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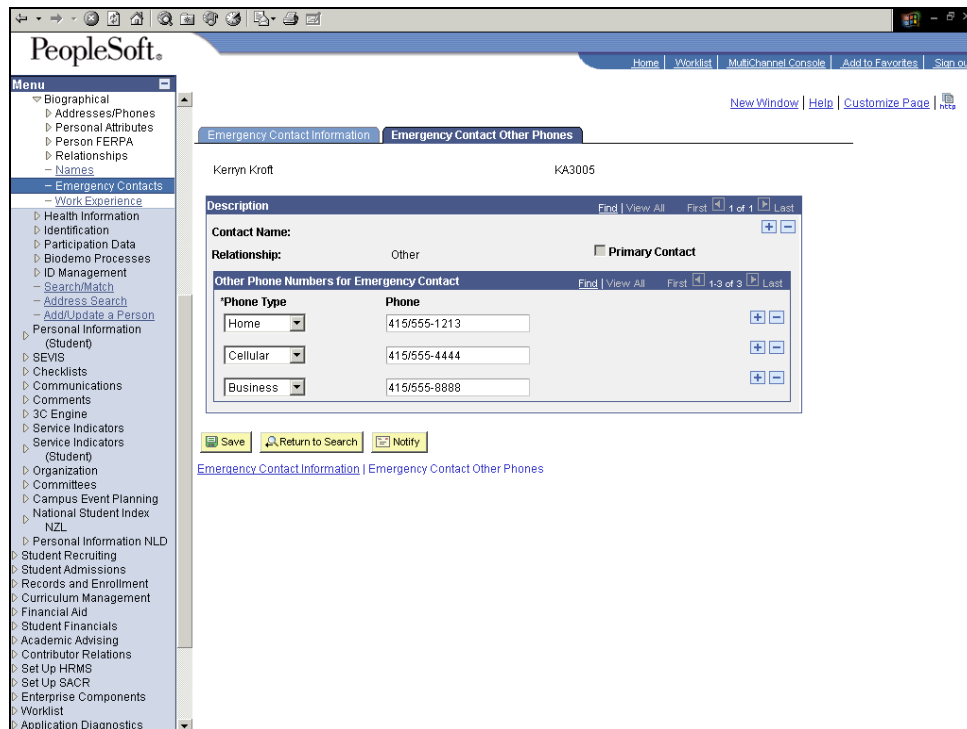
Using PeopleSoft Grids

Concept

On some pages, you may want some of the fields to repeat in order to enter multiple rows of data. For this purpose, PeopleSoft uses **grids**. With grids, you have the ability to add, edit, and view multiple occurrences of data for a group of fields on one page.

