

Customise grids

ANZ Transactive Global: Customise grids

You can use the Control Bar and grid settings to change how information is displayed and organised.

These options are available throughout the system, including when viewing transactions, beneficiaries, accounts, users, and other records.

- Most screens will have a customisable grid layout.
- Click a **column heading** and move to your preferred location.
- Click the end of the column heading to **resize** the column.
- Click the column heading to **sort** in ascending and descending order.
- Right-click any column heading and click to **show or hide** columns.
- Right-click any column heading and select **Fit columns to window**.
- Right-click any column heading and select **Reset grid columns**.
- Click **View** to sort the grid by status or folder options.
- Click **Group** to arrange the grid content by column options.
- Click **Filter** to search for content within columns in the grid.
- Click **Export** to export the contents of the grid to CSV.
- Click **Refresh** to update the grid content.
- Click **Settings** to Save settings and change to an Accessible Grid.

To learn more, visit [Customise Grids – ANZ Digital Services Help](#)

