

Change the View Options in a Grid

In several windows throughout the program, you can view masses and schedules. To change the view options, click **View Options** below a grid.

The fields listed below do not display for every window. These options vary depending on the type of window you are on.

Additional Field Information

Select Ministry

Displays a dialog box with masses and ministries. Select which ones to show and click **Select**.

Select Masses and Ministries

Displays a dialog box with masses and ministries. Select which ones to show and click **Select**.

View By Name

Sorts the data by Minister Name.

View By Date Time

Sorts the data by Mass Date & Time.

Display Other Scheduled Weeks

Displays a dialog box with all scheduled weeks entries. You cannot edit this information.

Zoom

Displays the grid in full-screen view. Click **Close** to return to the program window.

Print Current View

Prints the information in the grid as you see it.

Copy To Clipboard

Copies all of the data in the grid. You can then paste it into a document.