Columns

| Summation Express/Pro	Summation iBlaze

• About Content in Lists and Grids
Many objects within the Home, Management, and Case Review tabs are made up of lists and grids. Many items in the lists and grids recur in the panels, tabs, and panes within the interface. The following sections describe these recurring elements.
You can manage how the content is displayed in the grids.
• Refreshing the Contents in List and Grids
There may be times when the list you are looking at is not dynamically updated. You can refresh the contents by clicking ♻.
• Refreshing the Contents in List and Grids
You can manage the columns of data that are displayed in lists and grids. You can select which columns to display and the order of the columns.
 	
  1. In the grid, click ⫚ Columns.
    Note: In the Case Review, the Columns button appears as ⫚ Columns
  2. In the *Manage Columns* dialog, there are two lists:
  A) **Available Columns***: This lists all of the Columns that are available to display. They are listed in alphabetical order.
 	
    If the column is configured to be in the Visible Columns, it has a ▬.
 	
    If the column is not configured to be in the Visible Columns, it has a ✚.
  B) **Visible Columns**: This lists all of the Columns that are displayed. They are listed in the order in which they appear.
	• Add/Remove Fields from Display
	Adding fields from the Field List in Form View.
	  1. Click **Fields** on Column Display.
	  2. Double click on selected Column to add to Column Display.
	    Or
	    Drop and drag Column into Column Display.
	• Sorting by a Single Field in Column View
	  1. Open the column view of the Core Database by double-clicking **Core Database** in the **Case Explorer**.
	  2. Right-click the column heading for the field by which you want to sort.
	  3. Select **Sort by [fieldname]** from the menu. The database is sorted according to your selection.
	    Note: Depending upon the type of field you are sorting by, you may have different options for sorting the data. For example, the Docdate field will allow you to sort oldest to newest or newest to oldest. For fields of data type multi (for example, Author, Recip, and Issues where more than one entry may be required), the Exploded Sort menu option is available. See Specifying the Sort Order for a Search for more information.
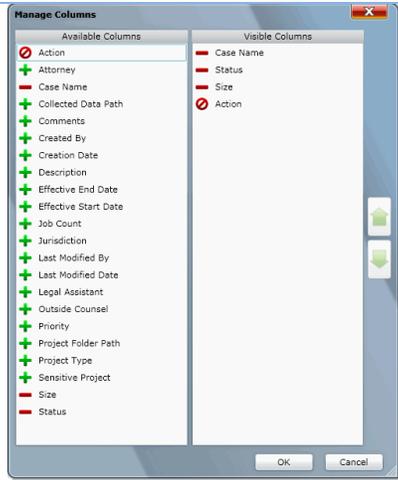
3. To configure columns to be visible, in the *Available Columns* list, click the ➕ for the column you want visible.
4. To configure columns to not be visible, in the *Visible Columns* list, click the ➖ for the column you want not visible.
5. To change the display order of the columns, in the *Visible Columns* list, select a column name and click ⬆ or ⬇ to change the position.
3. Click **OK**.

- Sorting by Columns
  1. Click the column head to sort by that column in an ascending order.
  2. Click it a second time to sort by descending order.