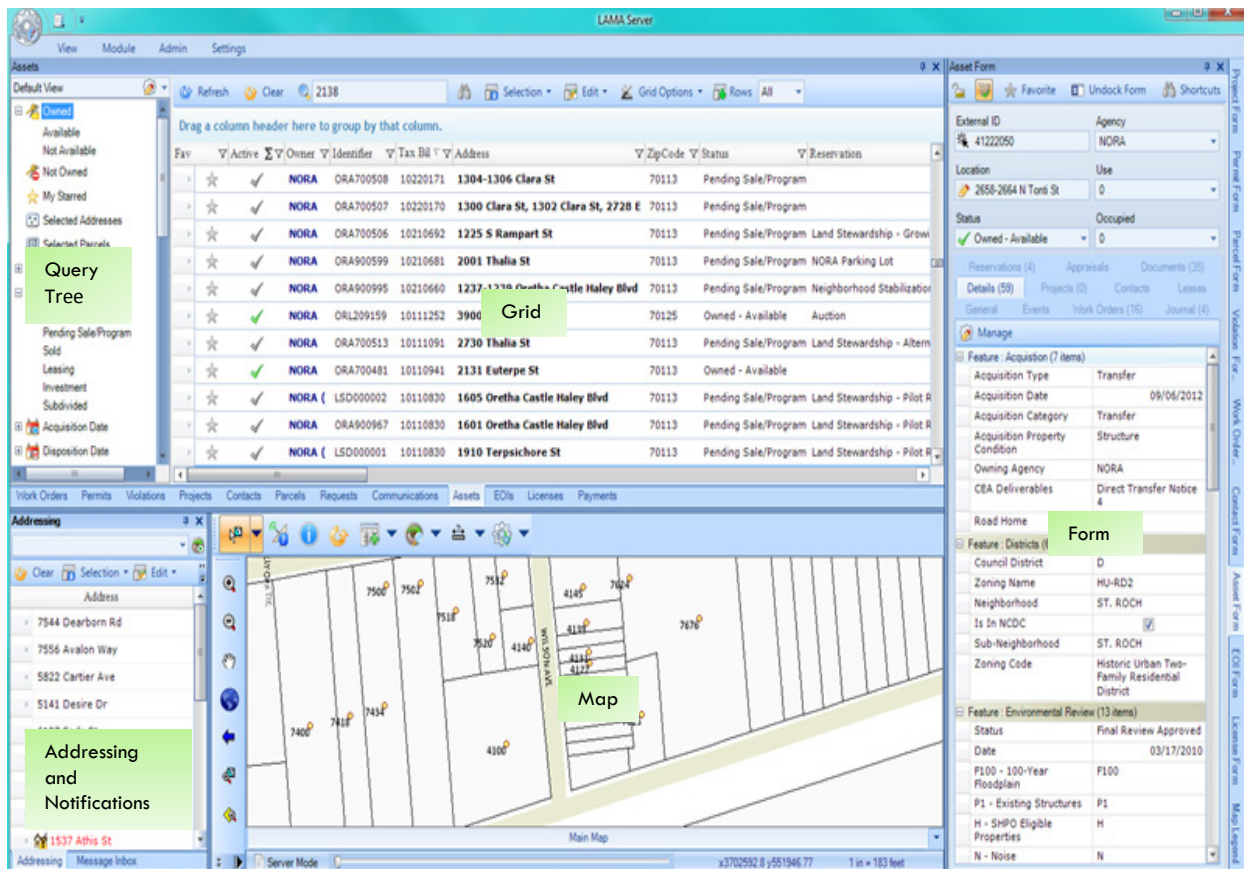




# LAMA Tutorial Sheet #3

## Customizing LAMA Windows and Advanced Grid Features

Prepared by the New Orleans Redevelopment Authority Business Analysis Team  
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## **PART I: Customizing Your LAMA Windows**

1. On the cover page is the default window configuration of LAMA
2. You can close the modules which are not used by NORA by clicking  at the top right of the grid window and the form window
3. To customize window layout, move each window where you would like it to be. The map window is the only window that cannot be closed completely, but it can be shrunk to hide it (Figure 1)

