User Interface

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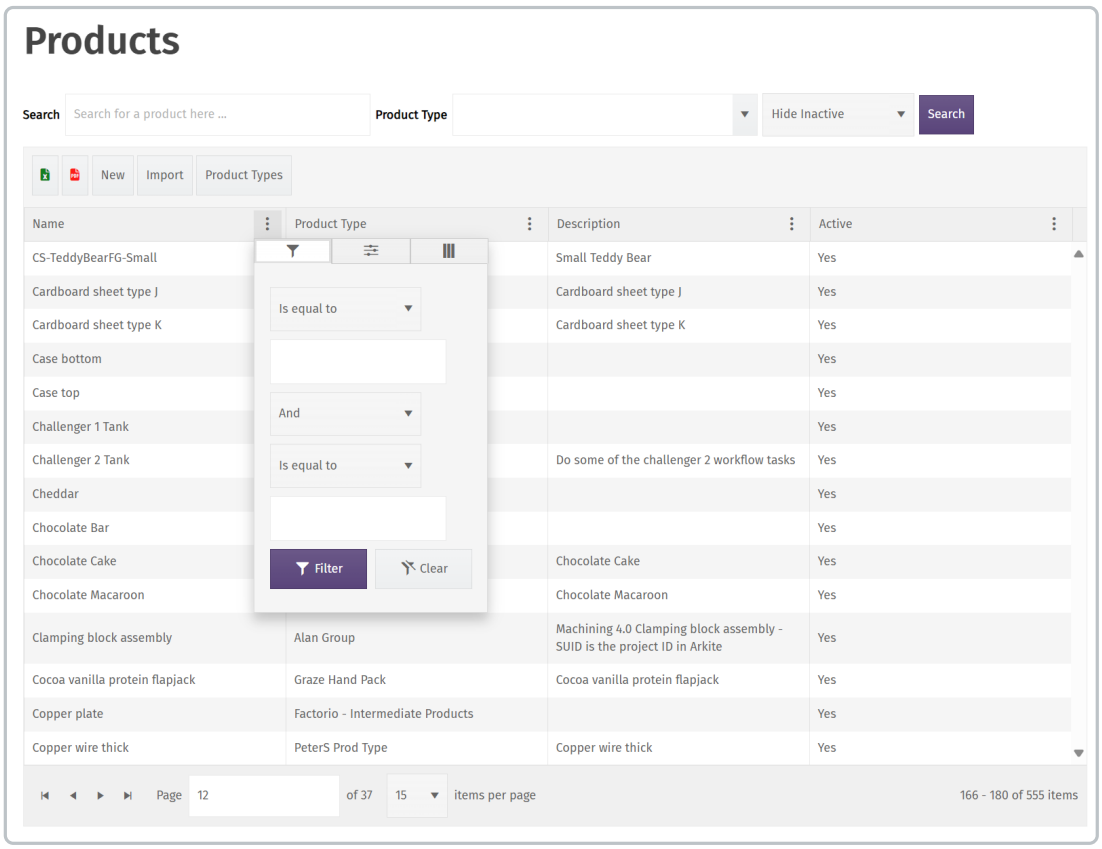
Relates to

Tags: 7.3

Pages in MESTEC can contain various elements including Grids, Paginated Reports, and other artefacts such as pie charts, images, etc.

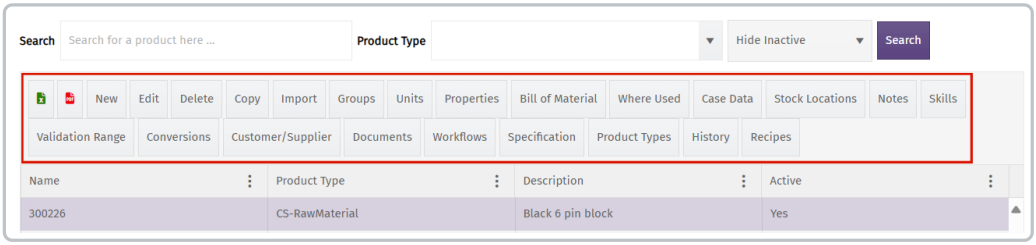
Grids

MESTEC pages have a grid configuration to display data. The image shows an example of a typical page grid configuration with one of the column options displayed.

