The sequence will be descending by default. You can change it to ascending by clicking the <b>Ascending</b> check box.
27.	When you are finished click the <b>OK</b> button. 
28.	The grid formats you created will be displayed in the <b>Select Grid Format</b> field. Click on the grid you would like to use.
29.	After ensuring the grid you would like to use is selected click the <b>Close</b> button. 
30.	The grid format you selected will be displayed in the <b>Customize Grid</b> field.

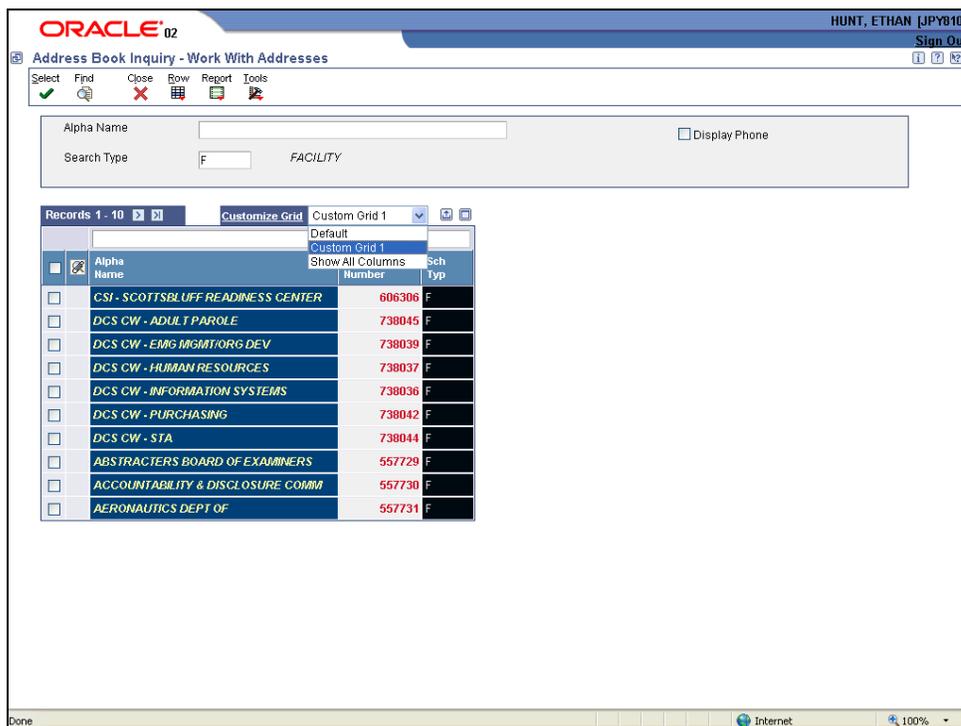


Step	Action
31.	We are going to populate the grid so we can see the changes we made. Remember this lesson is using the Address Book Inquiry.  Click in the <b>Search Type</b> field. 

# Training Guide

## Customizing A Grid

Step	Action
32.	We are going to search for "facilities." To do so enter " <b>F</b> " into the <b>Search Type</b> field.
33.	Click the <b>Find</b> button. 
34.	Once the grid is populated it will display with your customized grid format.
35.	You can change the grid format by selecting a different grid format from the drop down <b>Customize Grid</b> field.  Click the <b>Customize Grid</b> list. 

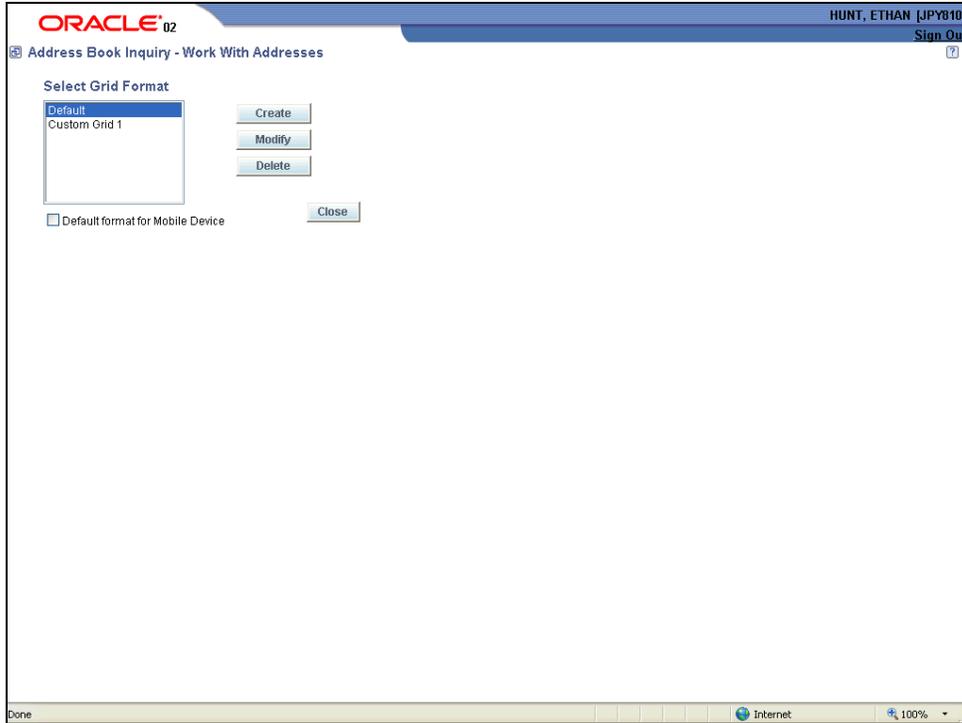


Step	Action
36.	Click the <b>Default</b> list item. 
37.	You will notice the grid displayed changes to the Default setting.

