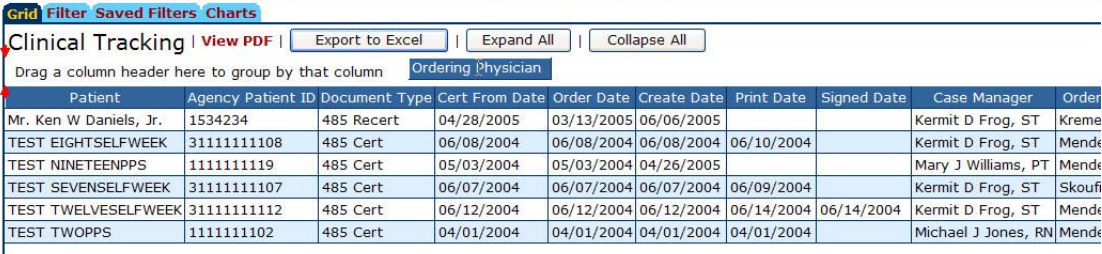
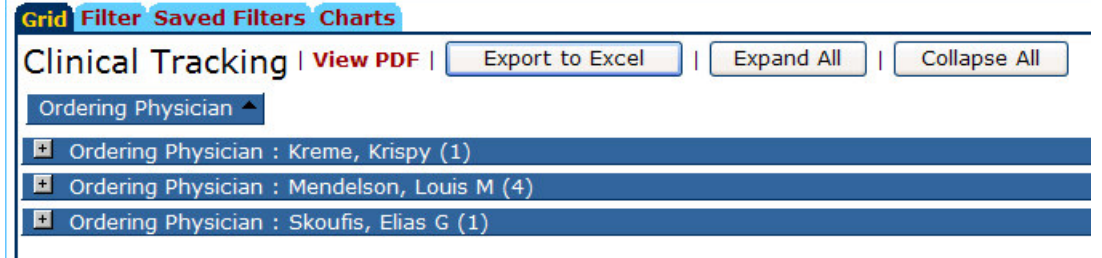
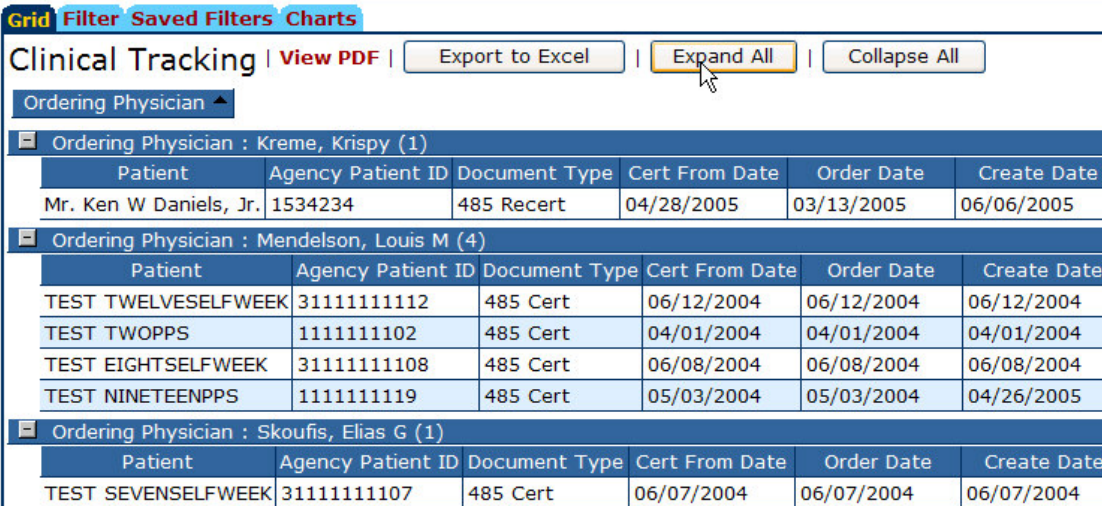
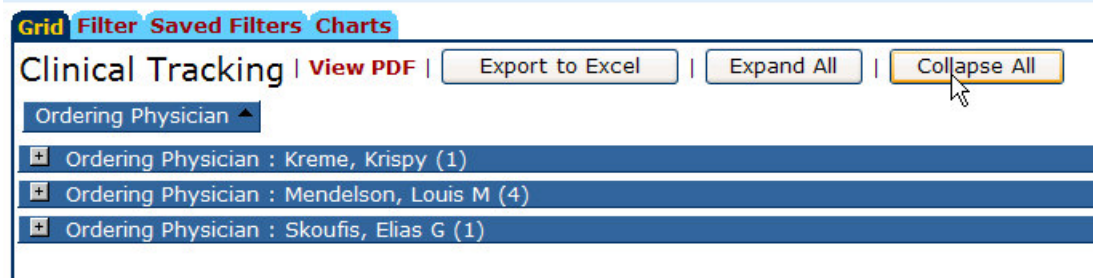


