

# Beyond - Grid Navigation

Last Modified on 12/11/2025 2:35 pm CST

# Overview

When navigating within Beyond, grids are utilized to display information including search results, data for record types, and so much more.

Grids within Beyond offer a finer level of customization to make working with data smoother, faster, and more flexible, across all your devices.

**\*Note\*** Please keep in mind that the functionality presented within this article **may not apply** to all grids within Beyond.

**\*Note\*** The majority of your grid preferences will be saved across Beyond sessions. These include pinned columns, column order, visibility, grouping, etc.

# Grid Navigation

When scrolling within a grid, the headers will remain visible at the top of the page, allowing for instant access whenever needed:


EMPLOYEES 994				CUSTOMERS 98			CONTACTS 994			ASSIGNMENTS 994		JOB ORDERS 10
Employee Id	Last Name	First Name	Branch	Phone	Is Active	Is Assigned	Last Message	Last Messa...	ZIP	Current Assignment		
5779	Davenport	Theresa	Memphis NE	651488-9488...	ⓧ	ⓧ	Deact	12/14/2007	55123			
5356	Davies	Leigh	Memphis NE	651482-8482...	ⓧ	ⓧ		8/5/2002	55407	American		
5077	Davis	Lynn	Memphis NE	651268-8268...	ⓧ	ⓧ			34982			
11941	Davis	Norman	Memphis NE	651715-6715	ⓧ	ⓧ	Deact	12/14/2007	55123			
5078	Davis	Susie	Memphis NE	651322-9322...	ⓧ	ⓧ	Deact	8/29/2016	90011	Invoice Emailer Corr		
5080	Dc	George	Memphis NE	651270-8270...	ⓧ	ⓧ		8/12/2002	20002	Thomson's Testing		
5079	Dc	Marcy	Memphis NE	651269-8269...	ⓧ	ⓧ			20001	Thomson's Testing		
12559	De Los Ange...	Terri Ma	Minneapolis	651168-2168...	ⓧ	ⓧ	Deact	12/14/2007	55123			
5081	Delaware	Rita	Memphis NE	651271-8271...	ⓧ	ⓧ			19702	Thomson's Testing		
5082	Delvin	Trent	Memphis NE	651272-8272...	ⓧ	ⓧ	Available	5/2/2008	55121	Valley Plumbing Inc.		
5083	Delvin	Trent	Memphis NE	651273-8273...	ⓧ	ⓧ			55121	Jones Health Care		
4295081548	Demo	CTI	New Brighton	720990-0123	✔	ⓧ	Order Candidate	11/12/2024	95670			
5084	Demore	Sylvia	Memphis NE	651274-8274...	ⓧ	ⓧ			55121	Thomson's Testing		
12467	Deveraux	Tammy	Minneapolis	6515551212x	ⓧ	ⓧ	Deactivate	5/16/2025	55121	Bob's Candy		
12536	Devon	Detrich	Memphis NE	651103-2103...	ⓧ	ⓧ	Deact	8/29/2016	55121	Rocky Road Ice Cream		
5086	Dimitrialous	George	Memphis NE	651275-8275...	ⓧ	ⓧ			55123			
4295080337	Diner	Frances	New Brighton	654-456-123	✔	✔	Approved	6/25/2025	55109	Denver Hotel Group		
5531	Dobbins	Donnie	Memphis NE	651817-8817...	ⓧ	ⓧ	ACA Exchange Notific...	11/20/2014	55109	ASCS, Inc.		
5531	Dobbins	Donnie	Memphis NE	651817-8817...	ⓧ	ⓧ	ACA Exchange Notific...	11/20/2014	55109	ASCS, Inc.		
Total Rows: 927												


# Column Customization

The individual columns within grids can be customized to fit your business needs including sorting, filtering, grouping, and more.

**\*Note\*** Your grid preferences will be saved across Beyond sessions. These include pinned columns, column order, visibility, grouping, etc.

