


GRID VIEWS JOB AID

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

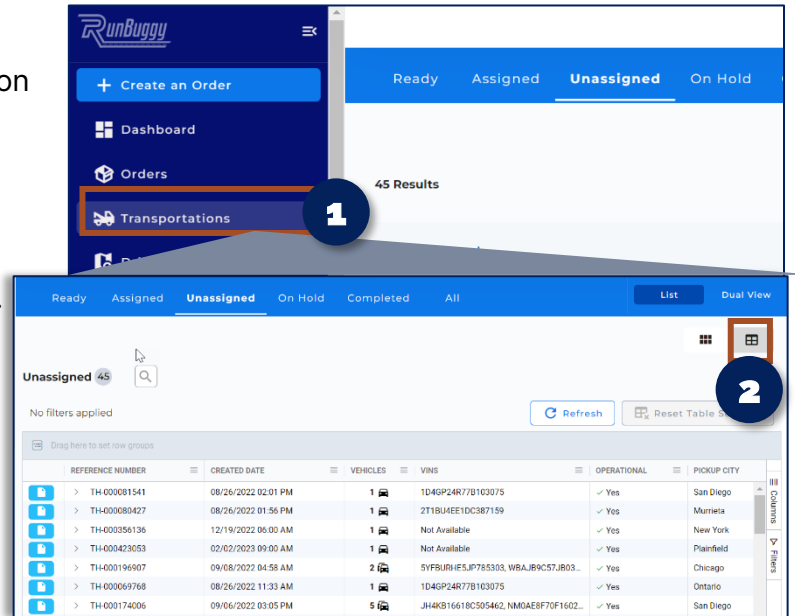
TO VIEW THE DEFAULT TABLE

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.

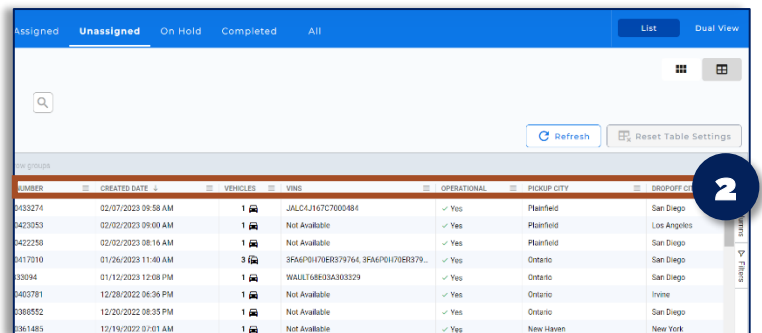
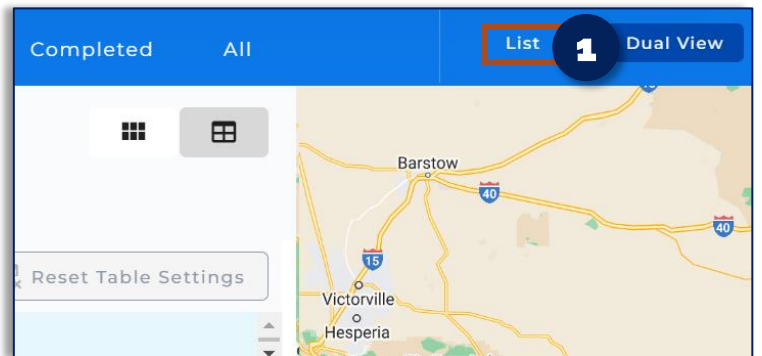