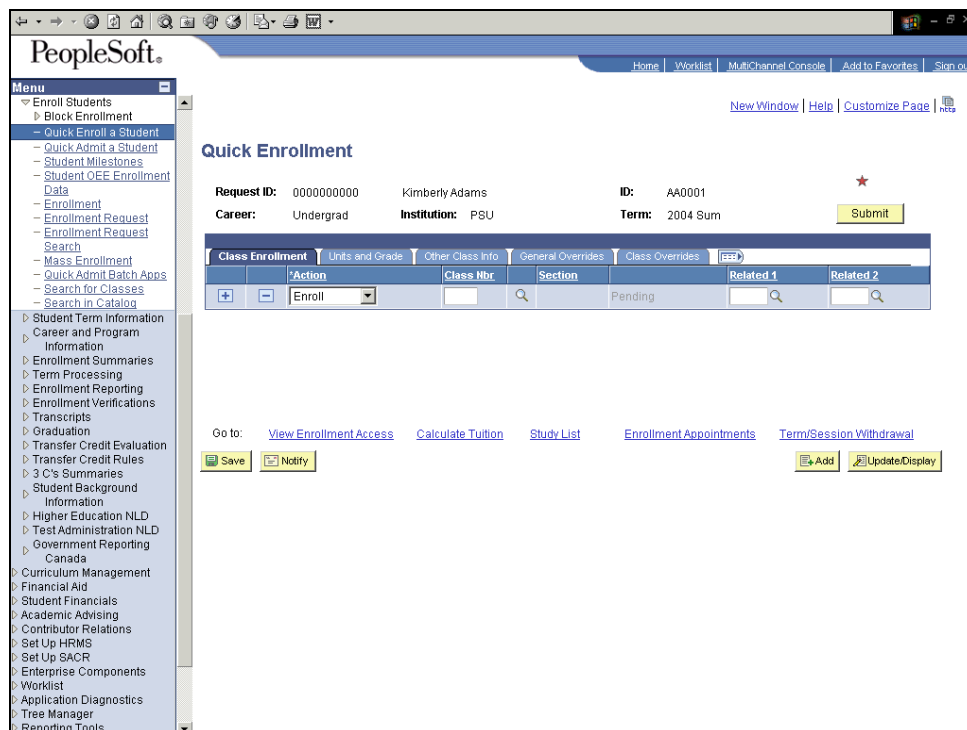
Additional Information

Procedure





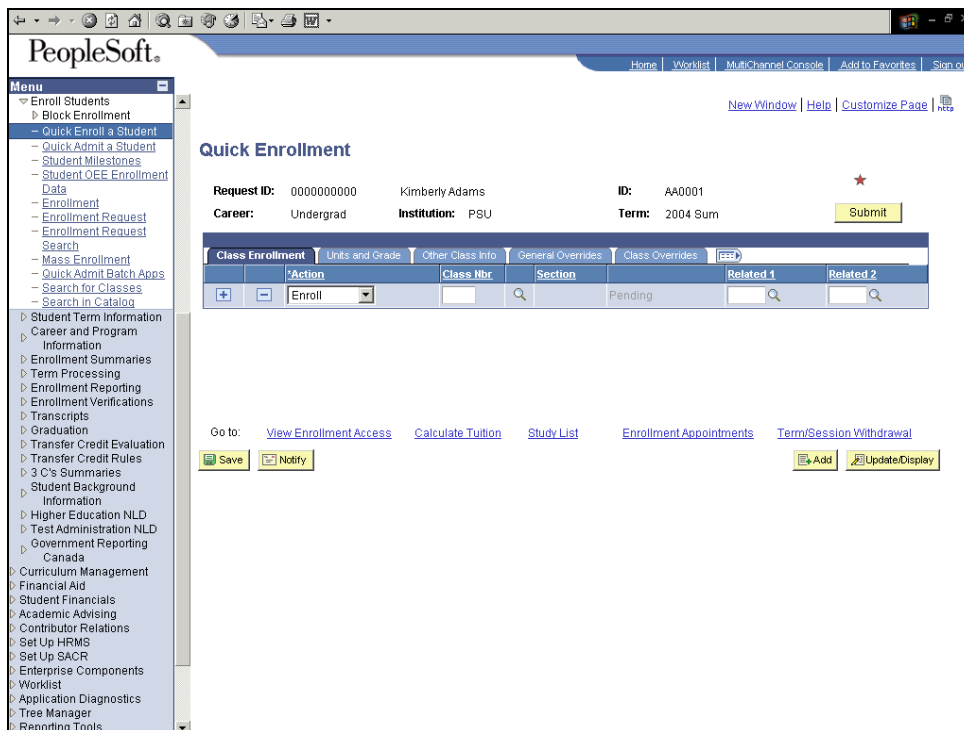
Step	Action
1.	On some pages, you may want some of the fields to repeat in order to enter multiple rows of data. For this purpose, PeopleSoft uses grids . With grids, you have the ability to add, edit, and view multiple occurrences of data for a group of fields on one page. The Emergency Contact Other Phones page in the Emergency Contacts component contains a grid area.
2.	Instead of using a traditional scroll bar to scroll through the rows of data in a grid, PeopleSoft uses navigation buttons and hyperlinks. Most often, you will find these buttons and hyperlinks in the navigation header for each area, with the exception of the Insert Row and Delete Row buttons.
3.	Use the Find link to find a specific row of data.
4.	Use the View All link to display all rows of data on a page. When this feature is enabled, the link changes to read View 1 , so that you can return to the original setting.
5.	The First link takes you to the first row of data.
6.	Use the Previous Row arrow to navigate to the previous row of data.
7.	The number system for the rows shows the number of rows you are currently viewing.



Step	Action
8.	Use the Next Row arrow to navigate to the next row of data.
9.	The Last link takes you to the last row of data.
10.	The Add Row button inserts a new row of data.
11.	The Delete Row button deletes the current row of data.
12.	Grids look similar to a spreadsheet with column headings , rows , and cells . The cells are equivalent to fields. Fields within a grid may be represented as edit boxes, drop-down list boxes, check boxes, and radio or prompt buttons.
13.	Rows of data in grids and scroll areas alike always share the same high-level key(s). For example, for the Emergency Contact Other Phones page, you can have multiple rows for the different phone types. If you have multiple rows, each of these rows has the same Person ID as the key field. If you insert a new row, the system automatically copies the shared key data into the new row.

