


# GRID VIEWS JOB AID

This job aid shows how to view, transform, and utilize the grid views in Hitch.

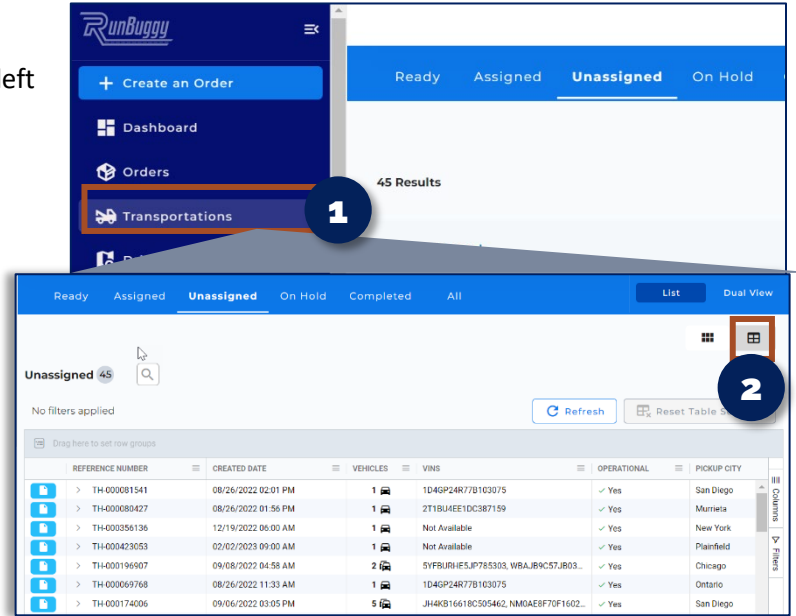
## TO VIEW THE DEFAULT TABLE

1. Navigate to the transportation page located on the left pane

The default table screen appears.

2. Click  to toggle the grid view

A comprehensive list of orders with details displays.

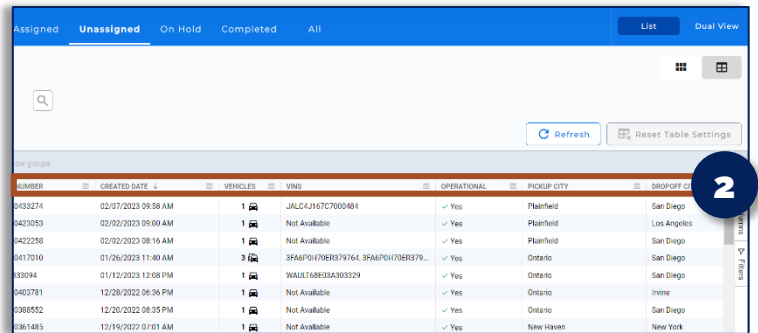
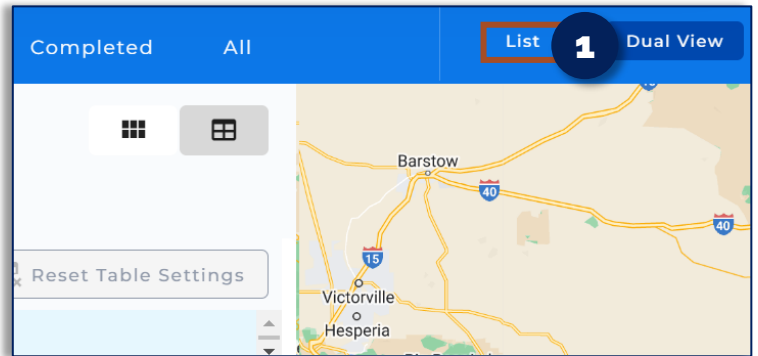


## TO VIEW FULL SCREEN

1. To remove the map and view full screen, click **List**

A full grid screen appears to allow to navigate, sort, and search


2. Click the light gray menu bar to ascend or descend column information




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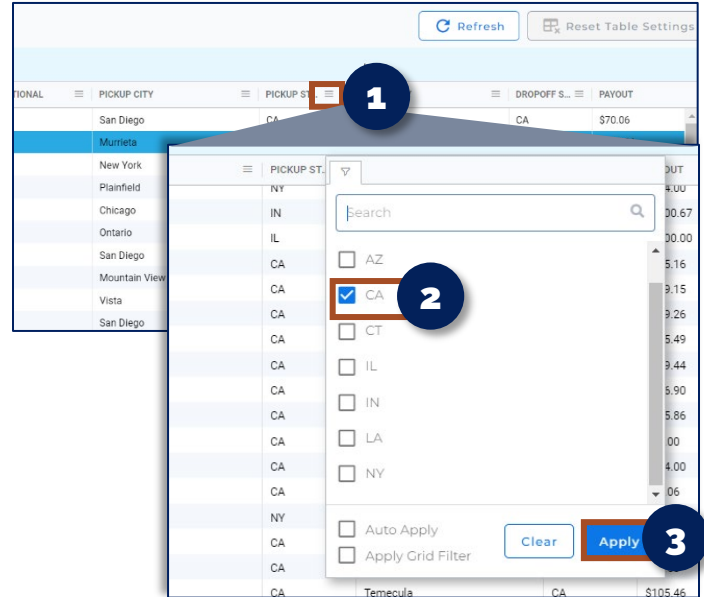
This job aid shows how to view, transform, and utilize the grid views in Hitch-continued.

