Version: 4.2.2

Change Name

Article 08/22/2023

Grid Designer allows the user to assign a personalized title to each report. This not only facilitates identification and organization but also enables users to convey the desired narrative for their data.

Steps to Rename the Report:

1. Open Grid Designer.
2. Create a new report or open an existing one.
3. Click on the "Change Name" icon.
4. Enter a title to the report.
5. Click on the "Ok" button.
6. Save changes.
7. Upload the report to the web.
8. Run the report.

SalesTerritoryGroup	SalesTerritoryCountry	SalesTerritoryRegion	DepartmentName	CalendarYear	CalendarQuarter	QuarterYear	MonthName	SalesAmount
North America	United States	Northwest	Sales	2010	4	2010Q4	December	$39
North America	United States	Northwest	Sales	2011	1	2011Q1	March	$8
North America	United States	Northwest	Sales	2011	3	2011Q3	July	$5
North America	United States	Northwest	Sales	2011	3	2011Q3	September	$5
North America	United States	Northwest	Sales	2011	4	2011Q4	December	$6
North America	United States	Northwest				2012Q1	March	$88
North America	United States	Northwest				2012Q2	June	$6
North America	United States	Northwest				2012Q3	September	$8
North America	United States	Northwest				2012Q4	December	$1,46
North America	United States	Northwest				2013Q1	March	$1,20
North America	United States	Northwest				2013Q2	June	$1,03
North America	United States	Northwest				2013Q3	September	$1,29
North America	United States	Southeast				2010Q4	December	$6
North America	United States	Southeast				2011Q1	March	$9
North America	United States	Southeast				2011Q3	July	$78
North America	United States	Southeast				2011Q3	September	$80
North America	United States	Southeast				2011Q4	December	$7
North America	United States	Southeast				2012Q1	March	$6
North America	United States	Southeast	Sales	2012	2	2012Q2	June	$5
North America	United States	Southeast	Sales	2012	3	2012Q3	September	$5

Grid Title

Title: Sales Quota Territory

☐ Using Dictionary

Table Name:

Key:

Label:

OK   Cancel

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dlReveal

Sales Quota Territory

🔲 Columns   ▼ Filters   ⚙ Actions

▦ Grid

📊 Dashboard

Drag a column header here to group by that column.

SalesTerritory...	SalesTerritoryC...	SalesTerritoryR...	Department...	Calenda...	MonthN...	SalesAmoun...
Pacific	Australia	Australia	Sales	2012	December	$478,000.00