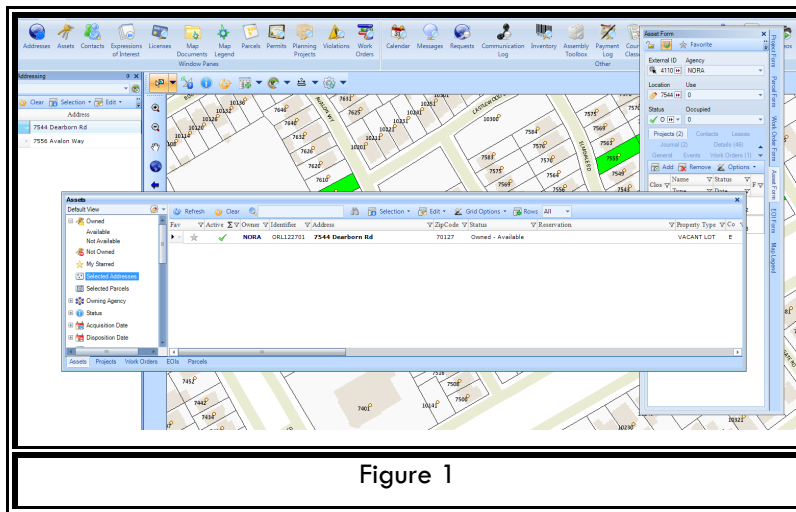


Figure 1

4. To return to the default window setting for LAMA, click on 'Settings' then 'Reset Window Panes' on the ribbon above the grid (Figure 2)\*

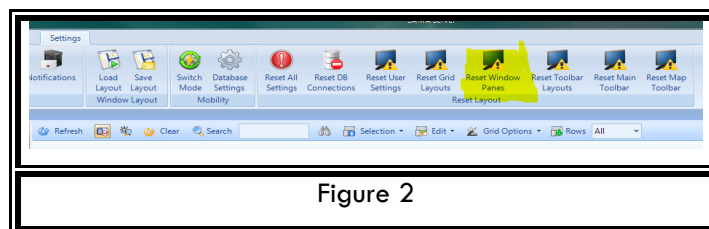


Figure 2

\* This setting is also useful if one of your windows becomes hidden

## Part II: Advanced Grid Features:

1. To select column titles as one row across or two rows across, click 'Toggle Row Layout' (Figure 3)

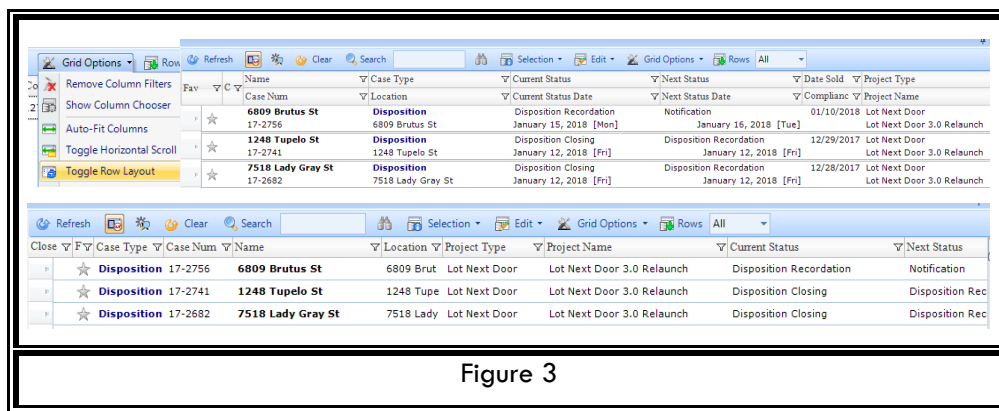


Figure 3

2. To create a quick pivot table, click 'Toggle Group By' and drag the column header to the blank space above the grid (Figure 4)

