

## General DAD 2.0 Grid Sorting and Organization

**All Primary Clients** Display

<u>Client ID</u>	<u>Client Number</u>	<u>Client Name</u>	<u>Disabilities</u> ▲1	<u>Ethnicity</u>	<u>Assignment Type</u>	<u>Open Service Request Count</u>	<u>Closed Service Request Count</u>	Display
187		William Hayden	ADD/ADHD, Mental Illness, Speech Impairments	White (Not Hispanic/Latino)	Primary	1	0	Display

**Total Of All Primary Clients: 1**

Items found in grids in DAD 2.0 can be sorted and organized to allow for personalized viewing.

All underlined column headers are links that allow for sorting. Selecting the underlined column headers once will specify the first item sorted. Selecting the same underlined column header again will toggle between ascending, descending and not sorted. Additional secondary sorts are available by selecting additional underlined column headers to be sorted.

Columns with headers can be hidden from view by selecting the remove icon button (🗑️). The columns can be restored by selecting the restore all columns button (📄).

Both sorting and show/hide options are not saved and reset after navigating away from that view.

Unlike DAD 1.0 in which the name of the Client, Service Request, or Project was a link to open an item; DAD 2.0 uses buttons such as the Display, Edit and Delete to make selections rather than plain hyperlinks.