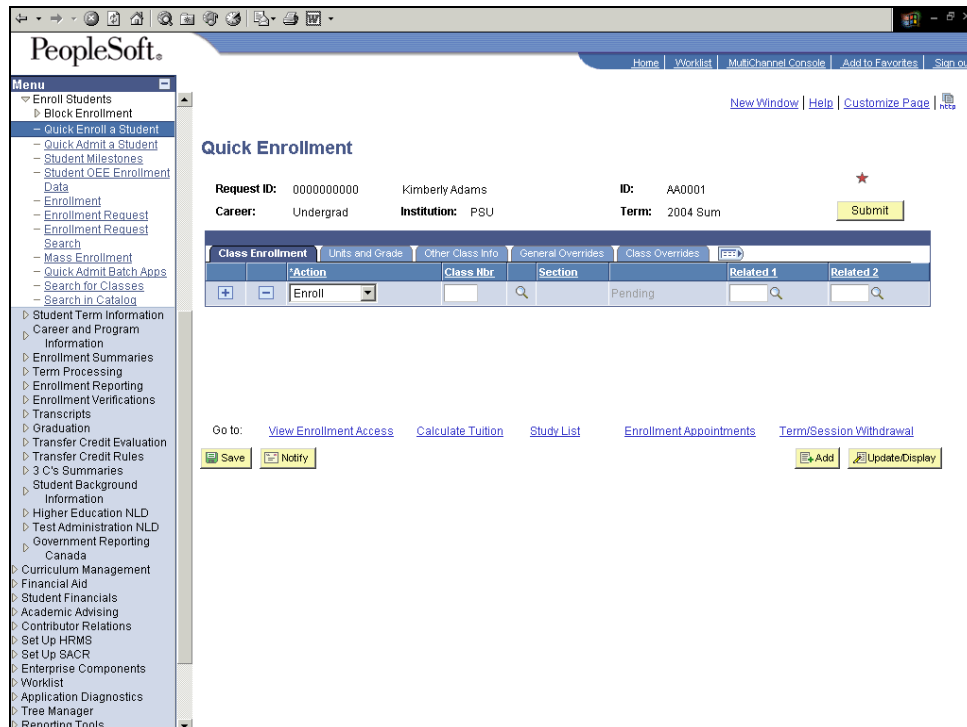




The screenshot shows the PeopleSoft 'Quick Enrollment' page. On the left is a navigation menu with categories like 'Enroll Students', 'Student Term Information', and 'Financial Aid'. The main content area is titled 'Quick Enrollment' and displays student information: Request ID: 0000000000, Kimberly Adams, ID: AA0001, Career: Undergrad, Institution: PSU, Term: 2004 Sum. Below this is a 'Class Enrollment' grid with columns for Action, Class Nbr, Section, Pending, Related 1, and Related 2. The 'Action' column contains a dropdown menu with 'Enroll' selected. At the bottom of the grid are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. Navigation links like 'View Enrollment Access', 'Calculate Tuition', and 'Study List' are also visible.

Step	Action
14.	<p>Another type of grid is a tabbed grid. These grids provide a means of viewing multiple columns of information without having a horizontal scroll to view them.</p> <p>The Quick Enrollment component has a tabbed grid section. You select a tab to view the additional columns.</p> <p>Click the Units and Grade tab.</p> 
15.	<p>Notice that different columns are displayed.</p> <p>Click the Class Enrollment tab.</p> 



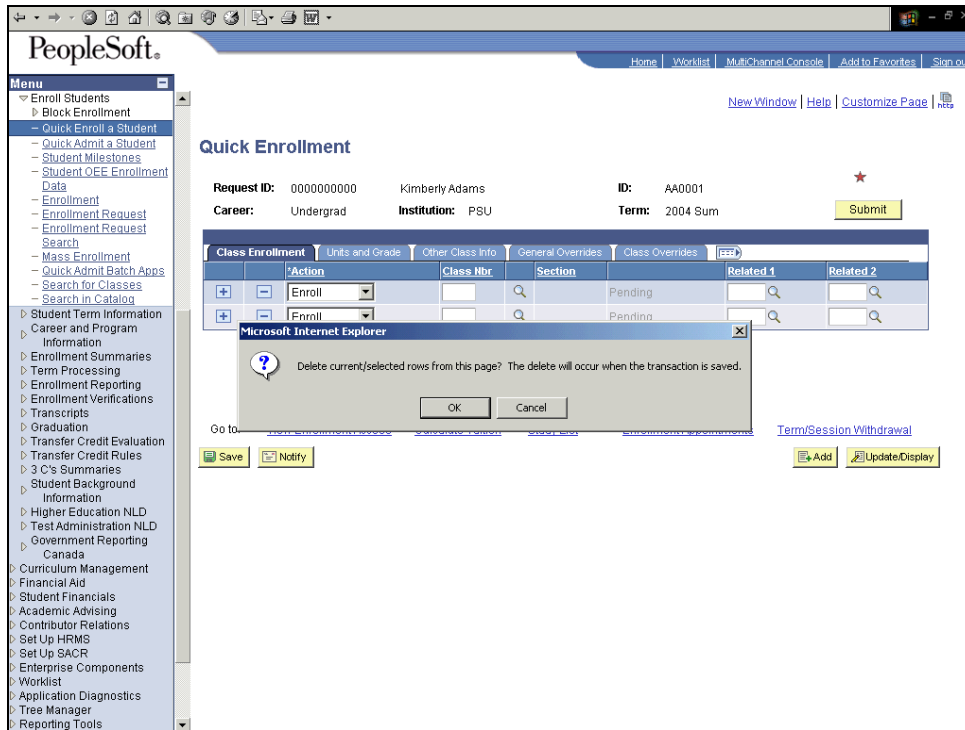
Step	Action
16.	<p>Some tabbed grids have a button that can be used to expand the grid columns to the right so that tabs are no longer needed.</p> <p>Click the Show Columns button.</p> 
17.	<p>You can return to the tabbed view if desired.</p> <p>Click the Show Tabs button.</p> 