# Visibility

Column visibility can be managed by selecting the  to the right of the column and selecting either "Hide Column" to remove the column from the results, or "Manage Columns" to control all column visibility within the grid:

EMPLOYEES 99+				CUSTOMERS 68			CONTACTS 99+			ASSIGNMENTS 99+		JOB ORDERS 10	
Employee Id	Last Name	First Name	Branch	Phone	Is Active ↓	Is Assigned	Last Message	Last Messa...	ZIP	Current Assignment			
4295094192	AAPressly	AADesi	Minneapolis	9129129123	✓	✓	React	5/30/2025	12345	WebTime, Inc.			
5474	Aaskon	Brian	Minneapolis	651313-9313...	✓	✓	React	5/30/2025	55128	Skates-a-Hoy			
5412	Abbott	Sam	Memphis CA	651-845-4845	✓	✓	React	5/30/2025	55121	Gary's Garage			
5021	Abbootorabi	Deborah	Memphis NE	651574-1574...	✓	✓	React	5/30/2025	45203	Dewey Cheatum & H...			
5023	Acosta	Davis	Minneapolis	651233-8233...	✓	✓	Order Candidate	1/9/2025	55121	Dewey Cheatum & H...			
5024	Adams	Cindy	Memphis NE	651793-8793...	✓	✓	Backup	2/27/2025	34982	Yeti's Lab			
5027	Alaska	Joe	Minneapolis	651236-8236...	✓	✓	Message	3/20/2025	54702	Buzzy's Hotel			
5091	Allen	Donna	Memphis NE	651279-8279...	✓	✓	Order Candidate	12/16/2024	55401	Angelucci's Flowers			
5285	Allen	Jill	Memphis NE	651430-8430...	✓	✓	Ended	12/15/2021	55123	Abbot Hospital			
11860	Ambers	Jodi	Memphis NE	651876-9876...	✓	✓	Available	10/1/2021	55128	Blue Sun Corporation			
4295120788	Andersen	Mia	Minneapolis	5555550123	✓	✗							
5212	Anderson	Dan	Memphis NE	651372-8372...	✓	✓	Order Candidate	2/1/2023	48823	Luna's Monster Men...			
12322	Applebee	Randy	Sales	651057-1057...	✓	✓	Order Candidate	11/4/2020	34982	Sasquatch Steel Inc.			
12566	Arce	Marcia	Minneapolis	651183-2183...	✓	✗	React	3/18/2021	55121				
12567	Arce	Marcia	Minneapolis	651185-2185...	✓	✗	React	3/18/2021	55121				
12569	Arce	Marcia	Minneapolis	651190-2190...	✓	✗	React	3/18/2021	55121				
12570	Arce	Marcia	Minneapolis	651192-2192...	✓	✗	React	3/18/2021	55121				
12571	Arce	Marcia	Minneapolis	651194-2194...	✓	✗	React	3/18/2021	55121				
12572	Arce	Marcia	Minneapolis	651196-2196...	✓	✗	React	3/18/2021	55121				
Total Rows: 927													

# Sorting

Data within the column can be sorted by selecting the arrow within the header:

EMPLOYEES 99			CUSTOMERS 88		CONTACTS 99		ASSIGNMENTS 99		JOB ORDERS 10	
Employee Id	Last Name	First Name	Branch	Phone	Is Active ↓	Is Assigned	ZIP	Current Assignment		
4295094192	APressly	AADesi	Minneapolis	9129129123	✓	✓	12345	WebTime, Inc.		
5474	Aaskon	Brian	Minneapolis	651313-9313...	✓	✓	55128	Skates-a-Hoy		
5412	Abbott	Sam	Memphis CA	651-845-4845	✓	✓	55121	Gary's Garage		
5021	Abbootorabi	Deborah	Memphis NE	651574-1574...	✓	✓	45203	Dewey Cheatum & H...		
5023	Acosta	Davis	Minneapolis	651233-8233...	✓	✓	55121	Dewey Cheatum & H...		
5024	Adams	Cindy	Memphis NE	651793-8793...	✓	✓	34982	Yeti's Lab		
5027	Alaska	Joe	Minneapolis	651236-8236...	✓	✓	54702	Buzzy's Hotel		
5091	Allen	Donna	Memphis NE	651279-8279...	✓	✓	55401	Angelucci's Flowers		
5285	Altien	Jill	Memphis NE	651430-8430...	✓	✓	55123	Abbot Hospital		
11860	Ambers	Jodi	Memphis NE	651876-9876...	✓	✓	55128	Blue Sun Corporation		
4295120788	Andersen	Mia	Minneapolis	5555550123	✓	✗				
5212	Anderson	Dan	Memphis NE	651372-8372...	✓	✓	48823	Luna's Monster Men...		
12322	Applebee	Randy	Sales	651057-1057...	✓	✓	34982	Sasquatch Steel Inc.		
12566	Arce	Marcia	Minneapolis	651183-2183...	✓	✗	55121			
12567	Arce	Marcia	Minneapolis	651185-2185...	✓	✗	55121			
12569	Arce	Marcia	Minneapolis	651190-2190...	✓	✗	55121			
12570	Arce	Marcia	Minneapolis	651192-2192...	✓	✗	55121			
12571	Arce	Marcia	Minneapolis	651194-2194...	✓	✗	55121			
12572	Arce	Marcia	Minneapolis	651196-2196...	✓	✗	55121			

