

How to Use Power Grids in Hubbe

Roles that Have Access: Various Roles

Throughout the Hubbe system we have implemented “Power Grids” as a way to present data to our users. In addition to displaying this information on the interface, the grids are also loaded with several bits of functionality that enable our users to retrieve a curated data set based on custom parameters. These power grids can help facilitate ad hoc reporting through filters, column customization, and excel exports. We will cover these items as they relate to all power grids in this instruction sheet.

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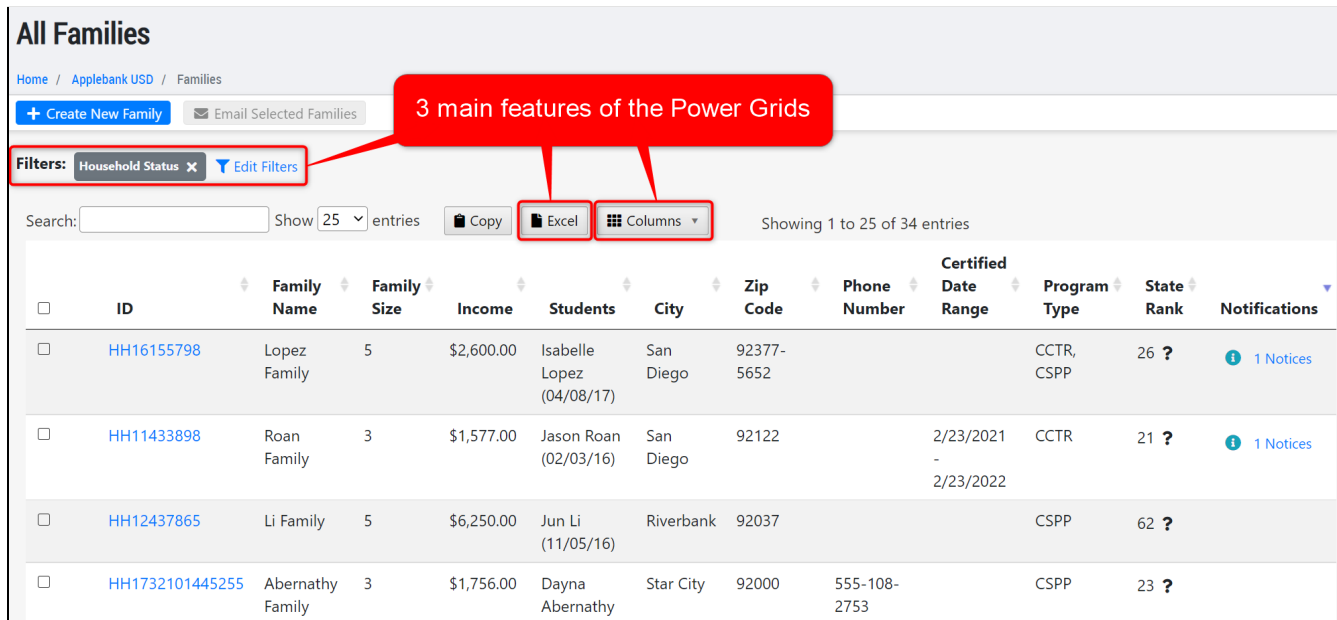
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Overview of the Power Grids

Throughout the Hubbe system there exist Power Grids. Some places where these grids exist are on the **Applications & Waitlist** record, **All Schedules** record, **All Families** record, **All Students** record, various finance records to manage family fees, **DRDP-2015 Scores** record, **Meal Benefit Forms** record, **Immunization Management** record, and much more! Understanding how to utilize these grids is a powerful way to enable yourself to retrieve whatever data you are after. In this section we will briefly identify what the power grids look like, as well as point out the features that make up these grids.

