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# RECTRAC 3.1 DATAGRIDS

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## DataGrid Definition

### DataGrid

**POS Inventory Management**

Options Templates (0) Refresh POS Inventory

Inventory Code	Short Description	Long Description	Department	Type	Subtype	Status
SE7109-00-001-001	Cup of Soup		FnB Food	FnB - Apps	None	Active
SE7109-00-001-002	Onion Rings		FnB Food	FnB - Apps	None	Active
SE7109-00-001-003	French Fries		FnB Food	FnB - Apps	None	Active
SE7109-00-001-004	Side Salad		FnB Food	FnB - Apps	None	Active
SE7109-00-001-005	Lumpia		FnB Food	FnB - Apps	None	Active
SE7109-00-001-006	Hot Wings		FnB Food	FnB - Apps	None	Active
SE7109-00-003-001	Chicken Salad		FnB Food	FnB - Salads	None	Active
SE7109-00-003-002	Chef Salad		FnB Food	FnB - Salads	None	Active
SE7109-00-004-001	Chicken Tenders		FnB Food	FnB - Entree	Poultry	Active
SE7109-00-004-002	Kids Chicken Tenders		FnB Food	FnB - Entree	Poultry	Active
SE7109-00-004-003	Kids Grilled Cheese		FnB Food	FnB - Entree	Poultry	Active
SE7109-00-004-010	Sunday Brunch Adults		FnB Food	FnB - Entree	Poultry	Active

A DataGrid is one of the primary methods of displaying and interacting with records in RecTrac. Offering robust Sorting, Filtering, and even Editing Capabilities, RecTrac DataGrids save time and effort in maintaining your data. The core concept of how a DataGrid works is consistent throughout the system regardless of where the DataGrid exists.

**Filter Headers**

**Filters**

**POS Inventory Management**

Options Templates (0) Refresh




Inventory Code	Short Description	Long Description	Department	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

All DataGrids have columns that can be sorted and filtered using the filter headers at the top of each column.

*NOTE: Your datagrid options, filters, and capabilities may be slightly different depending on the access level your RecTrac user has. Please see your supervisor if there are any questions.*



## DataGrid Sorting

Ascending	Descending	Sorting Removed
Short Description 	Short Description 	Short Description 
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
Absolute	Yuengling - Bottle	French Fries
Add American Cheese	Wine - Bottle	Side Salad
Add Bacon	Wild Turkey	Lumpia
Add Egg	Wild Cherry	Hot Wings
Add Swiss Cheese	White Zin - Glass	Chicken Salad
Amaretto	White Russian	Chef Salad
Amaretto Sour	Whiskey Sour	Chicken Tenders
Appreciation Lunch	Walk Me Down	Kids Chicken Tenders

- Nearly every column on a RecTrac DataGrid is sort-able.
- To sort a column, simply click on the Filter Header.
- Clicking the same header multiple times will result in the same progression: Ascending Order, Descending Order, Remove the Sort.
- You can determine how a column is being sorted by the direction of the indicator (up, down, or no arrow).

Hold down the <Shift> key and select multiple columns in the order you wish to sort for simple multi-tiered sorting, if desired.



## DataGrid Filtering

### Example: Filter to Show All Salads

Inventory Code	Short Description	Long Description	Department	Type	Subtype	Status
<input type="text"/>	<input type="text" value="Salad"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(2) Active, 1...
SE7109-00-001-004	Side Salad		FnB Food	FnB - Apps	None	Active
SE7109-00-003-001	Chicken Salad		FnB Food	FnB - Salads	None	Active
SE7109-00-003-002	Chef Salad		FnB Food	FnB - Salads	None	Active
SE7109-00-008-051	Sub Side Salad		FnB Food	FnB - Addons	None	Active

- Most columns in RecTrac DataGrids support filtering.
- The type of column (i.e. the data displayed) determines the filtering options.
- The top right-hand corner of the DataGrid displays the current number of records being displayed.

### Alpha/Numeric Drop-down Filters

Options Templates  (0) Refresh

Inventory Code	Short Description	Long Description
<input type="text"/>	<input type="text" value="Salad"/>	<input type="text"/>
SE7109-00-001-004	SE7109-00-003-001	SE7109-00-003-002
SE7109-00-008-051		

- Begins With
- Equals
- Less Than or Equal
- Greater Than or Equal
- Contains
- Not Equals

- These filters allow you to enter letters or numbers.
- Pressing the <Tab> key filters the column by your entry.
- By default, the Alpha/Numeric Drop-down filters by "Begins With." Expand the Drop-down list to select from other filter options.