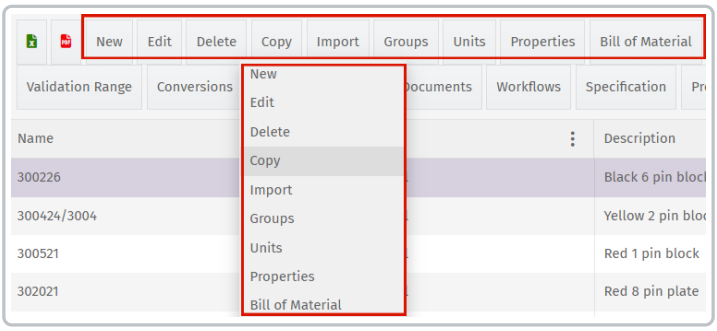


Buttons

Many admin grids provide actions that can be performed on selected rows. These can be accessed above the grid, or by right-clicking on a row. Buttons can be configured to display only when one or more rows are selected as shown in the image below. In the previous, most of these buttons were not displayed because a row was not selected.



Right-clicking a row displays a popup menu with the button options given as men items.

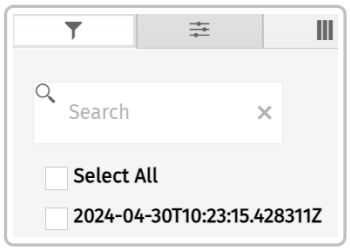


Multi-select rows

You can select multiple rows (where enabled) by holding control or shift whilst clicking on multiple rows.

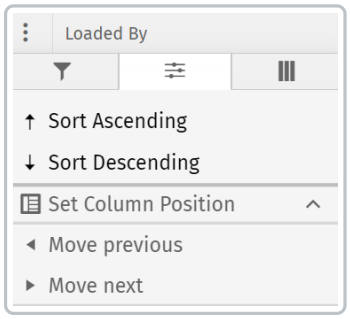
Search

Where enabled, search for one or multiple rows in that column.



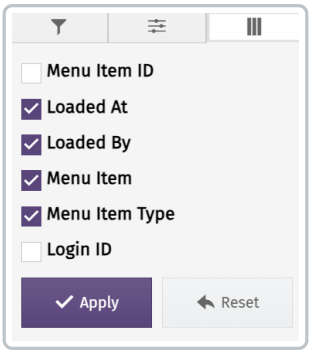
Sorting

You can override the default sort order on a grid by clicking on the column header, or by selecting the column options selector represented by three dots on the column header.



Column selection

You can hide/reveal columns from the column options selector. When you load the page next time it will revert back to the standard column selection.

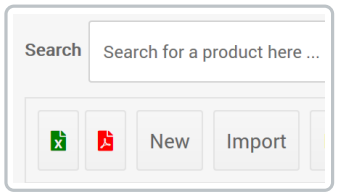


Filtering

You can filter the contents of the grid from the column options selector.

Exporting

The contents of grids can be exported to Excel (.xlsx or CSV) and PDF by using the following buttons (where enabled).

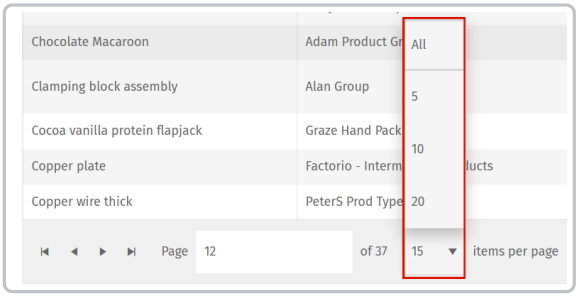


Printing

It is possible to print from the standard browser print preview functionality. Sometime printing from a PDF or Excel export (see above) gives a preferred layout.

