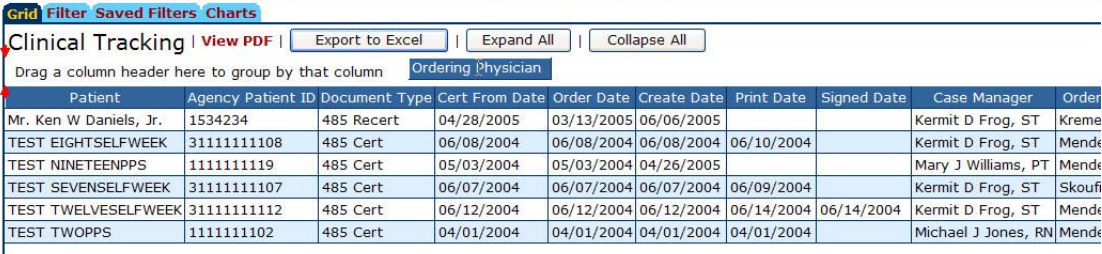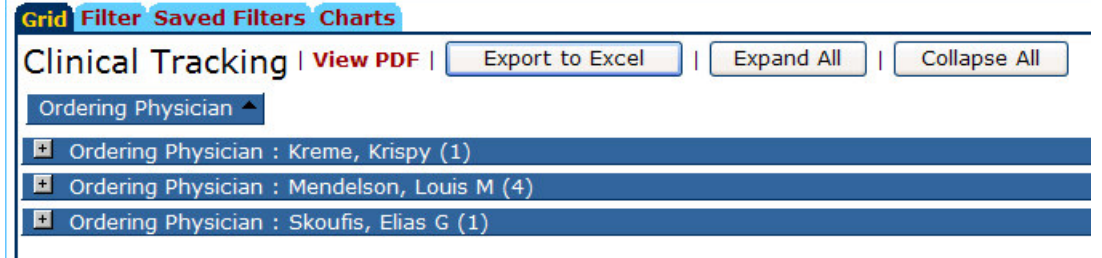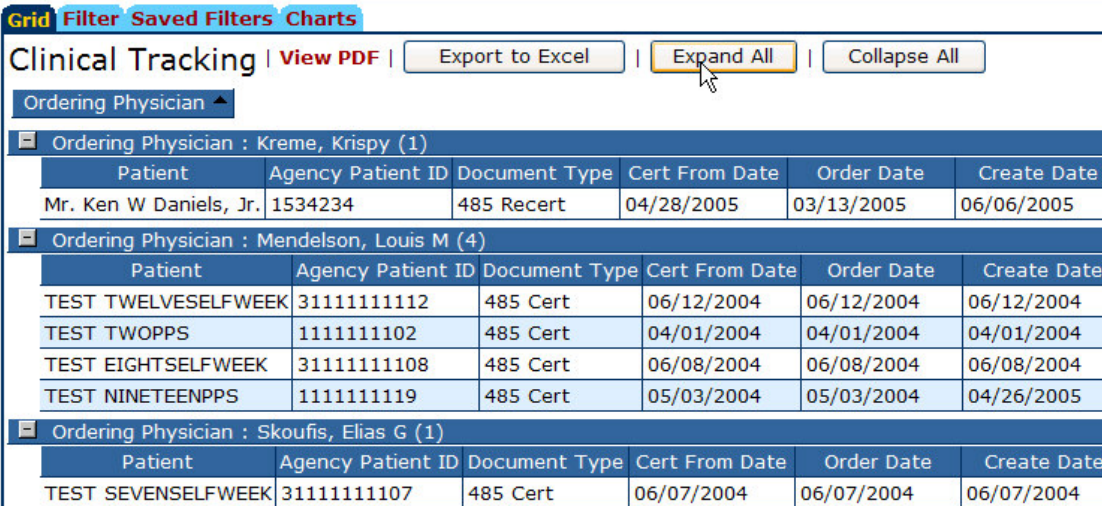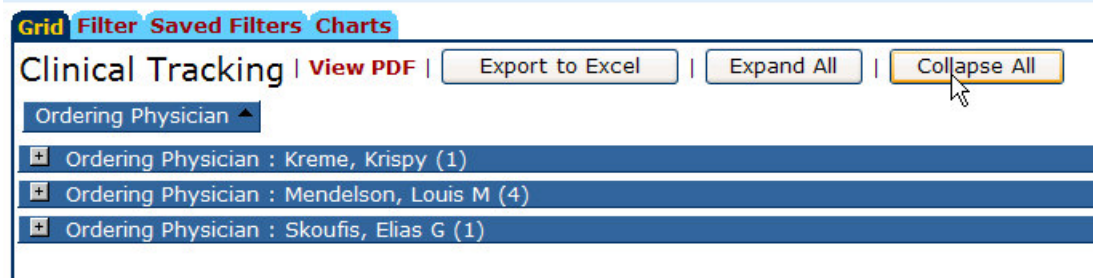# Instructions to group grid information by a column(s)

Action / Instruction	Screen Shot
1. Click on and hold a column header then drag the header 'above' the grid until red arrows appear in the left-hand area above the grid then release the column header.	
2. The form will refresh and display in summary format.	
3. You can click [Expand All] button to display detail records within each group.	
4. You can click [Collapse All] button to hide detail records within each group.	

Action / Instruction	Screen Shot
5. You can click the plus sign '+' at the left of each group to display the detail records of that specific section. You can click the minus sign '-' at the left of each group to hide the detail records of that specific section.	Clinical Tracking | **View PDF** | Export to Excel | Expand All | Collapse All Ordering Physician ▲ ⊞ Ordering Physician : Kreme, Krispy (1) ⊟ Ordering Physician : Mendelson, Louis M (4) <table><tr><th>Patient</th><th>Agency Patient ID</th><th>Document Type</th><th>Cert From Date</th><th>Order Date</th><th>Crea</th></tr><tr><td>TEST TWELVESELFWEEK</td><td>31111111112</td><td>485 Cert</td><td>06/12/2004</td><td>06/12/2004</td><td>06/12/</td></tr><tr><td>TEST TWOPPS</td><td>1111111102</td><td>485 Cert</td><td>04/01/2004</td><td>04/01/2004</td><td>04/01/</td></tr><tr><td>TEST EIGHTSELFWEEK</td><td>31111111108</td><td>485 Cert</td><td>06/08/2004</td><td>06/08/2004</td><td>06/08/</td></tr><tr><td>TEST NINETEENPPS</td><td>1111111119</td><td>485 Cert</td><td>05/03/2004</td><td>05/03/2004</td><td>04/26/</td></tr></table>⊞ Ordering Physician : Skoufis, Elias G (1)

6. You can group by multiple columns by dragging each header above grid.	**Grid** Filter Saved Filters Charts
	
	Clinical Tracking | **View PDF** | Export to Excel | Expand All | Collapse All
	
	Ordering Physician ▲
	            Document Type ▲
	⊞ Ordering Physician : Kreme, Krispy (1)
	⊟ Ordering Physician : Mendelson, Louis M (1)
	   ⊞ Document Type : 485 Cert (4)
	⊞ Ordering Physician : Skoufis, Elias G (1)