

## Navigating the Placement Grid

### Users: All

All placement data are presented in a grid, like an Excel spreadsheet with specific characteristics displayed in column format. Sliders on the right of the screen will scroll down; sliders on the bottom of the screen will scroll left & right – both depending upon the size of your screen. See the Definitions for more information about each column header.

You will most often access the placement grid via the SEARCH screen or from the Placement Links on your Home page. Some users can also access placements through the PLACEMENTS button on the main menu bar.

Placement data may be further sorted A-Z by clicking on the headers and filtered by the various columns with a dropdown arrow. Use Column headers to sort data from a search. Make your selection(s) and then **press ENTER to begin the search or refresh the filtered data.**

**Filter by selection**

**The Placement Grid also has controls for pagination on the right of the screen.**

Actions	PCode	Status	Requests	Facility	Unit	Unit Type	School	Standing School	Program	Level	Course	Instructor	Duration	Year	Term	Start Date	End Date	Expired	Rotation	Preceptor/Mentor	Mon
		Approved																			
	ZTF16-152	Approved		Z Facility	A Pod	Med/Surg	Z School	Z School	Nursing	N: SN3	Adult Nursing		Standing	2016	Fall	2016-08-22	2016-12-17		●	Group	
	ZTF16-191	Approved		Z Facility	C Pod		Z School		Nursing	N: SN2	Fundamenta								●	Group	
	ZTF17-004	Approved		Z Facility	Unit 2	Behav/Psych	Z School		Nursing	N: SN2	Behavioral Hea								●	Group	
	ZTF17-009	Approved		Z Facility	Unit 2	Behav/Psych	Z School		Nursing	N: SN2	Beh Health								●	Group	
	ZTF17-045	Approved		Z Facility	Unit 3		Z School		Nursing	N: PN	med surg 1								●	Group	

**Column headers may be clicked to sort A-Z, Z-A**

**Home Search Placements Reports People Locations**

Placements ▶ Current

Export... Request Selected

Page: << First < Previous 1 2 3 4 5 6 7 8 Next > Last >>

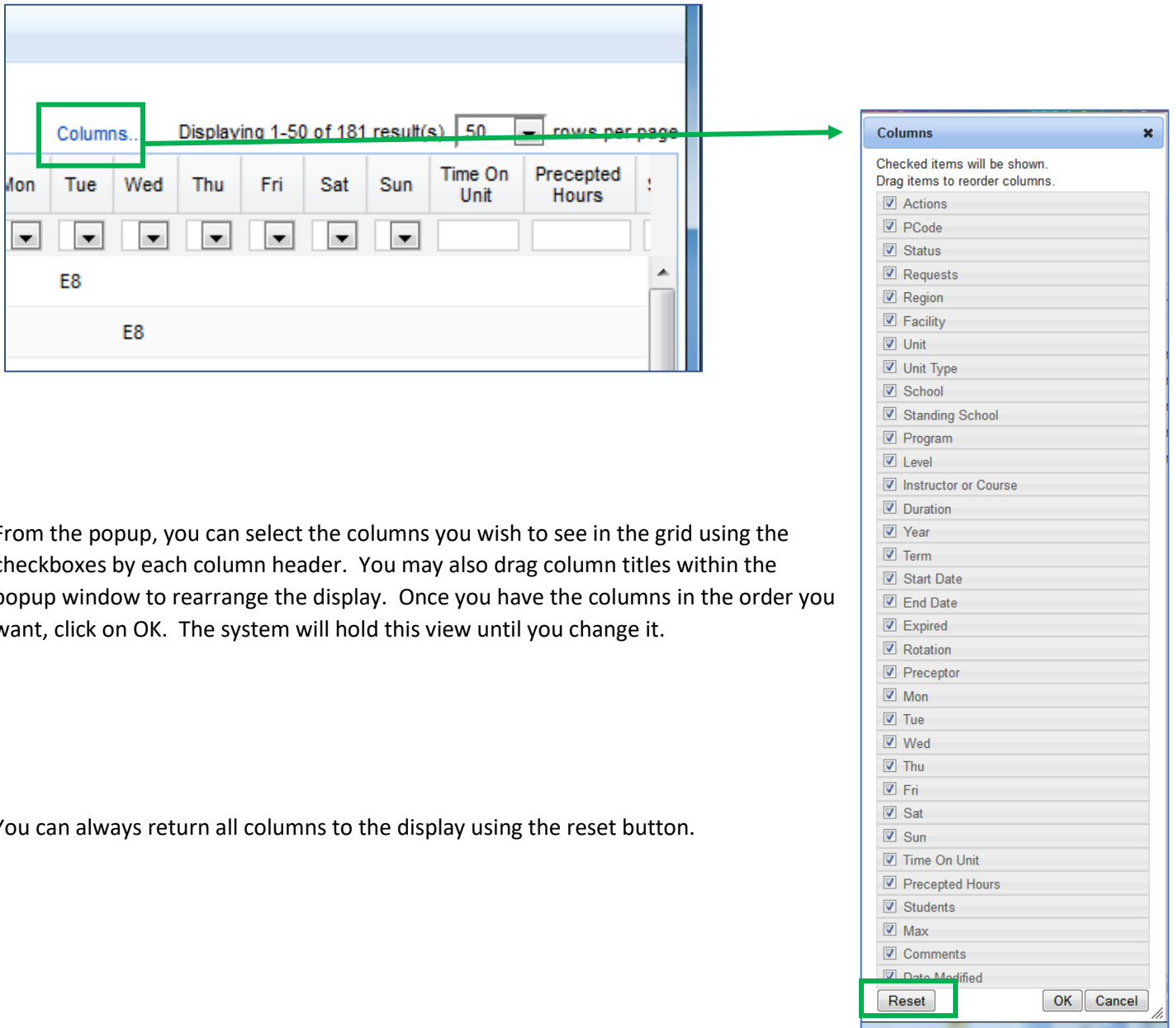
**You may also export your data to Excel by clicking on the Export Button. See Exporting Data for more info!**