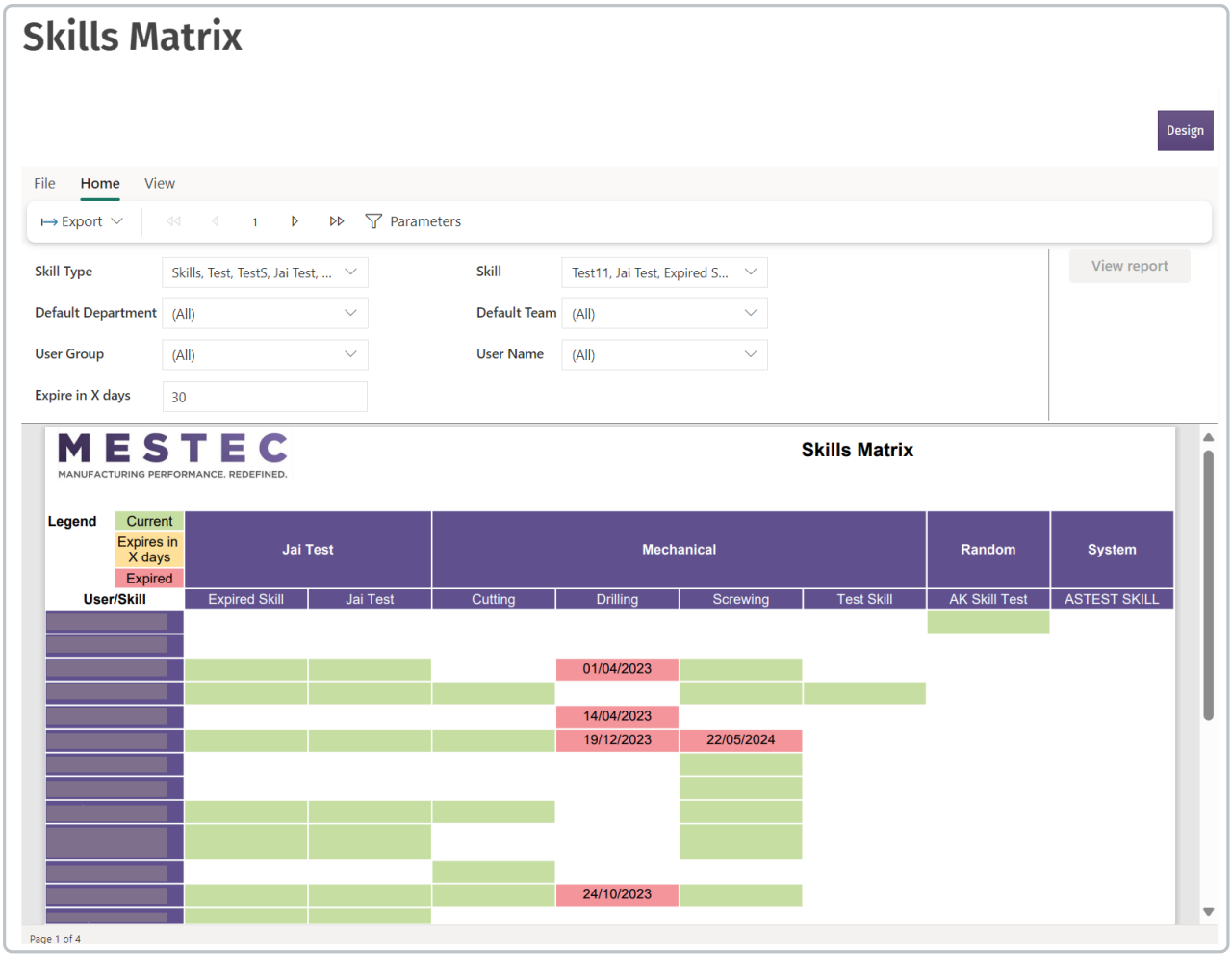
Paging

Some grids are configured to show a limited number of records per page . This can be overwritten on the paging control at the bottom of the grid.



Paginated Reports

The Skills Matrix in the image below is an example of a Paginated Report.



This example shows the versatility of this report. There's a column for every Skill and a row for every user. Active skills are shown in green and expired skills in red. You can specify the days in the **Expire in X days** field to highlight in yellow, the users who will expire within that number of days.

Filters

The Home page provides several filter options to display just the data you're interested in.

Export

You can export the matrix in the following formats:

- Microsoft Excel (.xlsx)
- PDF (.pdf)
- Accessible PDF (.pdf)
- Comma Separated Values (.csv)
- Microsoft PowerPoint (.pptx)
- Microsoft Word (.docx)
- Web Archive (.mhtml)
- XML (.xml)

View

Select the View menu item and click the green View report button to display the following options:

- Web layout: This is the default setting that appears on the **Home** page.
- Print layout: Clicking the **Print layout** menu item reveals the **Page Settings** menu item where you can configure page settings.