Instructions to group grid information by a column(s)

Action / Instruction	Screen Shot																																																																						
<p>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.</p>	 <p>Grid Filter Saved Filters Charts</p> <p>Clinical Tracking View PDF Export to Excel Expand All Collapse All</p> <p>Drag a column header here to group by that column Ordering Physician</p> <table border="1"> <thead> <tr> <th>Patient</th> <th>Agency Patient ID</th> <th>Document Type</th> <th>Cert From Date</th> <th>Order Date</th> <th>Create Date</th> <th>Print Date</th> <th>Signed Date</th> <th>Case Manager</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>Mr. Ken W Daniels, Jr.</td> <td>1534234</td> <td>485 Recert</td> <td>04/28/2005</td> <td>03/13/2005</td> <td>06/06/2005</td> <td></td> <td></td> <td>Kermit D Frog, ST</td> <td>Kreme</td> </tr> <tr> <td>TEST EIGHTSELFWEEK</td> <td>3111111108</td> <td>485 Cert</td> <td>06/08/2004</td> <td>06/08/2004</td> <td>06/08/2004</td> <td>06/10/2004</td> <td></td> <td>Kermit D Frog, ST</td> <td>Mende</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>04/26/2005</td> <td></td> <td></td> <td>Mary J Williams, PT</td> <td>Mende</td> </tr> <tr> <td>TEST SEVENSELFWEEK</td> <td>3111111107</td> <td>485 Cert</td> <td>06/07/2004</td> <td>06/07/2004</td> <td>06/07/2004</td> <td>06/09/2004</td> <td></td> <td>Kermit D Frog, ST</td> <td>Skoufi</td> </tr> <tr> <td>TEST TWELVESELFWEEK</td> <td>3111111112</td> <td>485 Cert</td> <td>06/12/2004</td> <td>06/12/2004</td> <td>06/12/2004</td> <td>06/14/2004</td> <td>06/14/2004</td> <td>Kermit D Frog, ST</td> <td>Mende</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>04/01/2004</td> <td>04/01/2004</td> <td></td> <td>Michael J Jones, RN</td> <td>Mende</td> </tr> </tbody> </table>	Patient	Agency Patient ID	Document Type	Cert From Date	Order Date	Create Date	Print Date	Signed Date	Case Manager	Order	Mr. Ken W Daniels, Jr.	1534234	485 Recert	04/28/2005	03/13/2005	06/06/2005			Kermit D Frog, ST	Kreme	TEST EIGHTSELFWEEK	3111111108	485 Cert	06/08/2004	06/08/2004	06/08/2004	06/10/2004		Kermit D Frog, ST	Mende	TEST NINETEENPPS	1111111119	485 Cert	05/03/2004	05/03/2004	04/26/2005			Mary J Williams, PT	Mende	TEST SEVENSELFWEEK	3111111107	485 Cert	06/07/2004	06/07/2004	06/07/2004	06/09/2004		Kermit D Frog, ST	Skoufi	TEST TWELVESELFWEEK	3111111112	485 Cert	06/12/2004	06/12/2004	06/12/2004	06/14/2004	06/14/2004	Kermit D Frog, ST	Mende	TEST TWOPPS	1111111102	485 Cert	04/01/2004	04/01/2004	04/01/2004	04/01/2004		Michael J Jones, RN	Mende
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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)

Patient	Agency Patient ID	Document Type	Cert From Date	Order Date	Crea
TEST TWELVESELFWEEK	31111111112	485 Cert	06/12/2004	06/12/2004	06/12/
TEST TWOPPS	11111111102	485 Cert	04/01/2004	04/01/2004	04/01/
TEST EIGHTSELFWEEK	31111111108	485 Cert	06/08/2004	06/08/2004	06/08/
TEST NINETEENPPS	11111111119	485 Cert	05/03/2004	05/03/2004	04/26/

- 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)