The screenshot below is a sample “Power Grid” that can be found on the Agency Menu. This grid houses all of the families at your agency. You will notice there are several unique identifiers of a power grid:

- **Filter Options** - All power grids are enabled with a “Filter” button at the top of the grid. The purpose of the filters are to add/remove certain data entries from the pool of data being displayed based on certain criteria. You can “filter out” rows of data that are not relevant to your query.
- **Column Options** - All power grids are enabled with “Columns” buttons at the top of the grid. The purpose of the columns buttons are to add/remove columns from the grid depending on what information is relevant to your query. You can remove columns that you don’t want cluttering up your data set and add columns that provide you with desirable information. Some power grids are even enabled with custom fields as column options.
- **Excel Download** - All power grids are able to be exported into an excel download, allowing you to further analyze the data from the grids. It is important to note that the excel downloads will reflect whatever Filter and Column options that have been applied to the grid. So keep that in mind prior to exporting the data.



The screenshot shows the 'All Families' power grid interface. A red callout box labeled '3 main features of the Power Grids' points to three specific elements: the 'Filters' button (showing 'Household Status' and an 'Edit Filters' link), the 'Excel' download button, and the 'Columns' dropdown menu. The grid itself displays a list of family records with columns for ID, Family Name, Family Size, Income, Students, City, Zip Code, Phone Number, Certified Date Range, Program Type, State Rank, and Notifications. The first four rows of data are visible, showing families like Lopez, Roan, Li, and Abernathy.

ID	Family Name	Family Size	Income	Students	City	Zip Code	Phone Number	Certified Date Range	Program Type	State Rank	Notifications
HH16155798	Lopez Family	5	\$2,600.00	Isabelle Lopez (04/08/17)	San Diego	92377-5652			CCTR, CSPP	26 ?	1 Notices
HH11433898	Roan Family	3	\$1,577.00	Jason Roan (02/03/16)	San Diego	92122		2/23/2021 - 2/23/2022	CCTR	21 ?	1 Notices
HH12437865	Li Family	5	\$6,250.00	Jun Li (11/05/16)	Riverbank	92037			CSPP	62 ?	
HH1732101445255	Abernathy Family	3	\$1,756.00	Dayna Abernathy (06/07/16)	Star City	92000	555-108-2753		CSPP	23 ?	

Note that each grid is constructed such that each row corresponds to a key record in the system. Such as a staff record, an immunization record, or in our example — a family record. Clicking on the blue links in the power grids will transport you from the power grids over to the respective selected record in the system.

All Families

[Home](#) / [Applebank USD](#) / Families

[+ Create New Family](#) [Email Selected Families](#)

Filters: [Household Status](#) [Edit Filters](#)

Search: Show 25 entries [Copy](#) [Excel](#) [Columns](#)

	ID	Family Name	Family Size	Income	Students	City	
<input type="checkbox"/>	HH16155798	Lopez Family	5	\$2,600.00	Isabelle Lopez (04/08/17)	San Diego	95
<input type="checkbox"/>	HH11433898	Roan Family	3	\$1,577.00	Jason Roan (02/03/16)	San Diego	9



Home

Data Tools

Select Language

Help

My Settings

Maple County

Supporting Children and Their Parents

Lopez Family

[Assigned to Class/Site List](#)

[Home](#) / [Applebank USD](#) / Lopez Family

[Edit](#) [Delete](#) [Add Students to Class/Site List](#) [Download](#)

Family Menu

[Lopez Family](#)

[Home Visits](#)

[Family Action Plans](#)

[CACFP](#)

[Income](#)

[Finance](#)

[Certification](#)

[Head Start](#)

[Medical/Dental Insurance](#)

[Applications](#)

Household ID

HH16155798

Main Contact (Parent A)

Address

4511 Pavlov Street
San Diego CA, 92377-5652

Eligibility

Income Eligibility: Yes

Full-time Family Fee: \$0.00

Part-time Family Fee: \$0.00

Reason for Needing Service:

- Working: Parents A and B

Certification

Children Enrolled

Parents

Non-Participating Children

Emergency Contacts

Custom Fields / County Notes

Custom Fields

Family Case Notes

Family Documents

[Add Child](#) [Assign Existing Child](#)

Isabelle Lopez

[Active](#) [Class/Site List - Koalas AM](#) [Medical Risk](#)

