

## General and Special Component Grid Skills Documentation (2)

Please initial next to each item. Be prepared to explain your responses to your trainer. Sign at the bottom along with the trainer who confirmed your skills demonstration.

You will find the material needed to successfully complete this checklist in the following Chateau Knowledge Base [Sections/Articles](#):

- [General Grid Skills](#)
- [Special Component Grid Skills](#)

	Task	Initial		Task	Initial
1.	Start typing!		18.	Find the Grid Counter.	
2.	Expand menu, column, and filter options.		19.	If you don't see what's expected...	
3.	Refresh.		20.	Find a Tag in a displayed grid.	
4.	Collapse menu, column, and filter options.		21.	Find a Tag without a displayed Grid.	
5.	Sort a grid by a specific column.		22.	Find a group of specific Tags without a displayed Grid.	
6.	Using the column filter.		23.	Select all the Tags in a grid.	
7.	Redisplay entire grid by undoing a filter.		24.	Display Tag Details.	
8.	Filter a grid.		25.	Display Tag Details for multiple components.	
9.	Undo any filters.		26.	Edit a component.	
10.	Select all the tags in a grid.		27.	Edit multiple components.	
11.	Pin a column (so it does not scroll off the screen).		28.	Search for value in Location Description.	
12.	Auto-size column(s).		29.	Build and save a Query and Grid layout.	
13.	Select a group of consecutive tags on a grid.		30.	Design and save a Grid layout.	
14.	Group and count any column.		31.	Delete a Query.	
15.	Expand any of the displayed groups.		32.	Delete a Grid layout.	
16.	Clear the groups.		33.	Describe how to edit a Query or a layout.	
17.	Export to Excel or CSV.		34.	View more than one Component Grid at the same time.	

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Technician Name

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Technician Signature

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Date

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Trainer Name

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Trainer Signature

\_\_\_\_\_  
Date