



**Refresh** – updates the data grid with any new information since entering the screen.



**Print Data Grid** – provides the ability to send the contents of the data grid to the printer.



**Expand All** – records on the screen that appear with a plus symbol next to them will be expanded so the contents of underlying data can be seen.



**Collapse All** - records on the screen that appear with a minus symbol next to them will be collapsed so the contents of underlying data will be suppressed.



**Magnifying Glass** – Click the magnifying glass symbol to see a list of potential responses for the field. Double-Click an item from the list to select it.



**Question Mark** – This is a look up function that may be used to display more comprehensive information related to the choices that appear in the dropdown.



**Dropdown Box** - This is a selection function that may be used to display multiple options in a list.



**Open Book** - Click the open book symbol to show all columns on a specified report grid.



**Closed Book** – Click the closed book symbol to hide all columns on a specified report grid.

If you need further assistance please contact the ECSC Database Services Team:

[ecscdata@unm.edu](mailto:ecscdata@unm.edu)

Local: (505) 277-0469

Toll Free: (855) 663-2821