



## Contract Explorer & Grids Updates

The Contracts grid is giving you even more and easier access to useful information with the launch of Contract Explorer. This is an enhanced functionality within the grid that allows you to view information across various Contracts. "Which sites are hosting YAS summer camp programming?" "Which programs are offering STEM activities?" Contract Explorer can help you easily answer that!

Using Contract Explorer, you can look at the information from the following sections of a contract within the Contracts grid, allowing you to filter, sort and export the information you are viewing:

- Activities
- Budget Expenses Subcontractors
- EBP
- Participant Outcomes
- Participants
- Partners and Service Linkage
- Sites
- Staffing

As part of this deployment, we are also rolling out the first phase of our data dictionary so you can know exactly what information is contained in each field or filter.

### Accessing Contract Explorer

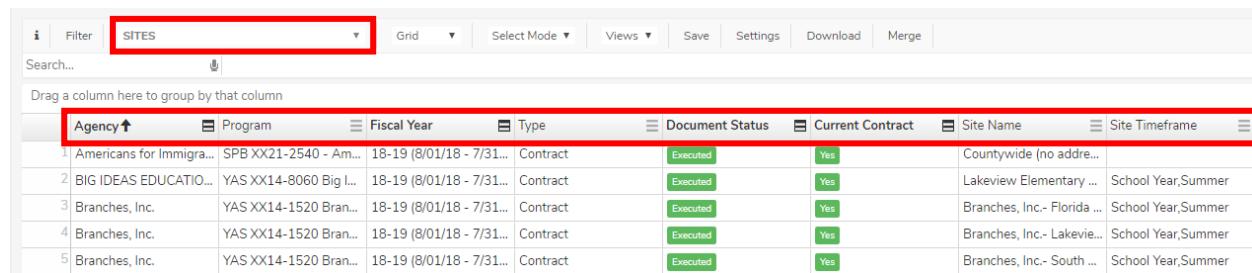
From within the Contracts grid, you will see a drop-down in the upper-left that reads **Explore**. Once you click on that drop-down, you will see all sections of the contract available for you to explore. You then select the section you want to explore and begin your Contract Explorer journey.

	Agency	Agency	Fiscal Year	Type
1	Abund	Abun...	18-19 (8/01/18 - 7/31...	Contract
2	Abund	Abun...	18-19 (8/01/18 - 7/31...	Contract
3	Adults	Adult...	18-19 (8/01/18 - 7/31...	Contract
4	Advoca	- Ad...	18-19 (8/01/18 - 7/31...	Contract



## Navigating Contract Explorer

Once within the section of contracts that you want to explore, you will have many fields from that specific section in the template that you can look at, filter on and sort by. Some are set as defaults within the grid to get you started but you can fully customize your experience by adding/removing fields and making use of filter and sorting options.



Agency	Program	Fiscal Year	Type	Document Status	Current Contract	Site Name	Site Timeframe
1 Americans for Immigrat...	SPB XX21-2540 - Am...	18-19 (8/01/18 - 7/31...	Contract	Executed	Yes	Countywide (no addre...	
2 BIG IDEAS EDUCATIO...	YAS XX14-8060 Big I...	18-19 (8/01/18 - 7/31...	Contract	Executed	Yes	Lakeview Elementary ...	School Year,Summer
3 Branches, Inc.	YAS XX14-1520 Bran...	18-19 (8/01/18 - 7/31...	Contract	Executed	Yes	Branches, Inc. - Florida ...	School Year,Summer
4 Branches, Inc.	YAS XX14-1520 Bran...	18-19 (8/01/18 - 7/31...	Contract	Executed	Yes	Branches, Inc.- Lakevie...	School Year,Summer
5 Branches, Inc.	YAS XX14-1520 Bran...	18-19 (8/01/18 - 7/31...	Contract	Executed	Yes	Branches, Inc.- South ...	School Year,Summer

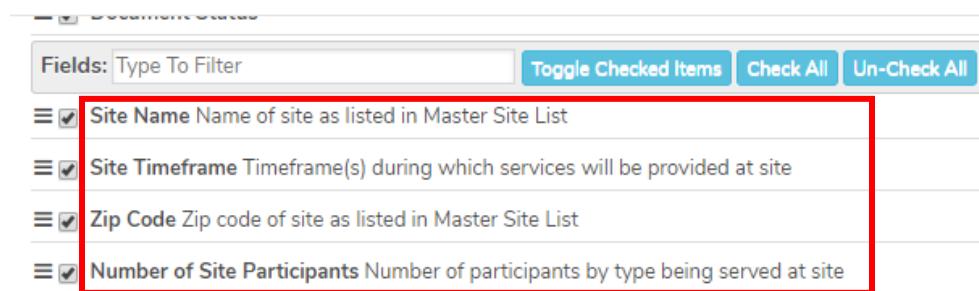
As usual, you can click **Settings** and select exactly which fields you want to appear as columns in your grid. This will show you all the available fields for the section of Contract Explorer that you are currently in.

