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.

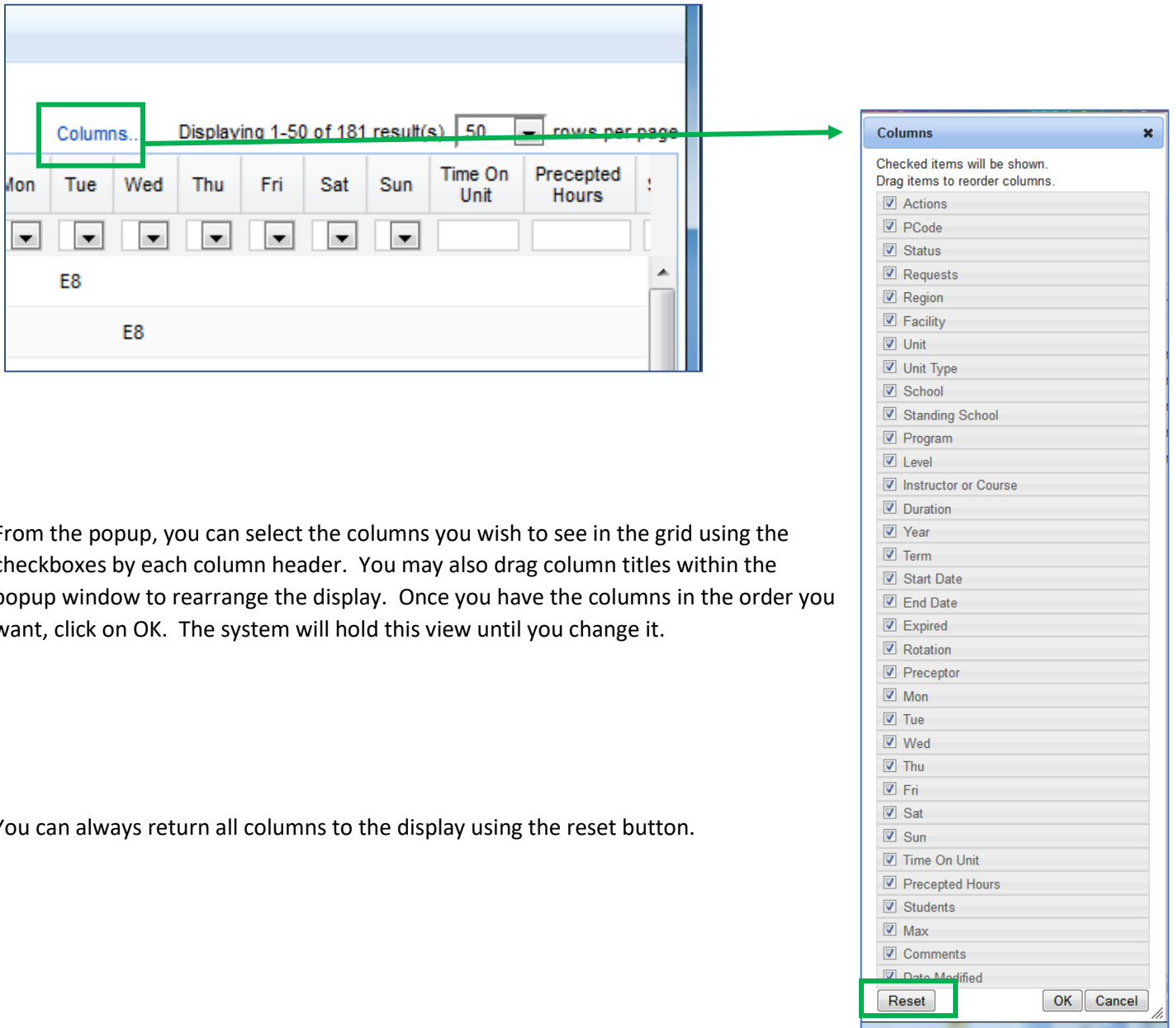**Column headers may be clicked to sort A-Z, Z-A**

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).


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.

View Placement – All Users

Update or Request Placement – School and Facility Users Only
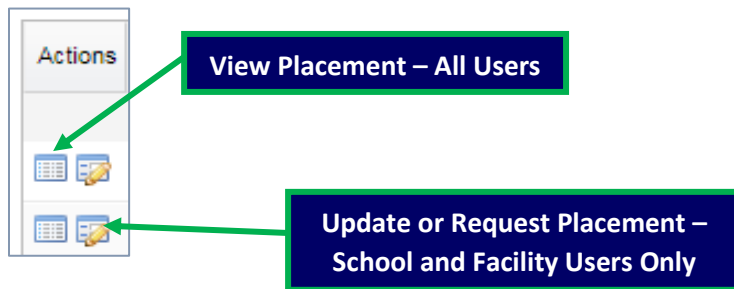
The View Placement version of the placement data is designed to print if you need to provide this information to your Educational User to request the placement.

View Placement Screen

Related User Guides:
Searching & Requesting Placements
Managing Placements