

## **Usability Feature - Standard List Functionally**

We are committed to making Bryt Software easy to use. Every inch of Bryt is engineered to make your job easier. Our goal is to make our entire interface intuitive, easy to adopt, and effortless to use with minimal training. One way that we achieve this goal is to apply standardization of features and functionality across the site. If you learn how to use a feature in one area, you can apply that across the entire site.

Bryt uses a standard format for lists in the system whenever possible. Once a user learns the concepts and functionality we use for our standard list, they can transfer that knowledge to almost any list in the Bryt system. The example below uses our "Contacts" list, but almost every list in the system uses the same concepts.

All lists are presented as a grid, like the one below:

| Add Contact | Export to Excel |                          |                         |  |     |           |     |      | Şearch                      | Q         |
|-------------|-----------------|--------------------------|-------------------------|--|-----|-----------|-----|------|-----------------------------|-----------|
| First Name  | Last Name       | Organization             | Primary Phone           | Street1                                  | : c | iity      | : s | tate | Email Address               | Options : |
| Michael     | Smith           | Big Pizza Shop           | (760) 641-7887 (Mobile) | 555 N 5th St                             | P   | hoenix    | A   | z    | Msmith@bigpizza.net         | Vie       |
| Nick        | Lee             | Community Loan Org       | (888) 175-6696 (Mobile) | 248 E Main St                            | A   | lhambra   | c   | A    | nicklee@gmail.con           | 4 Vie     |
| limothy     | Belden          | Home Improvement Company | (999) 123-4567 (Mobile) | 103 Ripley Rd                            | с   | ohasset   | N   | ЛА   | tbelden@homeimprovement.com | Vie       |
| Sarah       | Collins         | Big City Banking         | (888) 321-6541 (Mobile) | 800 Old Roswell Lakes Parkway, Suite 150 | R   | loswell   | G   | A    | scollins@bigcitybank.com    | Vie       |
| loe         | Smith           | Joe's Pawn Shop          | (614) 222-6548 (Work)   | 123 Main Street                          | c   | olumbus   | c   | н    | joespawnshop@gmail.com      | Vie       |
| Bob         | Franklin        | Software System Inc.     | (760) 895-4031 (Mobile) | 75280 Highway 111, Suite 101             | Ir  | ndian Wel | s C | A    | bob@softwaresystemsinc.com  | Vie       |
| loe         | Smith           | Burger Heaven            | (614) 222-6548 (Mobile) | 5411 Main Street                         | c   | olumbus   | c   | н    | joesmith@burgerheaven.com   | Vie       |

Features of the list/grid:

- 1. To Add a Record to the list/grid, click on the "Add ------" button located in the upper left corner of the grid. You will be taken to the appropriate page to add a record for that grid.
- 2. To **Export to Excel**, click on the "Export to Excel" button located in the upper left corner of the grid, to the right of the Add button. The file that will be exported will be an Excel Workbook file (.xlsx). The file will contain the all the data, as it is displayed in the grid.
- 3. To Search for specific record(s) in the list, enter your search criteria in the search bar located in the upper right corner of the list. As you type, your list will narrow to include any of those records that contain your search criteria.
- 4. To **View Details** of a specific record click on the "View" button located to the right of the record. You will be taken to the appropriate page to view details of that record.
- 5. To Page through the list, use the paging arrows located on the bottom left corner of the list.
- 6. When you click on the three dots to the right of the column heading, you expose the capability to sort, select columns and filter data:
- 7. The Sort Feature allows you to sort the column you select in either ascending or descending order.

| Add Contact [ | Export to Excel |                          | 0                     |
|---------------|-----------------|--------------------------|-----------------------|
| First Name    | Last Name       | Organization             | Primary Phone         |
| Michael       | Smith           | Big Pizza Shop           | Sort Ascending        |
| Nick          | Lee             | Community Loan Org       | ↓ Sort Descending 🗸   |
| Timothy       | Belden          | Home Improvement Company | Columns •             |
| Sarah         | Collins         | Big City Banking         | ▼ Filter ►            |
| Joe           | Smith           | Joe's Pawn Shop          | (614) 222-6548 (Work) |



