Welcome to our comprehensive guide on utilizing the listing view in Gridlex.

The contract listing view is designed to streamline these tasks, offering an intuitive interface and powerful features that adapt to your unique needs.

This tutorial will walk you through the following:

- The "Columns" feature
- The "Filter" feature
- The "Set Column Position" feature
- The "Export to Excel" feature
- Additional features

Step 1: Log in to the Gridlex App Suite and click 'Contracts' under the Zip section.

Step 2: Click on the three-dot menu to reveal the column settings.

Step 3: You can see multiple options here, starting with sorting the contracts in ascending or descending order; this will sort the listing view based on the column of your choice.

Features:

How to use the 'Columns' option?

Under the 'Columns' option, you can check the desired columns that you want to be displayed and click 'Apply.'

You can reset the displayed columns to default by clicking 'Reset.'

Note: You can drag and drop a column to change its position.

How to use the 'Filter' option?

This option lets you filter your listing view based on keywords of your choice. Enter the keywords, select the desired criteria from the dropdown menu, and click 'Filter.'

You can clear any filter you have applied by clicking 'Clear.'

Note: You can also clear all filters by clicking 'Clear Filters' on the listing view screen.

How to use the 'Set Column Position' option?

You can click 'Stick Column' to pin one or more columns of your choice, always to be displayed regardless of scrolling.

You can click 'Unstick Column' to release the pinned columns.

How to use the "Export to Excel" feature?

Click 'Export to Excel' to export the listing view to a spreadsheet. The spreadsheet will be downloaded to your computer.

The exported spreadsheet will reflect the selected filters, columns you have chosen, and column positions.

Additional Features in the Listing View:

You can click and drag a column's border to resize it to your desired width.

To save the selected view just for yourself, choose the 'Keep Private' option and then click 'Save.' If you want the saved view to be visible to others, pick your preferred visibility option from the checklist.

Note: Please refer to this guide for more information on saved views: How to Create a Saved View in Contract Listing in Gridlex Zip?

Note: The 'Hide' option in the 'Action' column is similar to 'Delete.' However, you can retrieve hidden contracts by contacting app@gridlex.com.

Congratulations! You have now learned how to utilize the contract listing view in Gridlex.

If you need any help with any feature, data migration of your old data, or anything at all, just email apps@gridlex.com and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.