## Accessing the Data Dictionary

The introduction of the data dictionary within grids is intended to help you find the specific information you are looking for and use it within the grid.

When you click on **Settings** in the top left of your grid to add, remove or reorder columns, you will see definitions next to column names explaining what information is contained within that column. This is an ongoing effort so you will see definitions continue to be added over time.

## Grid Settings



Fields:	Type To Filter	Toggle Checked Items	Check All	Un-Check All
<input checked="" type="checkbox"/>	Site Name Name of site as listed in Master Site List			
<input checked="" type="checkbox"/>	Site Timeframe Timeframe(s) during which services will be provided at site			
<input checked="" type="checkbox"/>	Zip Code Zip code of site as listed in Master Site List			
<input checked="" type="checkbox"/>	Number of Site Participants Number of participants by type being served at site			



## New Column and Defaults

A new column has been added to the grid and the default settings have been updated to make the grid more useful:

- **Current Contract** – this new default column shows whether a row in the grid is the latest version of a contract for a given fiscal year. For example, if a contract has an executed amendment, then that amendment is now the latest version of the contract with the most current information. This field will display **Yes** for rows with the most current information. By default, the grid will filter rows displaying **Yes** and only display these. As with any default, you can remove this filter to view all rows.
- **Agency** – The grid now sorts all rows by the **Agency** field in alphabetical order by default.
- **Fiscal Year** – The grid now defaults to show rows with an 18-19 **Fiscal Year** by filtering for these rows. As with any default, you can remove this filter to view all rows.
- **Records per page** – The grid now defaults to show 1,000 **Records per page** so you can view, sort and group all or most of the information you are looking for.

Agency	Program	Fiscal Year	Type	Document Status	Current Contract
Americans for Immigr...	SPB XX21-2540 - Am...	18-19 (8/01/18 - 7/31...	Contract	Executed	Yes
BIG IDEAS EDUCATIO...	YAS XX14-8060 Big I...	18-19 (8/01/18 - 7/31...	Contract	Executed	Yes
Branches, Inc.	YAS XX14-1520 Bran...	18-19 (8/01/18 - 7/31...	Contract	Executed	Yes
City of Miami Beach	YAS XX14-1090 City ...	18-19 (8/01/18 - 7/31...	Contract	Executed	Yes

## Filtering Within Grid

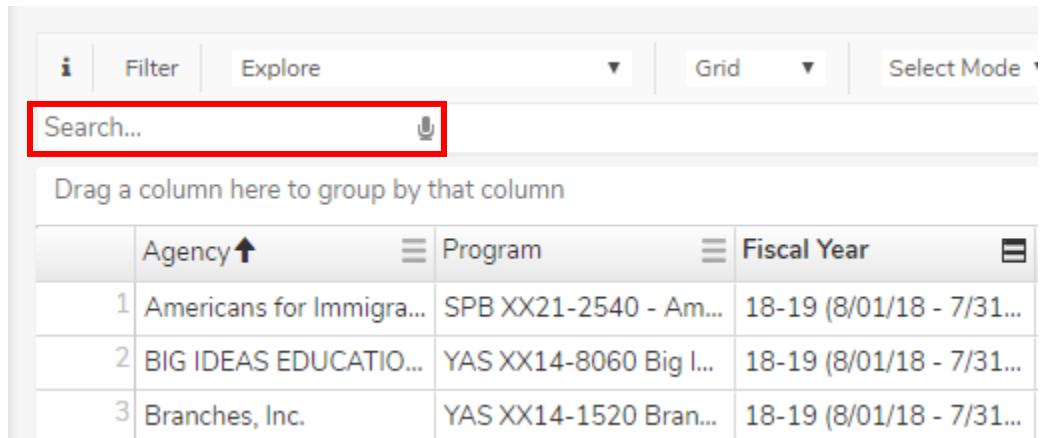
You can filter by values in a column directly within the grid. By clicking on the icon of three stacked bars (AKA hamburger icon) that now appears at the right of each column, you can filter values just as you would through the other available filter options. This is quick and easy to use, and you can apply filters to multiple columns.