The screenshot shows the Oracle Address Book Inquiry - Work With Addresses interface. At the top, there is a search area with an "Alpha Name" field and a "Search Type" dropdown set to "FACILITY". Below this is a grid of records. The grid has columns for "Address Number", "Sch Typ", "Bankrupt", "Tax ID", "Alpha Name", "Mailing Name", and "Act Li". The records listed are:

Address Number	Sch Typ	Bankrupt	Tax ID	Alpha Name	Mailing Name	Act Li
399991	F			UNB - UNIV OF NE - LINCOLN - BILLING	UNIV OF NEBRASKA - LINCOLN	UN
399992	F			UNB - UNIV OF NE - MED CENTER - BILLING	UNIV OF NEBRASKA - MEDICAL CENTER	UN
399993	F			UNB - UNIV OF NE - OMAHA - BILLING	UNIV OF NEBRASKA - OMAHA	UN
399994	F			UNB - UNIV OF NE - KEARNEY - BILLING	UNIV OF NEBRASKA - KEARNEY	UN
399995	F			UNB - UNIV OF NE - CEN ADMIN - BILLING	UNIV OF NEBRASKA - CENTRAL ADMIN	UN
399996	F			CHADRON STATE COLLEGE - BILLING	CHADRON STATE COLLEGE	
399997	F			PERU STATE COLLEGE - BILLING	PERU STATE COLLEGE	
399998	F			WAYNE STATE COLLEGE - BILLING	WAYNE STATE COLLEGE	
399999	F			STATE COLLEGE SYSTEM OFFICE - BILLING	STATE COLLEGE SYSTEM OFFICE	
504712	F			NE CAREER INFORMATION SY	NE CAREER INFORMATION SY	42

Step	Action
38.	You can modify or delete a custom grid. To do so click the <b>Customize Grid</b> tab. <a href="#">Customize Grid</a>
39.	To modify a grid click on the grid in the <b>Select Grid Format</b> field and then click the <b>Modify</b> button. You will then be able to make the change you would like to the grid and save them.



Step	Action
40.	To delete a grid format you first need to select the grid in the <b>Select Grid Format</b> field by clicking on it. <input type="text" value="Custom Grid 1"/>
41.	After selecting the grid click the <b>Delete</b> button. <input type="button" value="Delete"/>
42.	The selected grid is no longer displayed in the <b>Select Grid Format</b> field.
43.	When you are finished click the <b>Close</b> button. <input type="button" value="Close"/>

ORACLE 02 HUNT, ETHAN [JPY810]  
Sign Out

Address Book Inquiry - Work With Addresses

Select Find Close Row Report Tools

Alpha Name   Display Phone

Search Type F FACILITY

Records 1 - 10 Customize Grid

	Address Number	Sch Typ	Bankrupt	Tax ID	Alpha Name	Mailing Name	Ac Li
<input type="checkbox"/>	399991	F			UNB - UNIV OF NE - LINCOLN - BILLING	UNIV OF NEBRASKA - LINCOLN	UN
<input type="checkbox"/>	399992	F			UNB - UNIV OF NE - MED CENTER - BILLING	UNIV OF NEBRASKA - MEDICAL CENTER	UN
<input type="checkbox"/>	399993	F			UNB - UNIV OF NE - OMAHA - BILLING	UNIV OF NEBRASKA - OMAHA	UN
<input type="checkbox"/>	399994	F			UNB - UNIV OF NE - KEARNEY - BILLING	UNIV OF NEBRASKA - KEARNEY	UN
<input type="checkbox"/>	399995	F			UNB - UNIV OF NE - CEN ADMIN - BILLING	UNIV OF NEBRASKA - CENTRAL ADMIN	UN
<input type="checkbox"/>	399996	F			CHADRON STATE COLLEGE - BILLING	CHADRON STATE COLLEGE	
<input type="checkbox"/>	399997	F			PERU STATE COLLEGE - BILLING	PERU STATE COLLEGE	
<input type="checkbox"/>	399998	F			WAYNE STATE COLLEGE - BILLING	WAYNE STATE COLLEGE	
<input type="checkbox"/>	399999	F			STATE COLLEGE SYSTEM OFFICE - BILLING	STATE COLLEGE SYSTEM OFFICE	
<input type="checkbox"/>	504712	F			NE CAREER INFORMATION SY	NE CAREER INFORMATION SY	42

Done Internet 100%

Step	Action
44.	Click the <b>Close</b> button. 
45.	You have successfully completed this lesson. <b>End of Procedure.</b>