Student ID: ST16155799

Age: 4 years

Date of Birth: 4/8/2017

Gender: Female

Ethnicity: Hispanic or Latino

Initial Entry Date: 5/1/2020

Subsidy Type: CSPP

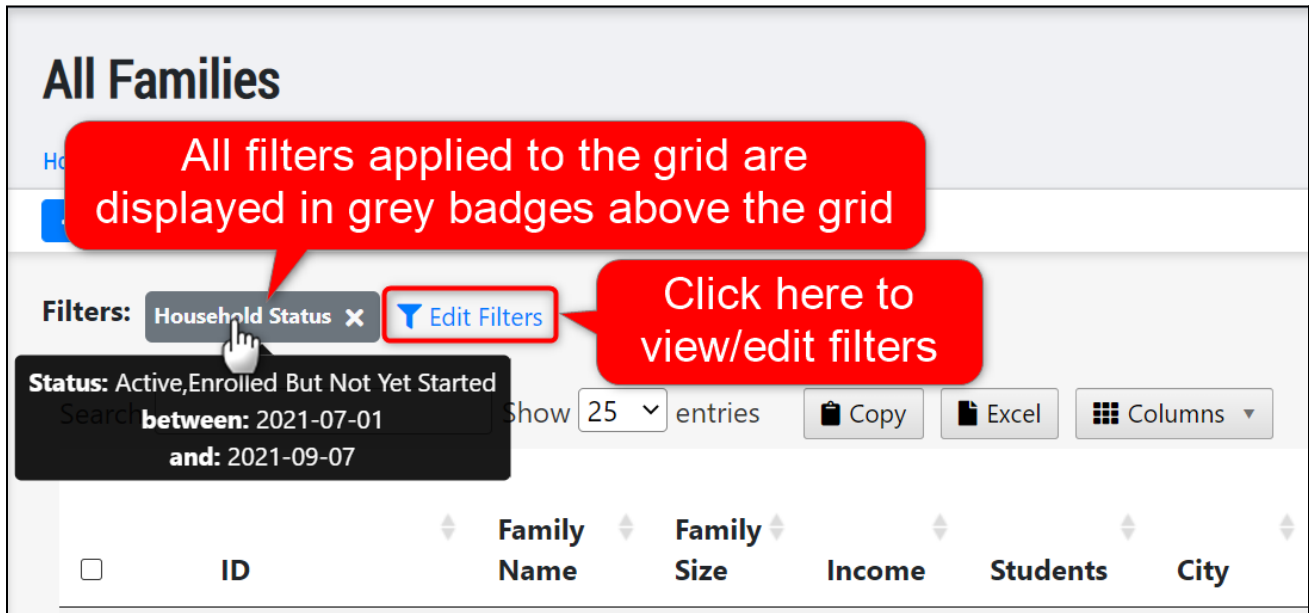
[View](#)