Agency	Program	Fiscal Year	Type	Document Status
1 Americans for Immigr...	SPB XX21-2540 - Am...	18-19 (8/01/18 - 7/31...	Contract	Executed
2 BIG IDEAS EDUCATIO...	YAS XX14-8060 Big I...	18-19 (8/01/18 - 7/31...	Contract	Executed
3 Branches, Inc.	YAS XX14-1520 Bran...	18-19 (8/01/18 - 7/31...	Contract	Executed
4 City of Miami Beach	YAS XX14-1090 City ...	18-19 (8/01/18 - 7/31...	Contract	Executed
5 City of Miami Beach	SPB XX21-1090 - City...	18-19 (8/01/18 - 7/31...	Contract	Executed



## New Search Bar

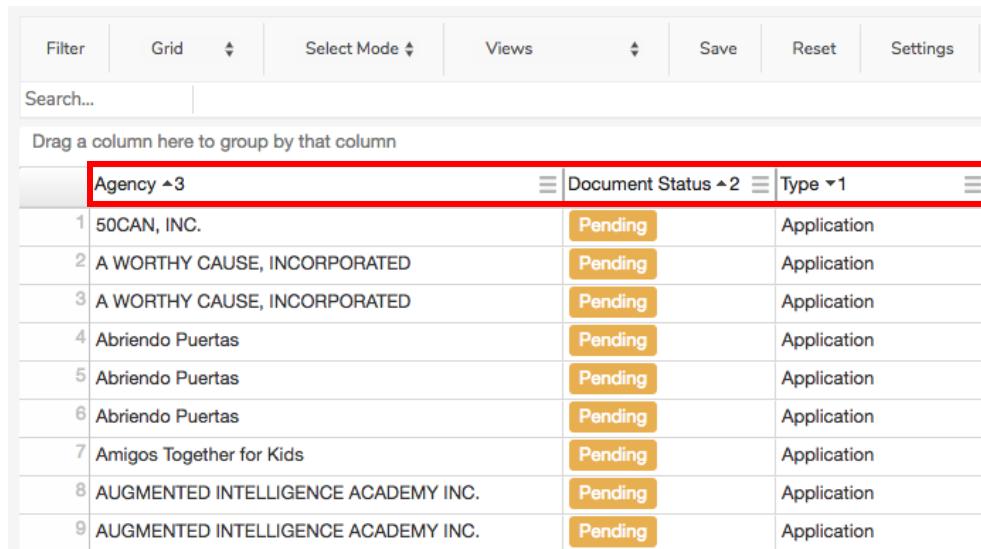
You may have noticed a new search bar in the top-left corner of your grid. This search bar has the ability to search for terms beyond what you see on the grid. For example, if you search for the name of a site, then contracts including that site will pop up.



A screenshot of a grid interface. At the top, there are buttons for 'Filter', 'Explore', 'Grid', and 'Select Mode'. Below these is a search bar with the placeholder 'Search...' and a microphone icon. The search bar is highlighted with a red box. The main area shows a table with three columns: 'Agency', 'Program', and 'Fiscal Year'. The data rows are: 1. Americans for Immigrat... (SPB XX21-2540 - Am..., 18-19 (8/01/18 - 7/31...)) 2. BIG IDEAS EDUCATIO... (YAS XX14-8060 Big I..., 18-19 (8/01/18 - 7/31...)) 3. Branches, Inc. (YAS XX14-1520 Bran..., 18-19 (8/01/18 - 7/31...))

## Nested Sorting

You can perform nested sorting within the grid – in other words, you can sort by various columns at a time. Let's say you want to first sort by Type, then Document Status, then Agency, you would hold the shift key while clicking on the three column headings in that order and your sorting would follow that pattern – you'll end up with a list of all contracts in alphabetical order by Agency by Document Status by Type.



A screenshot of a grid interface with a search bar and various buttons at the top. The main area shows a table with three columns: 'Agency', 'Document Status', and 'Type'. The column headers are highlighted with a red box. The data rows are: 1. 50CAN, INC. (Pending, Application) 2. A WORTHY CAUSE, INCORPORATED (Pending, Application) 3. A WORTHY CAUSE, INCORPORATED (Pending, Application) 4. Abriendo Puertas (Pending, Application) 5. Abriendo Puertas (Pending, Application) 6. Abriendo Puertas (Pending, Application) 7. Amigos Together for Kids (Pending, Application) 8. AUGMENTED INTELLIGENCE ACADEMY INC. (Pending, Application) 9. AUGMENTED INTELLIGENCE ACADEMY INC. (Pending, Application)