Total Rows: 927


## Ordering

Columns can be re-ordered by simply selecting any column by the header and dragging to the left or right:


EMPLOYEES 99			CUSTOMERS 88		CONTACTS 99		ASSIGNMENTS 99		JOB ORDERS 10	
Employee Id	Last Name	First Name	Branch	Phone	Is Active ↓	Is Assigned	ZIP	Current Assignment		
4295094192	APressly	AADesi	Minneapolis	9129129123	✓	✓	12345	WebTime, Inc.		
5474	Aaskon	Brian	Minneapolis	651313-9313...	✓	✓	55128	Skates-a-Hoy		
5412	Abbott	Sam	Memphis CA	651-845-4845	✓	✓	55121	Gary's Garage		
5021	Abbootorabi	Deborah	Memphis NE	651574-1574...	✓	✓	45203	Dewey Cheatum & H...		
5023	Acosta	Davis	Minneapolis	651233-8233...	✓	✓	55121	Dewey Cheatum & H...		
5024	Adams	Cindy	Memphis NE	651793-8793...	✓	✓	34982	Yeti's Lab		
5027	Alaska	Joe	Minneapolis	651236-8236...	✓	✓	54702	Buzzy's Hotel		
5091	Allen	Donna	Memphis NE	651279-8279...	✓	✓	55401	Angelucci's Flowers		
5285	Altien	Jill	Memphis NE	651430-8430...	✓	✓	55123	Abbot Hospital		
11860	Ambers	Jodi	Memphis NE	651876-9876...	✓	✓	55128	Blue Sun Corporation		
4295120788	Andersen	Mia	Minneapolis	5555550123	✓	✗				
5212	Anderson	Dan	Memphis NE	651372-8372...	✓	✓	48823	Luna's Monster Men...		
12322	Applebee	Randy	Sales	651057-1057...	✓	✓	34982	Sasquatch Steel Inc.		
12566	Arce	Marcia	Minneapolis	651183-2183...	✓	✗	55121			
12567	Arce	Marcia	Minneapolis	651185-2185...	✓	✗	55121			
12569	Arce	Marcia	Minneapolis	651190-2190...	✓	✗	55121			
12570	Arce	Marcia	Minneapolis	651192-2192...	✓	✗	55121			
12571	Arce	Marcia	Minneapolis	651194-2194...	✓	✗	55121			
12572	Arce	Marcia	Minneapolis	651196-2196...	✓	✗	55121			

Total Rows: 927

## Pinning

Columns can be pinned to either side of the grid by selecting the  to the right of the column and selecting "Pin to left" or "Pin to right":

EMPLOYEES 99+				CUSTOMERS 88		CONTACTS 99+		ASSIGNMENTS 99+		JOB ORDERS 10	
Employee Id	Last Name	First Name	Branch	Phone	Is Active ↓	Is Assigned	ZIP	Current Assignment			
4295094192	AAPressly	AADesai	Minneapolis	9129129123	✓	✓	12345	WebTime, Inc.			
5474	Aaskon	Brian	Minneapolis	651313-9313...	✓	✓	55128	Skates-a-Hoy			
5412	Abbott	Sam	Memphis CA	651-845-4845	✓	✓	55121	Gary's Garage			
5021	Abootorabi	Deborah	Memphis NE	651574-1574...	✓	✓	45203	Dewey Cheatum & H...			
5023	Acosta	Davis	Minneapolis	651233-8233...	✓	✓	55121	Dewey Cheatum & H...			
5024	Adams	Cindy	Memphis NE	651793-8793...	✓	✓	34982	Yeti's Lab			
5027	Alaska	Joe	Minneapolis	651236-8236...	✓	✓	54702	Buzzy's Hotel			
5091	Allen	Donna	Memphis NE	651279-8279...	✓	✓	55401	Angelucci's Flowers			
5285	Allen	Jill	Memphis NE	651430-8430...	✓	✓	55123	Abbot Hospital			
11860	Ambers	Jodi	Memphis NE	651876-9876...	✓	✓	55128	Blue Sun Corporation			
4295120788	Andersen	Mia	Minneapolis	5555550123	✓	✗					
5212	Anderson	Dan	Memphis NE	651372-8372...	✓	✓	48823	Luna's Monster Men...			
12322	Applebee	Randy	Sales	651057-1057...	✓	✓	34982	Sasquatch Steel Inc.			
12566	Arce	Marcia	Minneapolis	651183-2183...	✓	✗	55121				
12567	Arce	Marcia	Minneapolis	651185-2185...	✓	✗	55121				
12569	Arce	Marcia	Minneapolis	651190-2190...	✓	✗	55121				
12570	Arce	Marcia	Minneapolis	651192-2192...	✓	✗	55121				
12571	Arce	Marcia	Minneapolis	651194-2194...	✓	✗	55121				
12572	Arce	Marcia	Minneapolis	651196-2196...	✓	✗	55121				
Total Rows: 927											