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How to Use the Filters

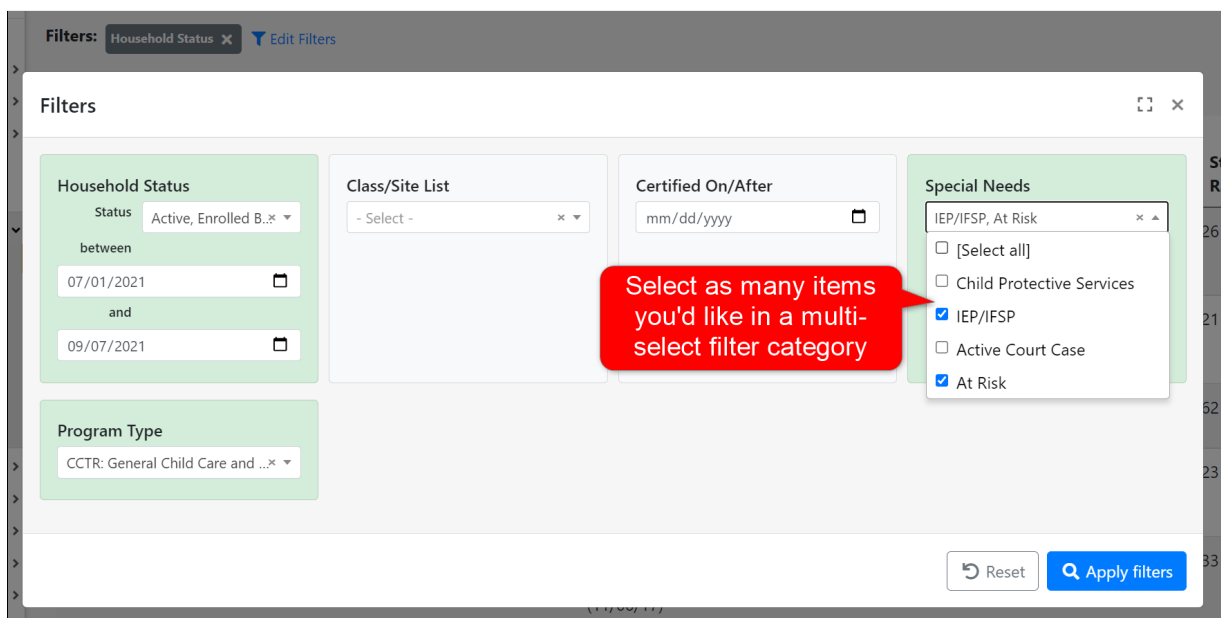
1

There are many filters you can utilize to easily sort through the grid. Note that some filters will automatically be enabled when you land on a grid. Enabled filters are shown within the grey boxes at the top of the page. To view all filter options for the grid, simply click the “Edit Filters” button at the top of the grid.



2

In the pop-up modal that appears, you can select as many filters you would like to sort through the grid. In multi-select filter categories, you can have multiple filter criteria in one category, such as the “Special Needs” or “Program Types” filter categories below.



3

When you are done selecting filters, click the blue “Apply Filters” button.

The screenshot shows a 'Filters' panel with several filter categories: 'Household Status' (Status: Active, Enrolled B., between 07/01/2021 and 09/07/2021), 'Class/Site List' (- Select -), 'Certified On/After' (mm/dd/yyyy), 'Special Needs' (IEP/IFSP, At Risk), and 'Program Type' (CCTR: General Child Care and ...). At the bottom right, there are two buttons: 'Reset' and 'Apply filters'. A red arrow points from the 'Certified On/After' filter to the 'Apply filters' button.

Alternatively, you can click on the “x” in a filter category to clear only that filter, or click the “Reset” button to clear ALL selected filters in ALL categories.

Note: If you click “x” in a filter card, make sure to still click the “Apply Filters” button to apply your filter edits to the grid.

The screenshot shows a 'Filters' panel with filter categories: 'Agency ID', 'Agency' (- Select -), 'Agency Zip Code', 'Agency Program Type' (Head Start, Family Childcare), and 'Agency Status' (Active). At the bottom right, there are 'Reset' and 'Apply filters' buttons. Two red callout boxes provide instructions: one points to the 'x' icon in the 'Agency Program Type' filter with the text 'Click to clear only this filter category's selections', and another points to the 'Reset' button with the text 'Click to clear ALL selected filters'.

4

The grid will be sorted as requested. Each filter selection will be displayed in grey badges above the grid. For filters that have multiple selected, you can hover over the badge to view all the selections in that filter category. In the example below, we filtered for families scheduled under the CCTR and/or the CSPP contract.

All Families

Home / Applebank USD / Families

[+ Create New Family](#) [Email Selected Families](#)

Filters: Household Status X Special Needs 2 X Program Type 3 X [Edit Filters](#)

Search:

CCTR: General Child Care and Development Program
CSPP: California State Preschool Program