### DataGrid Filtering

#### Other Data Type Filters

- Combo Box Filter
  - Provides a fixed set of criteria from which you may pick.
  - The *Status* column is filtered by a Combo Box filter.
- Picklist Filter
  - Allows you to start typing so Auto-complete can engaged the filter.
  - Optionally, you can click the Picklist icon to select from all options you have Permissions to view OR you can Add a new record on the fly, if desired (and if you have applicable Permissions).
- Date Filter
  - Allows you to filter by date.
  - You can enter a date manually or click the icon and choose from the Calendar.
- Time Filter
  - Allows you to filter by time.
  - You can enter a time manually or click the icon and choose from the Clock.



## DataGrid Widgets

### DataGrid Widgets


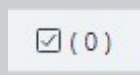



## Legend

	<h3>Options</h3> <ul style="list-style-type: none"><li>• Clear Filters<ul style="list-style-type: none"><li>• Reset the DataGrid to your Default View</li></ul></li><li>• Hide Filters/Show Filters<ul style="list-style-type: none"><li>• Hides/Shows the Filter Header row at the top of the DataGrid.</li></ul></li><li>• Show Only Selected/Show All Records<ul style="list-style-type: none"><li>• Hides all rows other than those you have selected or displays all rows.</li></ul></li><li>• Select All Rows<ul style="list-style-type: none"><li>• Selects all rows</li><li>• NOTE: Single-select DataGrids will only allow you to select one row.</li></ul></li><li>• Turn off Auto Filtering<ul style="list-style-type: none"><li>• Enables or disabled Auto-Filtering on the DataGrid.</li></ul></li><li>• Toggle Groups<ul style="list-style-type: none"><li>• Does nothing unless you are using Groups on your DataGrid.</li></ul></li><li>• Export Comma Delimited<ul style="list-style-type: none"><li>• Exports the visible records in the DataGrid in comma-delimited file. By default, the file will open in MS Excel if it is loaded on your computer.</li></ul></li><li>• Printer Friendly Table<ul style="list-style-type: none"><li>• Converts the DataGrid to a HTML table and allows you to print it through your web browser.</li></ul></li><li>• Show Settings<ul style="list-style-type: none"><li>• Launches the &lt;Module&gt; DataGrid - Settings screen for the DataGrid with which you're working.</li></ul></li></ul>
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## DataGrid Widgets cont.

Legend cont.	
 Templates	<b>Templates</b> <ul style="list-style-type: none"><li>• Templates offer a way to save your favorite or frequently used configurations. The DataGrid defaults are determined by your Design.</li><li>• Templates are created and maintained under the Options • Show Settings widget</li></ul>
 (0)	<b>Selected Rows</b> <ul style="list-style-type: none"><li>• The Selected Rows Widget appears on the title bar of the DataGrid, between the Options and Refresh Widgets and displays the number of rows currently selected in the DataGrid.</li><li>• Clicking the Widget condenses the DataGrid down to only those rows you have selected.</li></ul>
 Refresh	<b>Refresh</b> <ul style="list-style-type: none"><li>• Click the Refresh Widget to refresh the DataGrid</li><li>• Avoid using the Browser Refresh. This will kick you out of RecTrac.</li></ul>



## Inline Editing

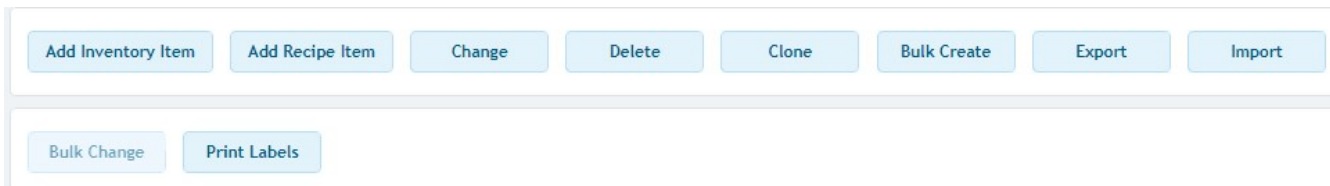
Most File Maintenance DataGrids provide Inline Editing which allows you to make "on the fly" changes to select fields on records without having to highlight/select and Change each item individually. This can be a great time-saver.

Options: Templates (0) Refresh							POS Inventory
Inventory Code	Short Description	Long Description	Department	Type	Subtype	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(2) Active, I...	
 E7109-01-019-009	Canadian Club		FnB Liquo...	FnB - Pr...	None	Active	



### Common Buttons

Every File Maintenance DataGrid has the following buttons at the bottom of the screen. Depending on the DataGrid you are working with, other buttons may be available.



#### Management DataGrid Common Buttons

- Add <Module> Item
  - Allows you to add a new record
- Change
  - Allows you to change the record you have selected.
- Delete
  - Allows you to delete the record you have selected.
  - Depending on the DataGrid you're working with, certain data may have to be purged prior to deleting a record.
  - Most users will not be able to delete items.
- Clone
  - Allows you to copy the settings of a selected item and create a new item.
- Bulk Change
  - Allows you to change data on multiple records. Most users will not be able to use this program.