8. The Columns Feature allows you to select the fields you want to include in your list.

| irst Name  | Last Name  | Organization   | ÷ . | Primary Phone   | ÷ .            | Street1   | :              | Cit            | ty 🚦                                    | Sta |
|--|--|--|-----|---|----------------|---|----------------|----------------|---|-----|
| Vichael  | Smith  | Big Pizza Shop   |     | (760) 641-7887 (Mobile)   | t              | Sort Ascending  |                | Ph             | noenix                                  | AZ  |
| Nick   | Lee  | Community Loan Org   |     | (888) 175-6696 (Mobile)   | Ļ              | Sort Descending   |                | Al             | hambra                                  | CA  |
| limothy  | Belden   | Home Improvement Company   |     | (999) 123-4567 (Mobile)   | 111            | Columns 8   | ✓First Nar     | ne             |   | M   |
| Sarah  | Collins  | Big City Banking   |     | (888) 321-6541 (Mobile)   | T              | Filter 🕨  | □Middle I      | Name           |   | GA  |
| oe   | Smith  | Joe's Pawn Shop  |     | (614) 222-6548 (Work)   |                | 123 Main Street   | ✓Last Name     |                |   | OF  |
| Bob  | Franklin   | Software System Inc.   |     | (760) 895-4031 (Mobile)   |                | 75280 Highway 111, Suite 101                                | Organization   |                |   | CA  |
| oe   | Smith  | Burger Heaven  |     | (614) 222-6548 (Mobile)   |                | 5411 Main Street  | □Title         |                | OF                                      |     |
| H 4 1 >  |  |  |     | (9100N) 640-222 (410)   |                | 5411 Main street  | EPrimane       |                |   | U   |
| Add Contact  | Export to Exce   |  |     |   |                |   | Full Nam       | Dhop           |   |     |
| Add Contact  | Export to Exce Last Name   | : Organization   | :   | Primary Phone   | :              | Street1   | Full Nam       |                | City                                    | :   |
| Add Contact  | Export to Exce<br>Last Name<br>Smith                             | Crganization Big Pizza Shop  | :   | Primary Phone<br>(760) 641-7887 (Mobile   | :)             |   | Full Nam       | Dhop           | City<br>Phoenix                         |     |
| Add Contact 😨<br>First Name 🚦<br>Michael<br>Nick                 | Export to Exce<br>Last Name<br>Smith<br>Lee                      | Crganization Big Pizza Shop Community Lean Org   | :   | Primary Phone<br>(760) 641-7887 (Mobile<br>(888) 175-6696 (Mobile   | :)<br>:)       | Street1 † Sort Ascending                                    |                | Dhop           | City<br>Phoenix<br>Alhambra             |     |
| Add Contact 😧<br>First Name 🚦<br>Michael<br>Nick<br>Timothy      | Export to Exce<br>Last Name<br>Smith                             | Organization     Big Pizza Shop     Community Loan Org     Home Improvement Company                      | :   | Primary Phone<br>(760) 641-7887 (Mobili<br>(888) 175-6696 (Mobili<br>(999) 123-4567 (Mobili                           | :)<br>:)       | Street1<br>† Sort Ascending<br>↓ Sort Descending            | Full Nam       | i              | City<br>Phoenix<br>Alhambra<br>Cohasset |     |
| Add Contact<br>First Name<br>Michael<br>Nick<br>Timothy<br>Sarah | Export to Exce<br>Last Name<br>Smith<br>Lee<br>Belden            | Organization     Big Pizza Shop     Community Loan Org     Home Improvement Company     Big City Banking | 1   | Primary Phone<br>(760) 641-7887 (Mobili<br>(888) 175-6696 (Mobili<br>(999) 123-4567 (Mobili<br>(888) 321-6541 (Mobili | ;)<br>;)<br>;) | Street1  Sort Ascending  Sort Descending  Columns           | Full Nam       | i              | City<br>Phoenix<br>Alhambra<br>Cohasset |     |
| Add Contact  | Export to Exce<br>Last Name<br>Smith<br>Lee<br>Belden<br>Collins | Organization     Big Pizza Shop     Community Loan Org     Home Improvement Company                      | i   | Primary Phone<br>(760) 641-7887 (Mobili<br>(888) 175-6696 (Mobili<br>(999) 123-4567 (Mobili                           | ;)<br>;)       | Street1    Sort Ascending  Sort Descending  Columns  Filter | Show ite that: | i<br>i<br>ms w | City<br>Phoenix<br>Alhambra<br>Cohasset | :   |

9. The Filter Feature allows you to filter your data using a variety of parameters. When a Filter is applied to a column, the three dots to the right of the column heading are faded. To remove the filter, place your mouse over the dots and click to expose the filter feature. Click the "Clear" button to remove the filter.

When you leave your list, the system remembers the parameters that you applied to your list. When you return to that list, the system presents the list to you with those parameters applied.

And •

Is equal to

Filter

Clear