The pinning of columns can be removed by selecting the  to the right of the column and selecting "Unpin":

Bookmarks

Recent History

Universal Search


EMPLOYEES 99+

CUSTOMERS 88

CONTACTS 99+

Is Active	Is Assi...	Employee Id	Last Name	First Name	Branch	Phone	ZIP	Current Assignment
		4295094192	AAPressly	AADesi	Minneapolis	9129129123	12345	WebTime, Inc.
		5474	Aaskon	Brian	Minneapolis	651313-9313...	55128	Skates-a-Hoy
		5412	Abbott	Sam	Memphis CA	651-845-4845	55121	Gary's Garage
		5021	Abootorabi	Deborah	Memphis NE	651574-1574...	45203	Dewey Cheatum & H...
		5023	Acosta	Davis	Minneapolis	651233-8233...	55121	Dewey Cheatum & H...
		5024	Adams	Cindy	Memphis NE	651793-8793...	34982	Yeti's Lab
		5027	Alaska	Joe	Minneapolis	651236-8236...	54702	Buzzy's Hotel
		5091	Allen	Donna	Memphis NE	651279-8279...	55401	Angelucci's Flowers

## Filtering

Columns can be filtered by multiple values by selecting the  to the right of the column and selecting "Filter":

EMPLOYEES 99+			CUSTOMERS 88			CONTACTS 99+		ASSIGNMENTS 99+		JOB ORDERS 10	
Employee Id	Last Name	First Name	Branch	Phone	Is Active ↓	Is Assigned	ZIP	Current Assignment			
4295094192	AAPresly	AADesi	Minneapolis	9129129123	✓	✓	12345	WebTime, Inc.			
5474	Aaskon	Brian	Minneapolis	651313-9313...	✓	✓	55128	Skates-a-Hoy			
5412	Abbott	Sam	Memphis CA	651-845-4845	✓	✓	55121	Gary's Garage			
5021	Abostorabi	Deborah	Memphis NE	651574-1574...	✓	✓	45203	Dewey Cheatum & H...			
5023	Acosta	Davis	Minneapolis	651233-8233...	✓	✓	55121	Dewey Cheatum & H...			
5024	Adams	Cindy	Memphis NE	651793-8793...	✓	✓	34982	Yeti's Lab			
5027	Alaska	Joe	Minneapolis	651236-8236...	✓	✓	54702	Buzzy's Hotel			
5091	Allen	Donna	Memphis NE	651279-8279...	✓	✓	55401	Angelucci's Flowers			
5285	Allen	Jill	Memphis NE	651430-8430...	✓	✓	55123	Abbot Hospital			
11860	Ambers	Jodi	Memphis NE	651876-9876...	✓	✓	55128	Blue Sun Corporation			
4295120788	Andersen	Mia	Minneapolis	5555550123	✓	✗					
5212	Anderson	Dan	Memphis NE	651372-8372...	✓	✓	48823	Luna's Monster Men...			
12322	Applebee	Randy	Sales	651057-1057...	✓	✓	34982	Sasquatch Steel Inc.			
12566	Arce	Marcia	Minneapolis	651183-2183...	✓	✗	55121				
12567	Arce	Marcia	Minneapolis	651185-2185...	✓	✗	55121				
12569	Arce	Marcia	Minneapolis	651190-2190...	✓	✗	55121				
12570	Arce	Marcia	Minneapolis	651192-2192...	✓	✗	55121				
12571	Arce	Marcia	Minneapolis	651194-2194...	✓	✗	55121				
12572	Arce	Marcia	Minneapolis	651196-2196...	✓	✗	55121				
Total Rows: 927											

Multiple filters can be applied to the same or multiple columns.