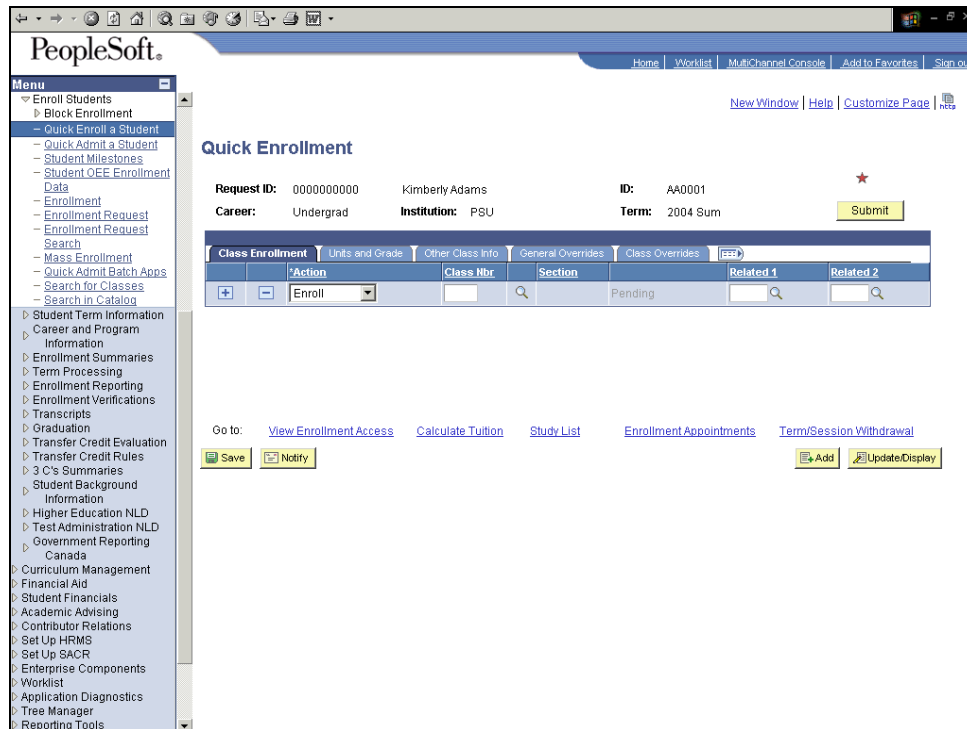
Step	Action
18.	<p>To add a new row of data to a grid, you click the Add Row button to insert a row just below the row you are on. Each time you add a new row, you are actually adding a new row of data to the database table.</p> <p>Click the Add Row button.</p> 
19.	<p>A new row is now available.</p> <p>If you want to delete a row, you click the Delete Row button.</p> <p>Click the Delete Row button.</p> 


Business Process Document

Fundamentals: Using PeopleSoft Grids



Step	Action
20.	<p>The system displays a confirmation message asking if you want to proceed with the deletion. It also reminds you that the row will not be deleted from the database until a save occurs; however, the row is automatically removed from the grid.</p> <p>Click the OK button.</p> <div data-bbox="370 1234 490 1264" style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">OK</div>



Step	Action
21.	<p>To get the row to return, you can click the browser's Back button or close the transaction without saving your changes. If you close without saving, any other changes you made are not saved as well.</p> <p>Click the Back button.</p> 
22.	The second row has now returned to the grid.
23.	<p>In summary, PeopleSoft's grid area navigation structure makes it easy to work with multiple rows of data.</p> <p>End of Procedure.</p>