**FS4U – Finding Scholarships for You**

Florida State University's Portal to Foundation Scholarships

How to Use the Grid System

The grid system is how FS4U manages opportunity and applicant data. In an opportunity grid, you will find the details of each opportunity under your scope. In an applicant grid, you will find the details of each applicant to an opportunity. Grids have many uses, so the following are several guides to help you get the most out of them.

Saved Views
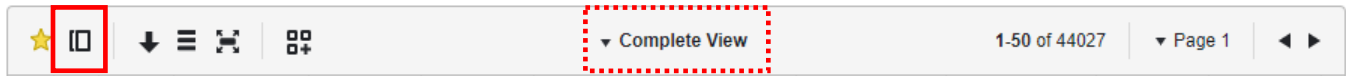
As of the time of this tutorial, only saved views can be exported. Please make sure you know how to perform this action before continuing. After customizing your grid view, you have the option to save it for future reference or for exporting. To do this, click on the icon in the red box above and give it a name. There is no limit to the number of these you can create, contrary to your limit of dashboard cards, so you may find yourself coming back to these more frequently. However, unlike dashboard cards which are available to only the user that created them, grid views are available to any administrator that has access to that grid. To access that view again in the future, click on the drop down menu in the top-middle of the grid shown above.

Deleting or Changing Saved Views
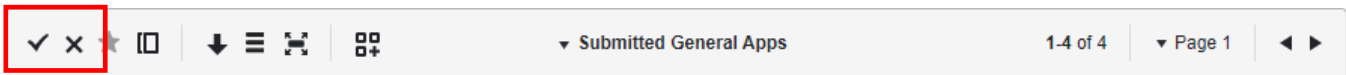
If you need to make changes to a saved view, open it from the drop-down, make your changes and then click on the check box icon in the top-left of the grid. If you need to delete a saved view, open it from the drop-down and click on the "X" icon in the top-left of the grid.
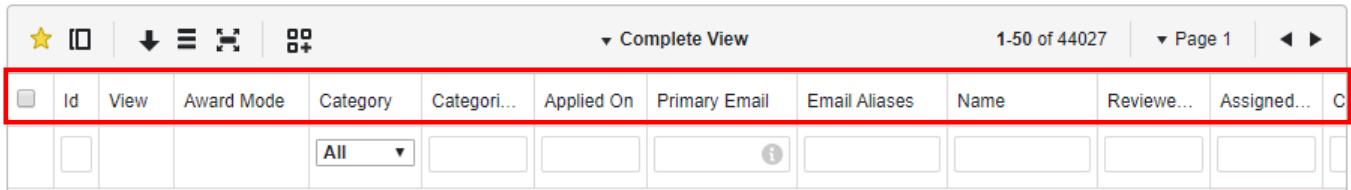
Grid Customization
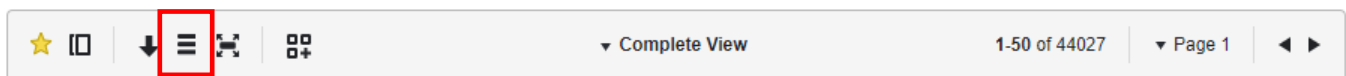
Column Visibility: To show or hide any column of data, click the column visibility icon in the upper left corner of any grid, and mark or unmark column of data as appropriate, or click none to remove all columns and add back only the columns you want to view on the grid. This is useful for consolidating the amount of information needed to review and select applicants.