## FULL GRID NAVIGATION-ORDERS BY PICKUP STATE

1. From the state column, click the  icon from the menu
2. Select the state to search
3. Click **Apply**

All orders with vehicles being picked up from the selected state will appear.

 **NOTE:** To clear this filter, click the X icon or click **Clear All Orders**




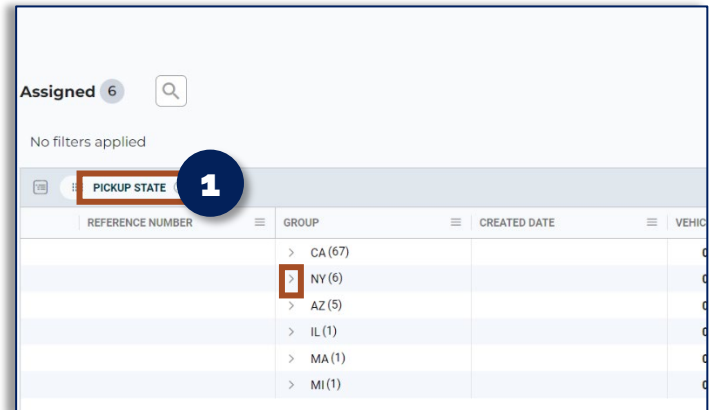
## FULL GRID NAVIGATION-GROUP ORDERS BY PICKUP STATE

1. From the state column, **click and drag** column into gray bar

All orders with vehicles being picked up from the selected state(s) will appear.

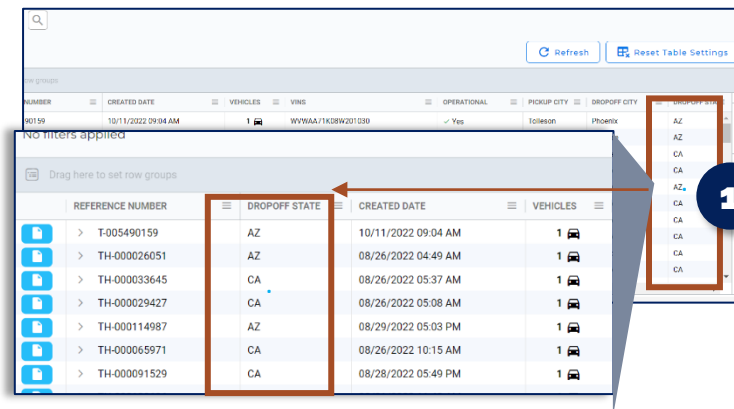
2. Click arrow to expand row and look at order details

 **NOTE:** To clear this filter, click the X icon or click **Clear All Orders**



## TO REARRANGE ORDER OF COLUMNS

1. **Click and drag** columns to desired area



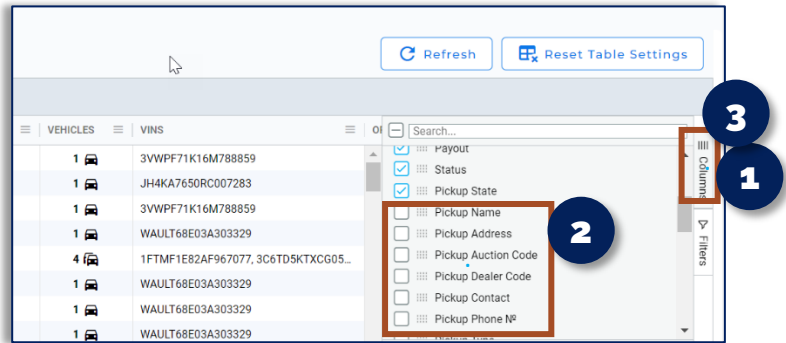
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## TO ADD A COLUMN

1. Click **Columns** from the menu bar
2. Click a menu option to add to grid view
3. **Click menu bar** to save and close

Column is automatically applied



## TO ADD A FILTER TO YOUR GRID

1. Click **Filters** from the menu bar
2. **Select filter(s)** to add to grid
3. Click **Apply** to apply the chosen filter(s)
4. **Click menu bar** to close

Filters are added to grid view.

