

Grid View vs. List View

TimeForge gives you the ability to choose how you want to see employees, schedules, locations, departments, and other lists by switching between a grid with cards and a more traditional table list. Each card in the grid view gives you a focused snapshot of an individual item on your list, while the list view gives you a detailed, customizable list that makes it easier to see everything at once.

This guide will teach you how to easily toggle between the two views, how to filter your lists to see only what you want to see, and how to export your filtered lists for your records.

Grid View

For new accounts, TimeForge uses the Grid View by default. This view groups your data into simple cards. These cards make it easy to focus on the information you need by providing an overview of each item in the list. Because it's more graphically-oriented, this view is great for small businesses, smaller stores, and new accounts.

Example Employee Roster displayed in Grid View

Employees | Review staff members within your organization, including yourself and all management staff. | Message All Employees | **+ Add Employee** | Search |


Show : All Positions | **Show** | **Show terminated employees**

Employees with departments assigned
Showing 9 of 9 | Sort By Name

Employee Card	Name	Contact	Status	Payroll Id	Weekly Hours	Positions	Hire Date	Birthday	Actions
1	Dana Barrett	555-555-5500 dana@nomoreghosts.com	S	82050	10.0 / 40.0	Business Analyst	04/11/2014	--	Message, Terminate
2	Egon Spengler	egon@nomoreghosts.com	M	00001	10.0 / 40.0	Paranormal Investigator Paranormal Researcher	01/13/2011	--	Message
3	Janine Melnitz	jmelnitz@nomoreghosts.c...	E	63636	20.0 / 40.0	Administrative Assistant Customer Support	06/11/2015	--	Message, Switch User, Terminate
4	Louis Tully	ltully@nomoreghosts.com	E	28502	10.0 / 40.0	Ghost Grabber	06/21/2018	--	Message, Terminate

How do I edit the information in Grid View?

Simply click anywhere on a card!



Dana Barrett
 555-555-5500
 dana@nomoreghosts.com

Edit

S

Payroll Id
 82050

Weekly Hours
 10.0 / 40.0

Positions
 Business Analyst

Hire Date

04/11/2014

Birthday

--

Message


last edit: Jun 27, 2018 - 11:33 AM

Terminate

Employee Information: Dana Barrett

Employee
 Information
 Locations
 Human Resources
 Availability
 Schedules
 Attendance
 Activities

Employee Information



Upload
 Remove

First Name
 Dana

Middle Name
 Barrett

Last Name
 Barrett

Nickname
 Female

Gender/Sex
 Female

Marital Status
 Single

Drivers License Number
 10023

Address
 550 Central Park We

City
 New York

State / Province
 New York

Zip / Postal Code
 10023

Country
 United States

Phone
 555-555-5500

Cell Number
 555-555-5500

Home Phone
 555-555-5500

Nationality
 Local

EEOC Ethnicity
 White (Not Hispanic or Latino)

Social Security Number
 02050

Payroll ID
 82050

Hire Date
 04/11/2014

Termination Date
 --

Temporary Duty Date
 --

Email
 dana@nomoreghost

Military Service
 No

Smoker
 No

Eligible for Rehire
 Yes

Ineligible Reason
 --

LinkedIn Page
 --

Facebook Page
 --

Emergency Contact Name
 --

Emergency Contact Phone
 --

List View





More compact than the Grid View, the List View operates like a traditional list with some nifty upgrades. In this view, you can customize which fields or columns are displayed, as well as export your data, making it a cinch to create your own reports and records.

Example Employee Roster in List View

Employees
 Review staff members within your organization, including yourself and all management staff.
 Message All Employees
 Add Employee
 Search

Show : All Positions
 Show
 Show terminated employees

Employees with departments assigned
 Showing 1 - 9 of 9
 100





Employee Type	Picture	First Name	Last Name	Email	Phone	Payroll ID	Weekly Hours	Employee Positions	Fields	Reset	Export
S		Dana	Barrett	dana@nomoreghosts.com	555-555-5500	82050	10.0 / 40.0	Business Analyst	Edit	Terminate	Message
M		Egon	Spengler	egon@nomoreghosts.com		00001	10.0 / 40.0	Paranormal Investigator Paranormal Researcher	Message	This is you	
E		Janine	Melnitz	jmelnitz@nomoreghosts.com		63636	20.0 / 40.0	Administrative Assistant Customer Support	Edit	Terminate	Message
E		Louis	Tully	ltully@nomoreghosts.com		28502	10.0 / 40.0	Ghost Grabber	Edit	Terminate	Message

How do I customize my list?

First, make sure you are [using the List View](#). Then, click the **Fields** button to the upper right of your list.

Employees with departments assigned

Showing 1 - 9 of 9 | 100 ▾

Employee Type	Picture	First Name	Last Name	Email	Phone	Payroll ID	Weekly Hours	Employee Positions	Fields	Reset	Export
S		Dana	Barrett	dana@nomoreghosts.com	555-555-5500	82050	10.0 / 40.0	Business Analyst	Edit	Terminate Message	
M		Egon	Spengler	egon@nomoreghosts.com		00001	10.0 / 40.0	Paranormal Investigator Paranormal Researcher	Message	Edit	This is you
E		Janine	Melnitz	jmelnitz@nomoreghosts.com		63636	20.0 / 40.0	Administrative Assistant Customer Support	Message	Edit	Terminate Switch User
E		Louis	Tully	ltully@nomoreghosts.com		28502	10.0 / 40.0	Ghost Grabber	Message	Edit	Terminate





Select the fields you want to add. Selected fields appear beveled, like toggled buttons (e.g. First Name, Last Name below). There are lots of options, so be sure to scroll down to view them all!


