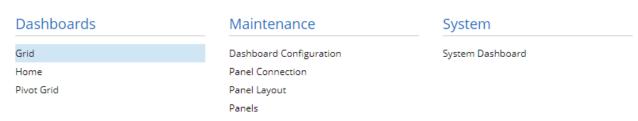# How to Group Records on Panel

The grid can be grouped depending on the columns present on the panel. Here's how it can be done:

1. Open Dashboard where the panel is displayed by clicking the Dashboard Name.

Dashboard

Dashboards

Grid
Home
Pivot Grid

Maintenance

Dashboard Configuration
Panel Connection
Panel Layout
Panels

System

System Dashboard

2. On the Dashboard panel, click the **Column Header Menu**.

3. Select the **Group by this field**.

Dashboard - Grid

Customize   Refresh   Close

≡ AR Invoice Caption

strInvoiceNumber	strTransactionType	strType	intEntityCustomerId	dtmDate	dblInvoiceTotal	dblAmountDue	dblPayment	ysnPosted	ysnPaid
SI-1	Invoice	Tank Delivery	▦ Columns ▶	08/26/2015	$295.02	$0.00	$295.02	Yes	Yes
SI-2	Invoice	Tank Delivery	↓A Z Sort Ascending	08/26/2015	$183.75	$0.00	$183.75	Yes	Yes
SI-3	Invoice	Standard	↓Z A Sort Descending	08/27/2015	$1,350.00	$1,350.00	$0.00	Yes	No
SI-4	Invoice	Standard	▦ Group by this field	08/31/2015	$336.00	$336.00	$0.00	Yes	No
SI-6	Invoice	Standard	℺ Show Find Panel	09/08/2015	$181.90	$181.90	$0.00	Yes	No
SI-7	Invoice	Transport Delivery	Clear Group By	09/08/2015	$15,916.25	$15,916.25	$0.00	Yes	No
SI-8	Invoice	Transport Delivery	▽ Filter Editor	09/09/2015	$11,941.20	$11,941.20	$0.00	Yes	No
SI-9	Invoice	Transport Delivery	131	09/09/2015	$13,000.50	$0.00	$13,000.50	Yes	Yes
SI-10	Invoice	Transport Delivery	131	09/10/2015	$7,944.75	$0.00	$7,944.75	Yes	Yes
SI-11	Invoice	Transport Delivery	134	09/16/2015	$12,037.50	$12,037.50	$0.00	Yes	No
SI-14	Invoice	Standard	114	09/30/2015	$75.00	$0.00	$75.00	Yes	Yes
SI-15	Invoice	Standard	90	09/30/2015	$75.00	$75.00	$0.00	Yes	No
SI-16	Invoice	Tank Delivery	90	09/15/2015	$216.68	$216.68	$0.00	No	No
SI-17	Invoice	Standard	90	09/16/2015	$288.90	$288.90	$0.00	Yes	No
SI-18	Invoice	Standard	114	09/30/2015	$75.00	$0.00	$75.00	Yes	Yes
SI-19	Invoice	Tank Delivery	114	10/15/2015	$93.63	$93.63	$0.00	No	No
SI-20	Invoice	Transport Delivery	131	10/01/2015	$6,659.68	$0.00	$6,659.68	Yes	Yes
SI-21	Invoice	Transport Delivery	131	10/16/2015	$5,692.40	$0.00	$5,692.40	Yes	Yes
SI-23	Invoice	Standard	12	01/05/2015	$500.00	$500.00	$0.00	Yes	No

? ⊕ ♡ | Ready

⚠

To ungroup the grouped data, click the **Clear Group By**.

Dashboard - Grid

Customize   Refresh   Close

AR Invoice Caption

strInvoiceNumber	strTransactionType	strType	intEntityCustomerId	dtmDate	dblInvoiceTotal	dblAmountDue	dblPayment	ysnPosted	ysnPaid

⊞ **strType: CF Invoice**

⊞ **strType: CF Tran**

⊞ **strType: Card Fueling**

⊞ **strType: Meter Billing**

⊞ **strType: Provisional**

⊞ **strType: Service Charge**

⊞ **strType: Software**

⊞ **strType: Standard**

⊞ **strType: Tank Delivery**

⊞ **strType: Transport Delivery**

Menu:
- Columns ▶
- Sort Ascending
- Sort Descending
- Group by this field
- Show Find Panel
- Clear Group By
- Expand all Rows
- Filter Editor

? ⊕ ♡ | Ready