Columns ▾ Showing 1 to 5 of 5 entries

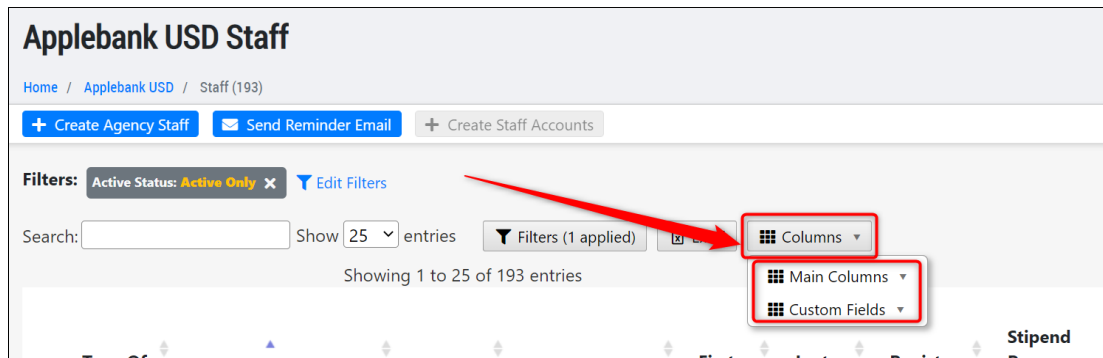
<input type="checkbox"/>	ID	Family Name	Family Size	Income	Students	City	Zip Code	Phone Number	Certified Date Range	Program Type	State Rank	Notifications
<input type="checkbox"/>	HH12437865	Li Family	5	\$6,250.00	Jun Li (11/05/16)	Riverbank	92037			CSPP	62 ?	
<input type="checkbox"/>	305746CC	Aarons Family	6	\$4,300.00	Gabriella Aarons (12/21/16), Rodrigo Infant (04/29/20)	Maple	900001234	555-999-4444		CCTR, CSPP, Tuition	38 ?	
<input type="checkbox"/>	HH16297211	Dono Family	4	\$4,549.99	Abby Dono (01/04/18), Sammy Dono (03/21/19)	Mapleton	90001-4528		9/1/2021 - 9/1/2022	CSPP, Tuition	52 ?	
<input type="checkbox"/>	31730CC	Eichmann Family	4	\$2,701.00	Bridgette Eichmann (09/26/16)	Star City	90001	555-592-7534	8/20/2021 - 8/20/2022	CSPP	31 ?	
<input type="checkbox"/>	HH16055174	Garcia Family	3	\$2,450.00	Veronica Garcia	Maple	92367			CSPP	32 ?	

How to Use the Column Customization

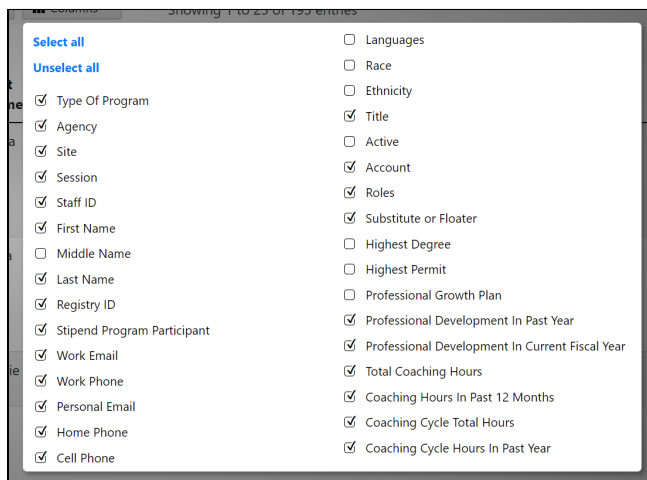
1

You can select which columns you would like to display in your grid according to what data management effort is needed at this time. For example, if you would like to hide certain columns to devote more screen space to other columns, you can do so in the grid.

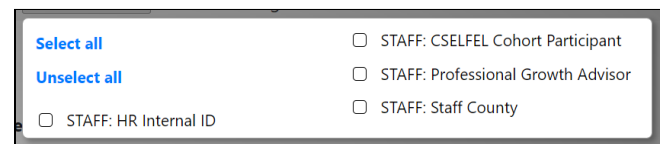
Click the “Columns” button at the top of the grid. In some cases, a drop-down menu will appear in which you can select to manage the “Main Columns” which are data fields pre-set in Hubbe, or “Custom Fields” which are data fields created by the individual agency (such as in the “Staff” record).