Filters can be removed by selecting the "Filter" indicator within the column's header and selecting "Remove All":

EMPLOYEES 99+			CUSTOMERS 88		CONTACTS 99+		ASSIGNMENTS 99+		JOB ORDERS 10	
Employee Id	Last Name	First Name	Branch	Phone	Is Active	Is Assigned	Last Message	Last Message Date	ZIP	Current Assignment
5412	Abbott	Sam	Memphis CA	651-845-4845	✓	✓	React	5/30/2025		
5026	Alabama	Morgan	Memphis NE	651235-8235...	✗	✗	Deactivate	7/6/2022		
4295120515	CRABTREE	MICHAEL	Minneapolis	8065550123	✓	✗	Order Candidate	12/10/2024		
5274	Sabong	Maria	Memphis NE	651420-8420...	✓	✗	Placed	3/25/2025		

×

Columns: Last Name

Operator: contains

Value: Ab

×

And

Columns: First Name

Operator: contains

Value: M

+


ADD FILTER

REMOVE ALL

**\*Note\*** The ability to filter individual columns are within grids that have filters enabled within that column's header menu, such as Universal Search, Proofing Errors, etc.

Grids that have the filters above the grid, such as Basic Search, Advanced Search, etc. do **not** have filters in the column's header menu.

## Grouping

Columns can be grouped by selecting the  to the right of the column and selecting "Group by":

B

< Search

EMPLOYEES 99+

CUSTOMERS 1

CONTACTS 99+

ASSIGNMENTS 99+

JOB ORDERS 3

Employee Id	Last Name	First Name	Branch	Phone	Is Active	Is Assigned	ZIP	Current Assignment	Last Messa...
<a href="#">4295094192</a>	<a href="#">AAPressly</a>	<a href="#">AADesi</a>	High Tech NE		⊗	⊗	55122		
<a href="#">4295065500</a>	<a href="#">authority</a>	<a href="#">Smith Barney</a>	High Tech NE		⊗	⊗	55122		
<a href="#">4295065668</a>	<a href="#">authority</a>	<a href="#">Smith Barney</a>	High Tech SE		⊗	⊗	55122		
<a href="#">5593</a>	<a href="#">Hary</a>	<a href="#">Smith</a>	High Tech NE	651024-9024...	⊗	⊗	55121	ACME Auto Parts	5/7/2014
<a href="#">12864</a>	<a href="#">John</a>	<a href="#">Smith</a>	High Tech SE	651-831-4831	⊗	⊗	55121	ACME Auto Parts	5/7/2014
<a href="#">16008</a>	<a href="#">Jones</a>	<a href="#">smith</a>	High Tech SE	9521245874	⊗	⊗	55121	ACME Auto Parts	5/7/2014
<a href="#">5594</a>	<a href="#">Lama</a>	<a href="#">Smith</a>	High Tech NE	651031-9031...	⊗	⊗	55121	ACME Auto Parts	5/7/2014
<a href="#">12868</a>	<a href="#">Lisa</a>	<a href="#">Smith</a>	High Tech SE	4737475757	⊗	⊗	55121	Krommy Equipment	5/7/2014
<a href="#">4295035716</a>	<a href="#">Smith</a>	<a href="#">Abbigail</a>	High Tech NE		⊗	⊗	11223		7/8/2025
<a href="#">4295157439</a>	<a href="#">Smith</a>	<a href="#">Abbigail</a>	High Tech NE		✓	⊗			8/6/2025
<a href="#">4295191967</a>	<a href="#">Smith</a>	<a href="#">Abbigail</a>	High Tech NE		✓	⊗			8/12/2025
<a href="#">4295226585</a>	<a href="#">Smith</a>	<a href="#">Abbigail</a>	High Tech NE		✓	⊗			7/22/2025
<a href="#">4295261061</a>	<a href="#">Smith</a>	<a href="#">Abbigail</a>	High Tech NE		✓	⊗			7/23/2025
<a href="#">4295302343</a>	<a href="#">Smith</a>	<a href="#">Abbigail</a>	High Tech NE		✓	⊗			5/16/2024

