Show/Hide Columns on Table View

You can show or hide the columns in the Dataview by using the following methods:

From the Filter menu

1. Click Filter to the right of the columns to display the list of columns that are available to show or hide within the Dataview.

2. Select each column you want to show or select each checked column you want to hide.

3. Select

Note: The Show/Hide column is not available in the List view.

Using Refine Menu

To use the Refine menu slider:

You can use the Refine menu slider on both the List view and Table View. To open, select Refine icon from the Action bar. The Refine slider opens on the right to reveal a set of tools to Sort, Filter, Group, or Calculate data.

Note: You can also access most of these tools by selecting the drop-down arrow in each column and selecting the function from the context menu.

Sort Columns
Use Sort to control the order of the data that is displayed in the Dataview.

From the **Refine** menu slider
1. Click Sort and the column you want to sort.
2. Click Sort Ascending, Sort Descending, or No Sort.
3. Click **Apply**.
   - The Sort Ascending arrow or Sort Descending arrow appears next to the column name to indicate that the column is sorted in ascending or descending order.
   - If you wish to sort using multiple columns, a number will appear next to the sorted columns to indicate the sort order (example: 1, 2, 3...).

**Remove columns from the sort**

To remove a column from the sort:
- From the **Refine menu slider > Sort tab**, select No sort.

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**Filter**

Select a filter to narrow the results in the Dataview to the specific items that you are interested in viewing, such as the number of part-time employees, or the top ten employees with exceptions.

From the **Refine** menu slider:
1. Click **Refine > Filter**
2. Select the column that you want to filter. You can select multiple filters at the same time.
3. Type the value for the filter.
4. Click **Done**.
5. Click **Apply**.

**To remove filters**
1. Click **Filter** on the far-right side of the column headers.
2. Click **Clear all filters**.

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**Group**

Use Group to group the records that share a specific attribute, such as the same Primary Labor Account.
From the **Refine** menu slider:

1. Click **Group** and the column you want to use for grouping.
2. Click **Apply**.
3. The selected column is hidden, and the unique values contained within the column form groups. If preferred, you can show the column again by selecting **Filter** on the far-right side of the column headers and checking the column header name.

If you select an additional column to group by, it becomes secondary to the first grouping, and so on, following the order in which they are chosen.

All groups containing duplicate values are contained within their own section header.

**To cancel grouping**

1. From the **Refine** slider, select Group and the column for which you want cancel grouping.
2. Select **No Group**

**Note:** You cannot group by numeric columns.
Summarizations/Calculations

You can apply summarizations to each of the columns in the table. The available summarizations are Count, Sum, Average, Minimum, Maximum, and None.

**Method 1: From the column header**

1. Click the drop-down arrow in the column header where you want to apply a calculation.
2. Click the calculation that you want to use.

**Note:**
- For all numeric columns, the following summarizations are available: None, Sum, Average, Minimum, and Maximum
- For all string columns, the following summarizations are available: None, Count (number of rows)
- For all date columns, the following summarizations are available: None, Count (number of rows)
- For all Boolean columns, the following summarizations are available: None, Count

**Summarization and grouping**

If you group data, and one of the columns has a summarization applied, a sub-total row appears for each group that summarizes the data in that group. For example, if a collection of employees appears in the Total # of Worked Hours column, and SUM has been applied, if you group by an employee attribute such as Labor Category, for every unique Labor Category each employee falls into, a sub-total line appears.