

Beyond - Grid Navigation

Last Modified on 10/30/2025 9:20 am CDT

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.

Dynamic Grids, such as those within the Advance Search, **do not** allow for grid preferences to be saved in the event the page is reloaded, or you log out and log back into Beyond.

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 88			CONTACTS 994			ASSIGNMENTS 994		JOB ORDERS 110	
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	Demora	Sylvia	Memphis NE	651274-8274...	⊗	⊗			55121		Thomson's Testing		
12467	Devereaux	Tammy	Minneapolis	651555121x	⊗	⊗	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 88		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	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	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	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

Ordering

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

EMPLOYEES 994				CUSTOMERS 88		CONTACTS 994		ASSIGNMENTS 994		JOB ORDERS 10	
Employee Id	Last Name	First Name	Branch	Phone	Is Active ↓	Is Assigned	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	Abbotorabi	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											

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	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	Abbotorabi	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

Pin to right

Unpin

Filter

Group by Is Assigned

Hide column

Manage columns

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

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

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	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	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	Allen	Jill	Memphis NE	651430-8430...	✓	✓	55123	Abbot Hospital		
11860	Ambers	Jodi	Memphis NE	651876-9876...	✓	✓	55128	Blue Sun Corporation		
4295120788	Anderson	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":

EMPLOYEES99+

CUSTOMERS88

CONTACTS99+

ASSIGNMENTS99+

JOB ORDERS10

Employee Id	La... ▼	Fir... ▼	Branch	Phone	Is Active	Is Assigned	Last Message	Last Messa...	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	CRAIBTREE	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

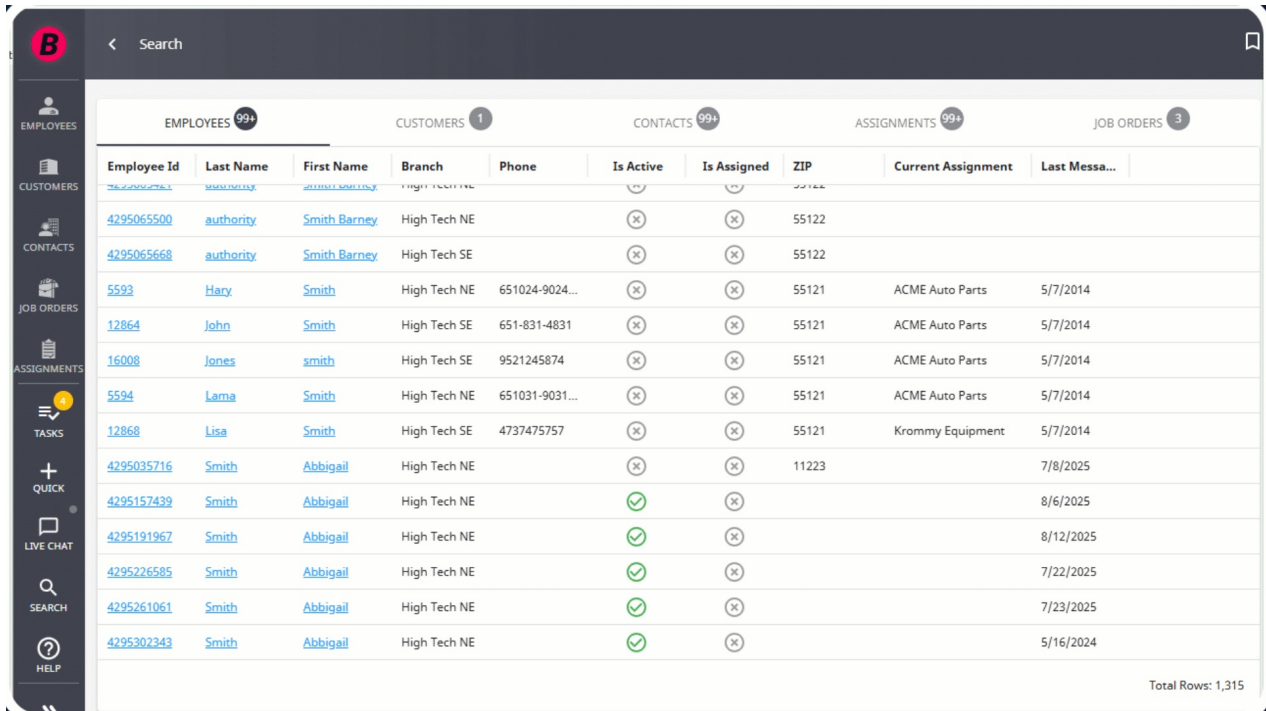
Note The ability to filter individual columns are within grids that have filters enabled within that column's header menu, such as Universal Search, Proofing Errors, etc.