Total Rows: 1,315

EMPLOYEES

CUSTOMERS

CONTACTS

JOB ORDERS

ASSIGNMENTS


TASKS

QUICK

LIVE CHAT

SEARCH

HELP

Groupings can be removed by selecting the  to the right of the grouped column and selecting "Stop grouping by":

Bookmarks

Recent History

Universal Search

Filter

Stop grouping by Branch

Stop grouping by Is Active

Manage columns

EMPLOYEES 99+			CUSTOMERS 88			CONTACTS 99+		
Group	Employee Id	Last Name	First Name	Phone	Is Assigned	ZIP	Current Assignment	
	4295094192	AAPressly	AADesi	9129129123	✓	12345	WebTime, Inc.	
	5474	Aaskon	Brian	651313-9313...	✓	55128	Skates-a-Hoy	
	5023	Acosta	Davis	651233-8233...	✓	55121	Dewey Cheatum & H...	
	5027	Alaska	Joe	651236-8236...	✓	54702	Buzzy's Hotel	

## Row Utilization

Depending on the data presented within the grid, rows are able to be utilized in different ways.

## Multi-Select

Depending on the grid, you may have the option to multi-select rows:

SELECT ALL		ACTIONS											23 results	
Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone	Cell Phone	En			
4295037957	Robin	Clark	Memphis NE	✓	✗		55123	✗						
13536	Robinson	Abigail	SameState	✓	✗		55123	✗						
4295094000	Robinson	Allan	Minneapolis	✓	✗		60523	✗						
4295037466	Robinson	Allen	Minneapolis	✓	✗		55123	✗						
4295094067	Robinson	Andee	Minneapolis	✓	✓	Available	98503	✗		2535556111				
4295094150	Robinson	Andee	Minneapolis	✓	✗	Interview	98503-7905	✗		3604560380				
4295094155	Robinson	Andee	Minneapolis	✓	✗		98387-5013	✗		3604560380				
26716	Robinson	Chris	Cliff Jumper	✓	✗	ACA Exchange Notification	55123	✗						
15536	Robinson	Claire	SameState	✓	✗		55123	✗						
4295048966	Robinson	Hannah	Minneapolis	✓	✗		55109-5520	✗						
4294968071	Robinson	Helen	Mirage	✓	✗	ACA Exchange Notification	54027	✗						
4295083140	Robinson	Jackie	Eagan	✓	✗			✓						


## Actions

After multi-selecting rows, you will see an option for "Actions" which will provide you with a list of actions that can be executed based on the data being selected.


For this example, after conducting a basic employee search, our actions are related to employee records:

SELECT ALL		ACTIONS											23 results	
Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone	Cell Phone	En			
4295037957	Robin	Clark	Memphis NE	✓	✗		55123	✗						
13536	Robinson	Abigail	SameState	✓	✗		55123	✗						
4295094000	Robinson	Allan	Minneapolis	✓	✗		60523	✗						
4295037466	Robinson	Allen	Minneapolis	✓	✗		55123	✗						
4295094067	Robinson	Andee	Minneapolis	✓	✓	Available	98503	✗		2535556111				
4295094150	Robinson	Andee	Minneapolis	✓	✗	Interview	98503-7905	✗		3604560380				
4295094155	Robinson	Andee	Minneapolis	✓	✗		98387-5013	✗		3604560380				
26716	Robinson	Chris	Cliff Jumper	✓	✗	ACA Exchange Notification	55123	✗						
15536	Robinson	Claire	SameState	✓	✗		55123	✗						
4295048966	Robinson	Hannah	Minneapolis	✓	✗		55109-5520	✗						
4294968071	Robinson	Helen	Mirage	✓	✗	ACA Exchange Notification	54027	✗						
4295083140	Robinson	Jackie	Eagan	✓	✗			✓						

## Editing

Depending on the grid, individual rows can be edited by selecting the  to the right of the row and selecting "Edit".

For this example, we need to edit the candidacy for a specific Job Order:

Job Order	Resume	Status	Interest Code M...	Comment	
<div> <div>  </div> <div> <div>Unknown at ABC 123 - Primary</div> <div>Candidate on Oct 26, 2009</div> </div> </div>		Candidate	0%		
<div> <div>  </div> <div> <div>Forklift at Angelucci's Flowers - P</div> <div>Candidate on Mar 4, 2019</div> </div> </div>		Candidate	0%		

- Assign
- Offer
- Create Resume
- Edit**
- Delete
- Sync To Sense

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