



Refresh – updates the data grid with any new information since entering the screen.



Print Data Grid – provides the ability to send the contents of the data grid to the printer.



Expand All – records on the screen that appear with a plus symbol next to them will be expanded so the contents of underlying data can be seen.



Collapse All - records on the screen that appear with a minus symbol next to them will be collapsed so the contents of underlying data will be suppressed.



Magnifying Glass – Click the magnifying glass symbol to see a list of potential responses for the field. Double-Click an item from the list to select it.



Question Mark – This is a look up function that may be used to display more comprehensive information related to the choices that appear in the dropdown.



Dropdown Box - This is a selection function that may be used to display multiple options in a list.



Open Book - Click the open book symbol to show all columns on a specified report grid.



Closed Book – Click the closed book symbol to hide all columns on a specified report grid.

If you need further assistance please contact the ECSC Database Services Team:

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