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":



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

Total Rows: 1,315

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

Bookmarks

Recent History

Universal Search

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

Filter

Stop grouping by Branch

Stop grouping by Is Active

Manage columns

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:

23 results												
SELECT ALL		ACTIONS										
<input checked="" type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone	Cell Phone	En
<input checked="" type="checkbox"/>	4295037957	Robin	Clark	Memphis NE				55123				
<input checked="" type="checkbox"/>	13536	Robinson	Abigail	SameState				55123				
<input checked="" type="checkbox"/>	4295094000	Robinson	Allan	Minneapolis				60523				
<input type="checkbox"/>	4295037466	Robinson	Allen	Minneapolis				55123				an
<input type="checkbox"/>	4295094067	Robinson	Andee	Minneapolis			Available	98503			2535556111	an
<input type="checkbox"/>	4295094150	Robinson	Andee	Minneapolis			Interview	98503-7905		3604560380		An
<input type="checkbox"/>	4295094155	Robinson	Andee	Minneapolis				98387-5013		3604560380		ha
<input type="checkbox"/>	26716	Robinson	Chris	Cliff Jumper			ACA Exchange Notification	55123				
<input type="checkbox"/>	15536	Robinson	Claire	SameState				55123				
<input type="checkbox"/>	4295048966	Robinson	Hannah	Minneapolis				55109-5520				
<input type="checkbox"/>	4294968071	Robinson	Helen	Mirage			ACA Exchange Notification	54027				
<input type="checkbox"/>	4295083140	Robinson	Jackie	Eagan								nu
3 rows selected												
Rows per page: 20												1-20 of 23

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

Employee Id

4295037957

13536

4295094000

4295037466

4295094067

4295094150

4295094155

26716

15536

4295048966

4294968071

4295083140

Log Message for 3 Recipients

Make Candidates

Make Job Offers

Assign

Add to Hotlist

Merge Record

Select up to 2 records to merge

Onboarding

Assign a New Workflow...

Assign a pre-configured workflow and optionally set the starting step or additional pages.

Assign Pages Ad Hoc...


Assign a manually-specified set of pages that are separate from existing workflows.

Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone	Cell Phone	En
Memphis NE				55123				zz
SameState				55123				
Minneapolis				60523				
Minneapolis				55123				ar
Minneapolis			Available	98503			2535556111	ar
Minneapolis			Interview	98503-7905		3604560380		Ar
Minneapolis				98387-5013		3604560380		ha
Cliff Jumper			ACA Exchange Notification	55123				
SameState				55123				
Minneapolis				55109-5520				
Mirage			ACA Exchange Notification	54027				
Eagan								tu



3 rows selected

Rows per page: 20 1-20 of 23

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	
+  Unknown at ABC 123 - Primary Candidate on Oct 26, 2009		Candidate	0%		<div><div>Assign</div><div>Offer</div><div>Create Resume</div><div><div>Edit</div></div><div>Delete</div><div>Sync To Sense</div></div>
+  Forklift at Angelucci's Flowers - P Candidate on Mar 4, 2019		Candidate	0%		

Related Articles