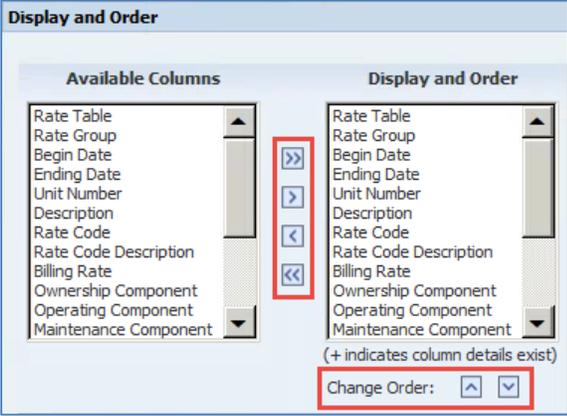
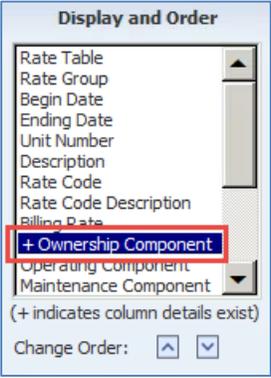
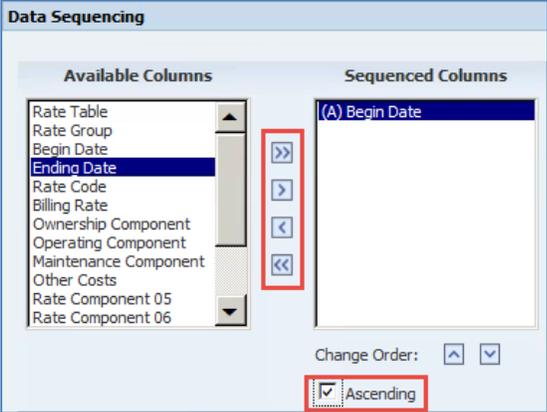


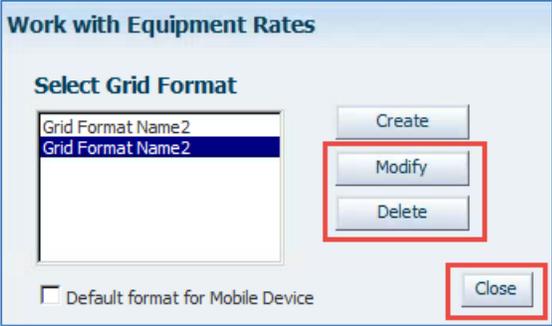
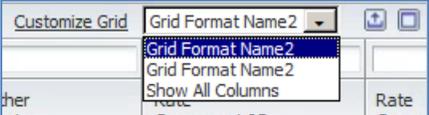
Creating and Modifying Grid Formats

Step	Action
	Any program with a JDE Grid can have the available fields customized to be viewed the way that you desire. This includes moving the columns around, hiding them and highlighting them with different colors. You can also create multiple grid views that become available in a drop down menu so you can navigate between them easily.
1.	<p>In the top right of any JDE Grid, click the Customize Grid link.</p> 
2.	<p>Click the Create button.</p> 
3.	<p>Complete the Grid Format Name field with the desired name of your custom JDE Grid. This name will appear in the drop down menu of available custom grids. When you only have one custom grid, this becomes the default grid.</p> 
4.	<p>Select a column name from the Available Columns list and use the Arrows between the lists to move it to the Display and Order list. The Double Arrows move all items and the Single Arrows move the current highlighted item.</p> <p>Use the Change Order Arrows under the Display and Order list to move the column location within the new list.</p> 

Creating and Modifying Grid Formats

Step	Action
5.	<p>When the Display and Order list is correct, select a column from that list and choose a Column Color and Text Color. You can use this to highlight important columns that you need to compare or view quickly when opening an inquiry. You can also adjust Column Width and Text Options.</p> <p>Click the Update Style button when complete to apply that style to the column.</p> 
6.	<p>When you click the Update Style button, the Display and Order list will have a “+” to the left of the column name you just updated.</p> 
7.	<p>You can also change the order in which the data appears in certain columns under Data Sequencing. The screen shot below shows the Begin Date being presented in ascending order.</p> 

Creating and Modifying Grid Formats

Step	Action
8.	<p>When complete with modifying the grid, click OK.</p> 
9.	<p>To complete modifying the grid, click Close.</p> <p>To modify the grid further, click Modify. To delete a grid, click Delete.</p> 
10.	<p>Move through the created grids using the drop down menu next to the Customize Grid link at the top right of the JDE Grid. The newest created grid will be the default grid. Choose Show all Columns to see all available columns with no customization (the default view prior to creating a custom grid).</p>  <p>To publish your grid to other users, contact the I/S Helpdesk or a Business Analyst.</p> <p>End of Procedure.</p>