TO VIEW FULL SCREEN

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



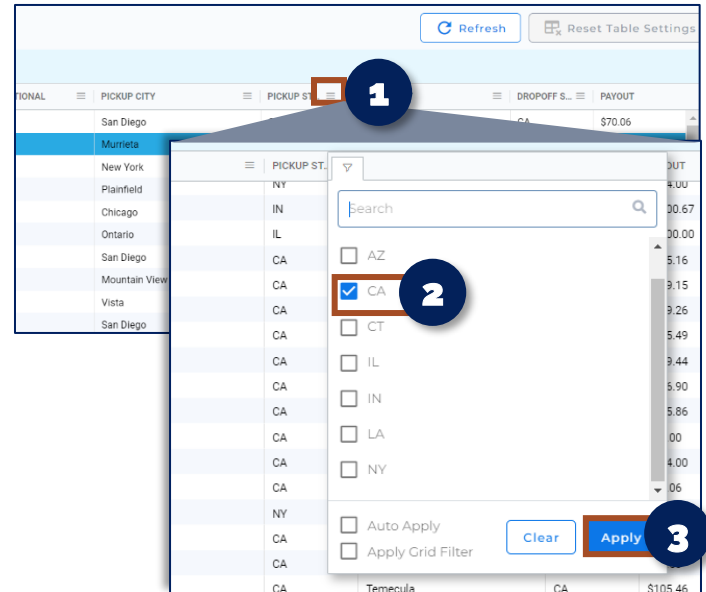
GRID VIEWS JOB AID


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



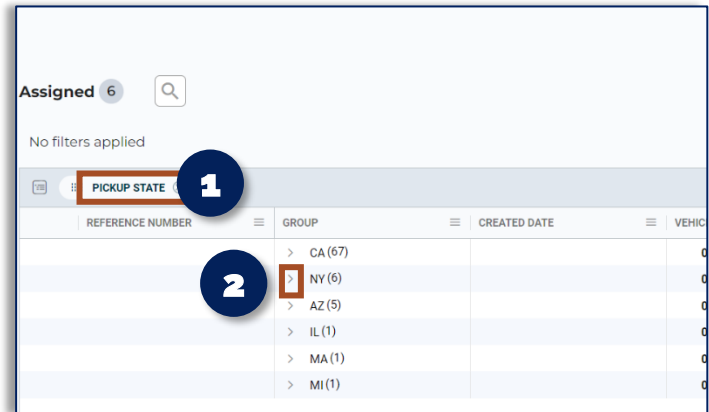
 **NOTE:** To clear this filter, click the X icon or click **Clear All Orders**


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.

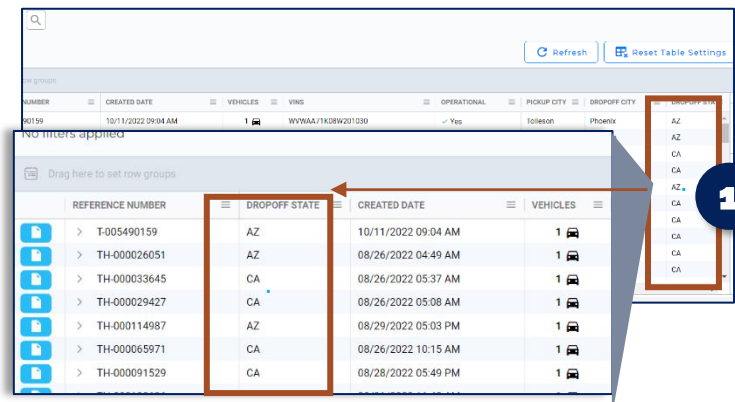
2. Click arrow to expand row and look at order details



 **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



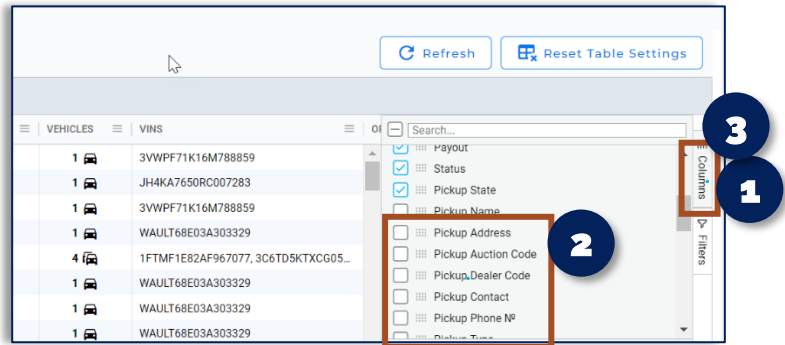
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TO ADD A COLUMN

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.

