

Expanding/Collapsing Search Results

Have you ever wanted to change the view of your Home screen so you can see additional information without scrolling? You can, by either expanding or collapsing the results shown!

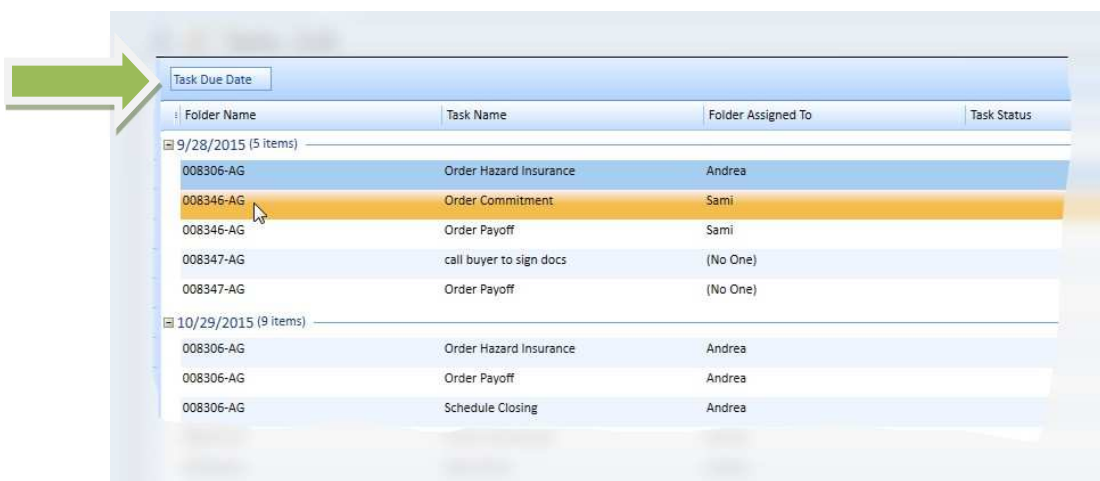
First, Select the Search Results tab you would like to modify.



Folder Name	Task Name	Folder Assigned To
9/28/2015 (5 items)		
008306-AG	Order Hazard Insurance	Andrea
008346-AG	Order Commitment	Sami
008346-AG	Order Payoff	Sami
008347-AG	call buyer to sign docs	(No One)
008347-AG	Order Payoff	(No One)

Figure 1 – Search Results Tab

If you would like to group by Task Due Date, for example, you simply click on the column header and while holding down the left mouse button, drag the column to the desired position and release the mouse button.



Folder Name	Task Name	Folder Assigned To	Task Status
9/28/2015 (5 items)			
008306-AG	Order Hazard Insurance	Andrea	
008346-AG	Order Commitment	Sami	
008346-AG	Order Payoff	Sami	
008347-AG	call buyer to sign docs	(No One)	
008347-AG	Order Payoff	(No One)	
10/29/2015 (9 items)			
008306-AG	Order Hazard Insurance	Andrea	
008306-AG	Order Payoff	Andrea	
008306-AG	Schedule Closing	Andrea	

Figure 2 – Grouped Results

To Collapse the view, click on the minus (-) sign next to the date. The minus sign (-) changes to a plus sign (+) and the group is collapsed. To Expand the view, click the plus sign. You can change your view as needed to see all items, or collapse your view to see only what you need.



Figure 3 – Group Collapsed

You can also use the Collapse/Expand All button on the Home screen, located at top right corner. This will allow you to Collapse/Expand all of the groups at once. When you logout, your view is saved and will be displayed

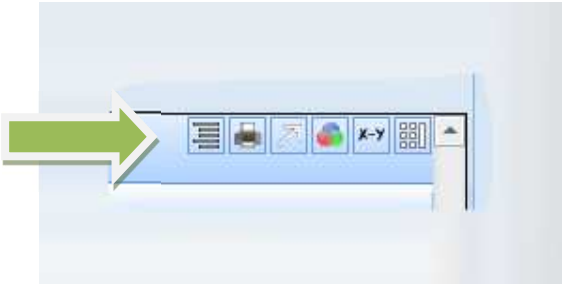


Figure 4 – Expand/Collapse Button

For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.
