Working with Fluid Grids

Step	Action
1.	Click the **Payroll** tile.
2.	The **Pay Check** page displays. This page currently displays your four most recent pay checks. These checks cover the period between 8/10/2016 and 11/10/2016. You can use the **Filter** button and the **Sort Arrows** to change what information is displayed in the grid and the order in which it is displayed.
3.	For this example, you will first select to view all pay checks issued between 10/1/2016 and 11/10/2016.
4.	Click the **Filter** button.
5.	Click in the **From** field.
6.	Enter the desired information into the **From** field. Enter a valid value e.g. "**10/1/2016**".
7.	Click the **Done** button.
8.	Notice, the grid now displays only two checks, those issued on 11/10/2016 and 10/10/2016. These checks fall within the date range you set on the **Filter** page. Next, you will set a filter to display all checks issued between July 1, 2016 and November 10, 2016.
9.	Click the **Filter** button.

Step	Action
10.	In this example you will use the calendar button to select a date for the **From** field. Click the **Choose a date** button.
11.	Use the drop downs to select a month and. if necessary to change the year. Then select a date from the calendar. To select the current date, click the **Current Date** link.
12.	Click the **Month** list. October ▼
13.	Click the **July** list item. July
14.	Click **1**. 1
15.	Note, the **From** field now populates with the date you selected. For this example, you do not need to change the date in the **To** field. Click the **Done** button. Done
16.	Next, you will use the sort arrows to change the order in which information is displayed in the grid.
17.	Click the **Grid Sort** button. ⇅
18.	The **Grid Sort** menu displays. You can sort the grid on any of the items lists in the **Grid Sort** menu. Each item acts as a toggle--sorting the grid in either ascending or descending order. Click on a menu item to sort the grid. For this example, you will first sort the grid on Net Pay. Currently the grid is sorted on Check Date (in descending order--the most recent date on the top).
19.	Click the **Net Pay** link. Net Pay
20.	Notice the grid is now sorted on Net Pay in ascending order--the largest net pay is on the bottom. You will toggle the sort order by clicking again on the **Net Pay** menu item.

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Step	Action
21.	Click the **Net Pay** link. ▲ Net Pay
22.	Notice the grid is now sorted in descending order based on Net Pay--the smallest net pay amount is on the button row of the grid.
23.	Next, you will sort the grid on Check date. Click the **Check Date** link. Check Date
24.	Notice the grid is now sorted in ascending order based on Check Date. Next you will toggle the sort to sort on Check Date in Descending order.
25.	Click the **Check Date** link. ▲ Check Date
26.	Notice the grid is now sorted with the most recent check at the top.
27.	Click the **Close** button. ✖
28.	Click the **Home** button. 🏠
29.	**End of Procedure.**