**Note the Searching Icon that is displayed while the database is being searched based upon your search criteria.**

**Use the controls on the left of the screen to move from page**

## Changing your Placement Grid View

Depending upon the width of your screen, you may want to rearrange or hide columns in the placement grid and people index screens that you do not routinely use. To do this, click on the Columns link at the top of the placement grid (Not available for General Partner users).



The screenshot shows a placement grid with columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun), Time On Unit, and Precepted Hours. The grid displays two rows of data, both containing the value 'E8'. Above the grid, a status bar indicates 'Displaying 1-50 of 181 result(s)' and '50 rows per page'. A 'Columns..' link is highlighted with a green box, and a green arrow points to the 'Columns' popup window. The popup window is titled 'Columns' and contains a list of fields with checkboxes, all of which are checked. The fields include: Actions, PCode, Status, Requests, Region, Facility, Unit, Unit Type, School, Standing School, Program, Level, Instructor or Course, Duration, Year, Term, Start Date, End Date, Expired, Rotation, Preceptor, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Time On Unit, Precepted Hours, Students, Max, Comments, and Date Modified. At the bottom of the popup, there are 'Reset', 'OK', and 'Cancel' buttons. The 'Reset' button is highlighted with a green box.

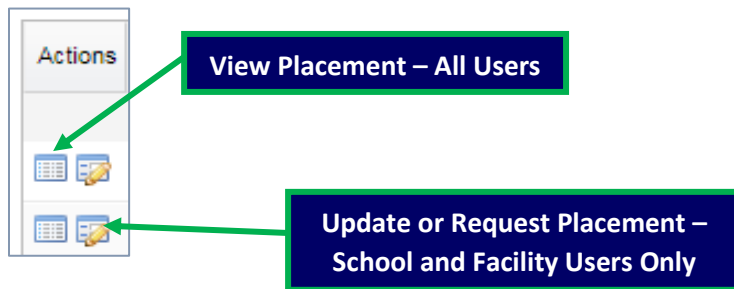
From the popup, you can select the columns you wish to see in the grid using the checkboxes by each column header. You may also drag column titles within the popup window to rearrange the display. Once you have the columns in the order you want, click on OK. The system will hold this view until you change it.

You can always return all columns to the display using the reset button.

## Reviewing Placement Details

1. From the Placement Grid, users can see placement data in a printer-friendly format. Refer to the definitions if you need assistance with the various column data that describe the various placements opportunities.
2. You may review the placement in detail by clicking on the VIEW placement icon listed in the Actions Column of the placement grid.

**The Action Column on the left of the screen differs based upon your user role.**



The View Placement version of the placement data is designed to print if you need to provide this information to your Educational User to request the placement.

Home	Search	Placements	Reports	People	Locations
View Placement CMC17-1004					
PCode	CMC17-1004				
Status	Assigned				
Facility	TriStar Centennial Medical Center				
Unit	PP				
School	Belmont University				
Standing School	Belmont University				
Program	Nursing				
Level	N: SN3				
Course	Mental Health				
Instructor	Lola Bamigboye				
Duration	Standing				
Term					
Start Date	2017-09-12				
End Date	2017-12-05				
Rotation	Group				
Mon					
Tue	D6: 6H Time block TBD within 7A-3P				
Wed					
Thu					
Fri					
Sat					
Sun					
Time On Unit	Not set				

### Related User Guides:

[Searching & Requesting Placements](#)

[Managing Placements](#)