

## 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!		20.	Find a Tag in a displayed grid	
2.	Expand menu, column, and filter options		21.	Find a tag without a displayed grid	
3.	Refresh		22.	Find a group of specific Tags without a displayed grid	
4.	Collapse Menu, Column, and Filter options		23.	Select all the tags in a grid	
5.	Sort a grid by a specific column		24.	Display Tag Details	
6.	Using the Column filter		25.	Display Tag Details for multiple components	
7.	Redisplay entire grid by undoing a filter		26.	Edit a component	
8.	Filter a grid.		27.	Edit multiple components	
9.	Undo any filters		28.	Search for value in Location Description	
10.	Select all the tags in a grid		29.	Build and save a Query and Grid layout	
11.	Pin a column (so it does not scroll off the screen)		30.	Design and save a grid layout	
12.	Auto-size column(s)		31.	Delete a Query	
13.	Select a group of consecutive tags on a grid		32.	Delete a grid layout	
14.	Group and count any column		33.	Edit a Query or a grid layout	
15.	Expand any of the displayed groups		34.	Filtering Date	
16.	Clear the groups.		35.	View more than one Component grid at the same time	
17.	Export to Excel or CSV		36.	Queue components	
18.	Find the Grid Counter		37.	Add to Tour	
19.	If you don't see what's expected...				

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Technician Name

\_\_\_\_\_  
Technician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trainer Name

\_\_\_\_\_  
Trainer Signature

\_\_\_\_\_  
Date