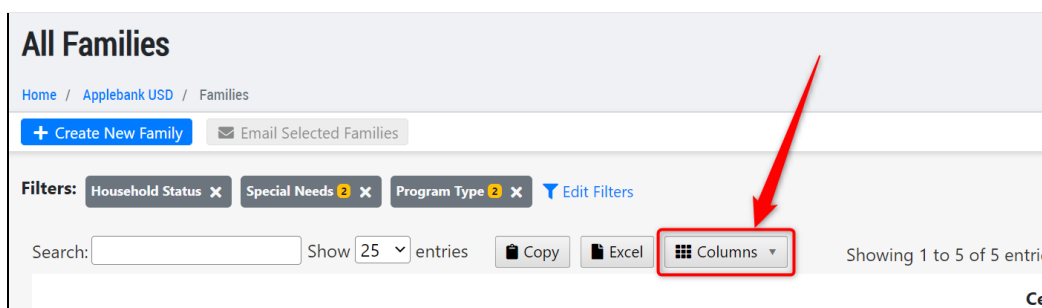
Main Columns:

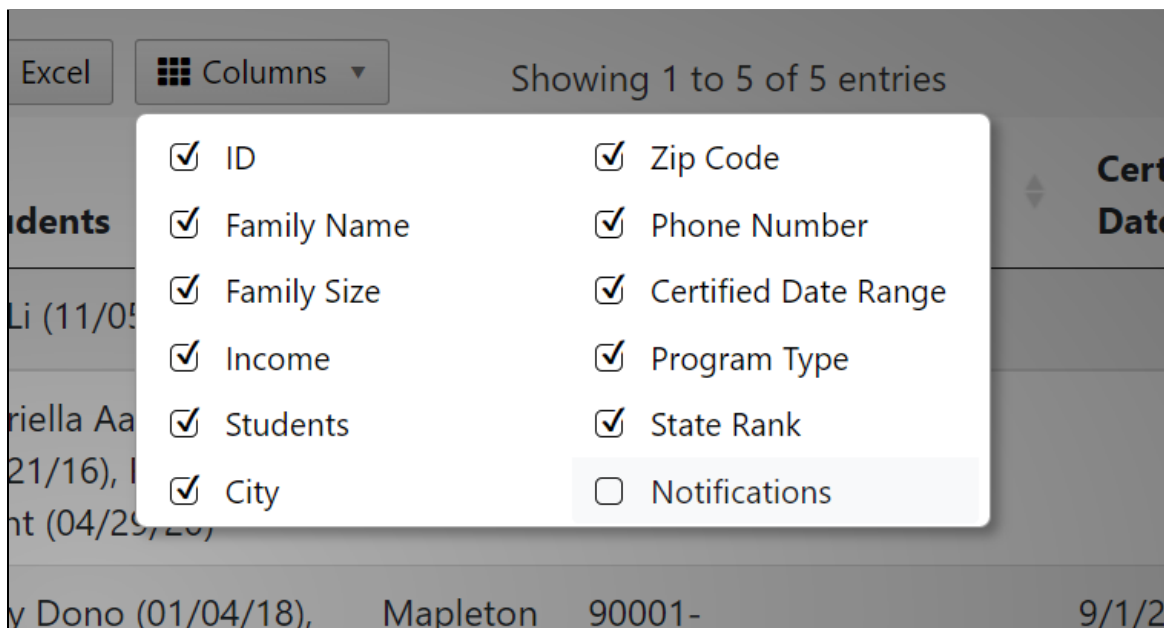


Custom Fields:



In the **All Families** grid, as with many other grids, a pop-up modal will immediately appear upon clicking the “Columns” button.