Weekly Hours Fields Reset Export

10.0 / 40.0	Employee Type	Marital Status
	Picture	Drivers License Number
10.0 / 40.0	First Name	Address
	Middle Name	Nationality
20.0 / 40.0	Last Name	Ethnicity
	Email	Military Service
10.0 / 40.0	Phone	Smoker
- / 40.0	Payroll ID	Home Location
	Weekly Hours	Home Department
- / -	Daily Hours	Security Template
	Monthly Hours	Corporate User
- / -	Weekly Shifts	Admin User
	Daily Shifts	Copy Schedule
- / -	Monthly Shifts	PTO Track
	Birthday	Minor
- / -	Designation	Employee Type Name
	Overtime	Internal Number

When you're done, simply click anywhere else in the window to return to your list and view your changes.





In the example below, we've disabled some default fields and added whether or not the employee is clocked in and what their default position is:

Employee Type	Picture	First Name	Last Name	Currently Clocked In	Default Position	Fields	Reset	Export
S		Dana	Barrett	Yes	Business Analyst	Edit	Terminate	
M		Egon	Spengler	No		Edit		This is you
E		Janine	Melnitz	No	Customer Support	Edit	Terminate	
E		Louis	Tully	Yes	Ghost Grabber	Edit	Terminate	

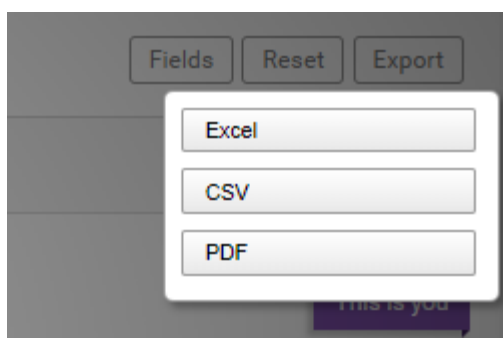
 Having too many columns in your list can be cumbersome and make your list difficult to read. Your list may not display correctly and may not export as intended. It's best to keep your list to a manageable number of columns (less than 10).

How do I export my list?

First, follow the steps above to customize your list and get it just the way you want it. Then, select the **Export** button.

Employee Type	Picture	First Name	Last Name	Currently Clocked In	Default Position	Fields	Reset	Export
S		Dana	Barrett	Yes	Business Analyst	Edit	Terminate	
M		Egon	Spengler	No		Edit		This is you
E		Janine	Melnitz	No	Customer Support	Edit	Terminate	
E		Louis	Tully	Yes	Ghost Grabber	Edit	Terminate	


Next, select a file format. You can export your list as an Excel spreadsheet, a CSV file, or PDF.



Once you make a selection, the file will save to your computer. You can then print it, email it, analyze it -- whatever you want to do!





Switching between Grid View and List View


Switching between views is incredibly easy! In the upper right corner, you'll see a toggle button. Simply click the left side to view your information as a grid, or click the right side to view your information as a list.

Employees | Review staff members within your organization, including yourself and all management staff. [Message All Employees](#) [+ Add Employee](#) 

Show : [Show](#) [Show terminated employees](#)





Employees with departments assigned
Showing 9 of 9 | Sort By

 Dana Barrett 555-555-5500 dana@nomoreghosts.com Edit	 Egon Spengler egon@nomoreghosts.com Edit This is you	 Janine Melnitz jmelnitz@nomoreghosts.c... Edit	 Louis Tully ltully@nomoreghosts.com Edit
S Payroll Id: 82050 Weekly Hours: 10.0 / 40.0	M Payroll Id: 00001 Weekly Hours: 10.0 / 40.0	E Payroll Id: 63636 Weekly Hours: 20.0 / 40.0	E Payroll Id: 28502 Weekly Hours: 10.0 / 40.0
Positions: Business Analyst	Positions: Paranormal Investigator Paranormal Researcher	Positions: Administrative Assistant Customer Support	Positions: Ghost Grabber
Hire Date: 04/11/2014 Birthday: --	Hire Date: 01/13/2011 Birthday: --	Hire Date: 06/11/2015 Birthday: --	Hire Date: 06/21/2018 Birthday: --
Message last edit: Jun 27, 2018 - 11:33 AM Terminate	Message last edit: Jun 27, 2018 - 11:33 AM	Message Switch User last edit: Jun 27, 2018 - 11:34 AM Terminate	Message last edit: Jun 27, 2018 - 11:34 AM Terminate

Employees | Review staff members within your organization, including yourself and all management staff. [Message All Employees](#) [+ Add Employee](#) 

Show : [Show](#) [Show terminated employees](#)

Employees with departments assigned
Showing 1 - 9 of 9 |

Employee Type	Picture	First Name	Last Name	Email	Phone	Payroll ID	Weekly Hours	Employee Positions	
S		Dana	Barrett	dana@nomoreghosts.com	555-555-5500	82050	10.0 / 40.0	Business Analyst	Edit Terminate Message
M		Egon	Spengler	egon@nomoreghosts.com		00001	10.0 / 40.0	Paranormal Investigator Paranormal Researcher	Edit Message This is you
E		Janine	Melnitz	jmelnitz@nomoreghosts.com		63636	20.0 / 40.0	Administrative Assistant Customer Support	Edit Terminate Message Switch User
E		Louis	Tully	ltully@nomoreghosts.com		28502	10.0 / 40.0	Ghost Grabber	Edit Terminate Message

You can swap back and forth to see what you like best. Your settings are unique to your account, and each area of TimeForge (your employee roster, your list of locations, etc.) will remember whether you prefer to see that set of information as a grid or list.