Drop-down Menus: For any column that has a drop-down menu, there is a specific set of options to choose from. Click on the box for the list of options and select the one you want. This is a single-selection menu, so if you need to choose 2 or more options, you will need to export the information to excel.
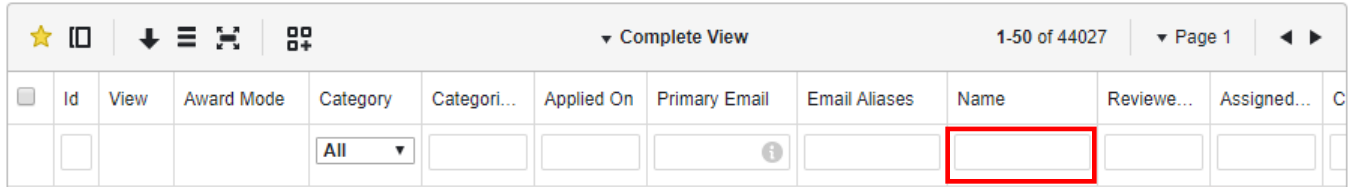
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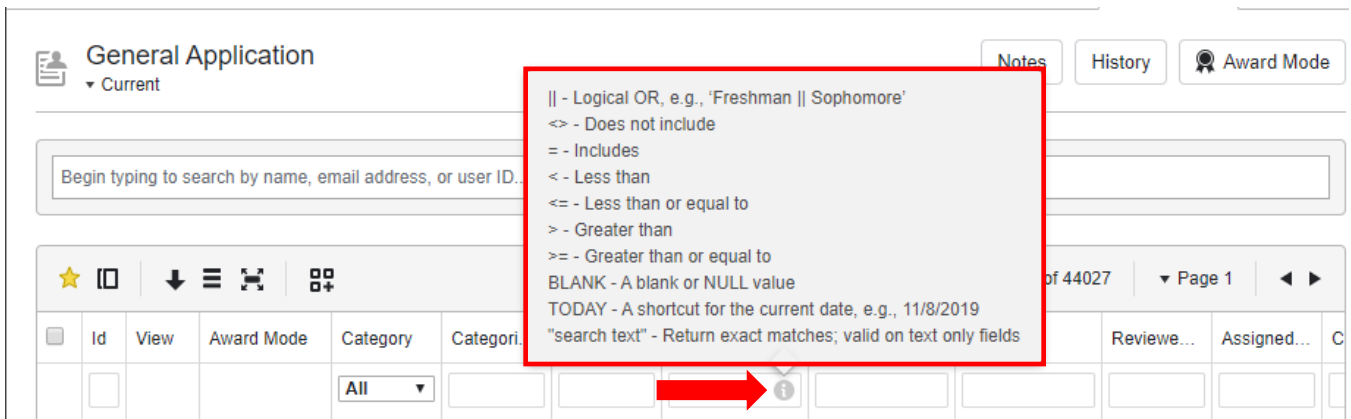Florida State University's Portal to Foundation Scholarships

Drag and Drop Columns: Click on any column heading and drag it left or right to a new location. The data in the column will follow.

Search for Specific Information: Use the search box below any column heading to locate records that only contain a particular response. Be sure not to include any spaces at the end of your search.

*Tip – Hover your mouse over the (i) button for help on creating more detailed search filters.
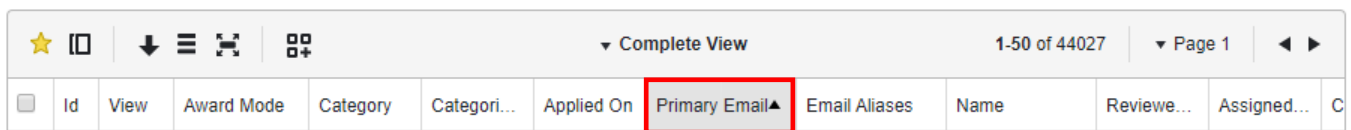

Re-Order Information in a Column: Click on any column heading to sort all records from least to greatest or (click a second time) greatest to least by response for that particular column. This also works to sort records from A – Z or Z – A. Your selected filtered column will be displayed in Gray.

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Default Grid View
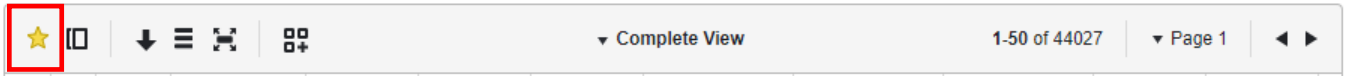
If you have created a saved grid view that is particularly useful, you may choose to have this as the default view of any grid whenever an administrator first comes to that grid in the future. Click the Default View icon (the star should light up). The saved view will now be the default view of this grid for any administrator visiting that page. Administrators may select a different saved grid view to designate as the default view by repeating the above steps at any time.

Download/Export Reports
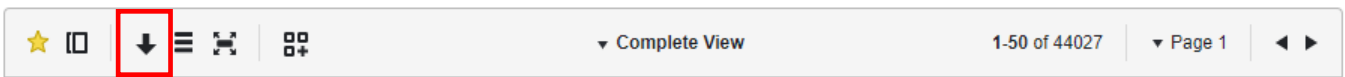
Only the view selected in the drop-down will download, so be sure to save any customizations to a saved view first before continuing. Click the download icon in the top-left. If there are uploaded documents or images contained on the grid, a pop-up will open and ask if you would like to download these uploaded items en masse. Mark your selections and click download. The page will refresh and provide a green banner to let you know that your report is being generated. Depending on the amount of information in the report, this may take a few minutes to complete. Once completed, you will receive an email and a new green banner with a link to download. You can click on the link in the email first or refresh the browser for the new banner and link.