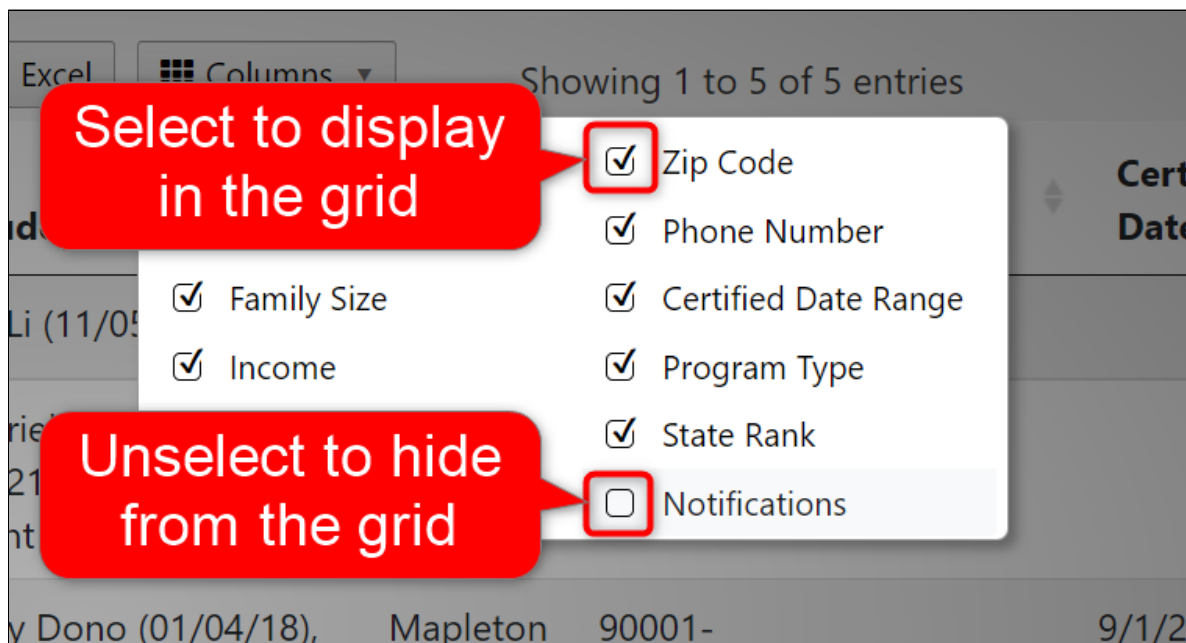


Note: The following process applies to both options presented above.

2

In the pop-up modal that appears, all the data fields that can be displayed in the grid will be listed. Simply check the data items you would like to display, or un-check data items you would like to hide from the grid. In some cases, you can also click “Select all” or “Unselect all” to easily select/unselect all in one click.

Note: Your selections will be immediately applied to the grid. If you made a mistake and you would like to un-do your column selections, simply refresh your page and the columns will revert back to the defaulted display.



3

Simply click anywhere outside the modal to return to the grid. Your column selections will have been applied immediately and you will notice the updated column selections in the grid. In our example, we selected to display many of the agency's Staff custom field columns in the **Staff** record.

Teaching Cycle	STAFF: HR Internal ID	STAFF: Professional Growth Advisor	STAFF: Staff County
Hours In Last Year	6487	No	Maple County
Hours 30 Minutes			
Hours 0 Minutes	HR9055341	No	

How to Download an Excel of the Grid

You can easily download an Excel copy of the grid. The Excel will include only what is displayed in the grid, so **you can filter the grid and apply column selections to influence the data included in your Excel download**. You can follow the steps described previously about applying filter(s) to the grid and selecting the columns to display. Then click the "Excel" button to download the grid.

In this example, we filtered for CSPP and CCTR contracted families who are currently active.

All Families

Home / Applebank USD / Families

[+ Create New Family](#) [Email Selected Families](#)

Filters: Household Status Program Type [Edit Filters](#)

Search: Show 25 entries Copy Excel Columns Showing 1 to 25 of 34 entries

ID	Family Name	Family Size	Income	Students	City	Zip Code	Phone Number
<input type="checkbox"/> HH16155798	Lopez Family	5	\$2,600.00	Isabelle Lopez (04/08/17)	San Diego	92377-5652	