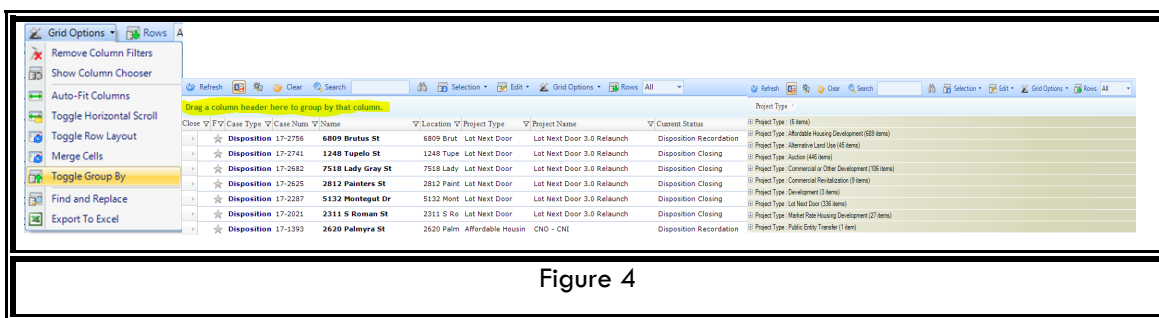


Figure 4

3. To export grid results to Excel, click 'Export to Excel' (Figure 5)<sup>†</sup>

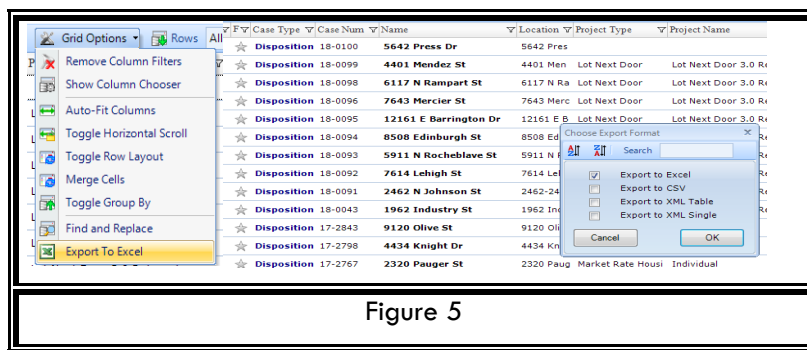


Figure 5

<sup>†</sup> If records in the grid are still shown as a pivot table using the 'Group By' option, the grid will be exported to Excel with all records in the same grouped categories

- To filter a column, click the funnel icon next to the column name then click the value (Figure 6)

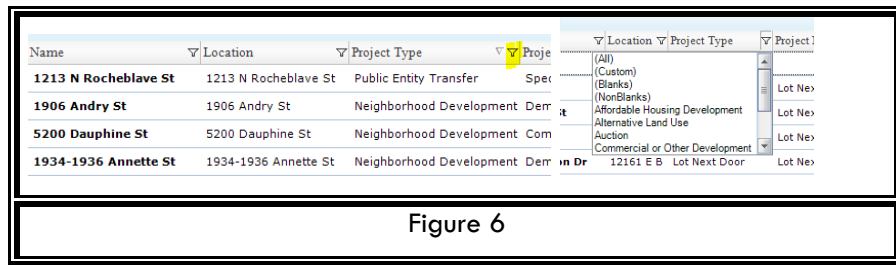


Figure 6

- To create a custom filter, click 'Custom' at the top of the value dropdown. The custom filter window will pop up. Choose the operator and operand (Figure 7)

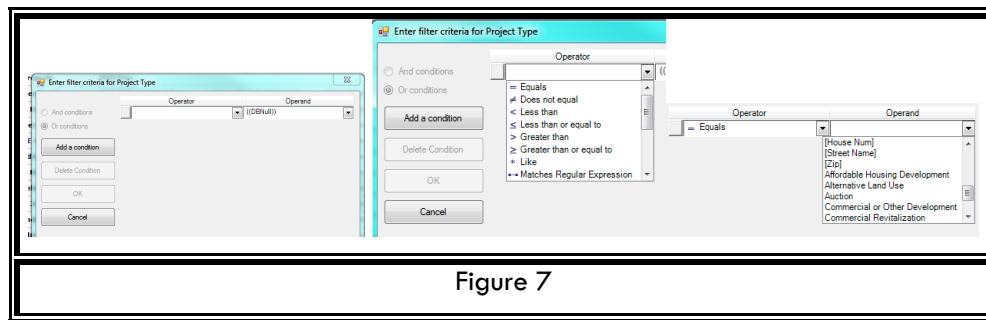


Figure 7

- To select multiple categories for results using the custom filter, click 'Add a condition' after each entry. Click 'OK' (Figure 8)<sup>‡</sup>

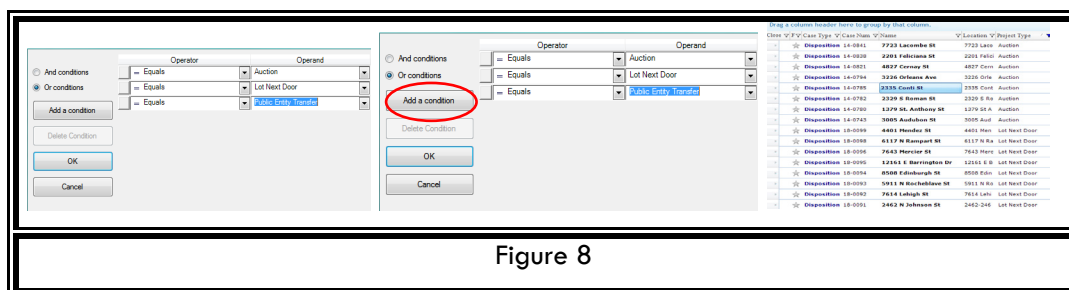


Figure 8

<sup>‡</sup> Pay close attention to whether you have "And" or "Or" selected! For instance, if you want to filter for project types that are either Auction or Lot Next Door, you can add the same operator with "Auction" as one value and "Lot Next Door" as the other, but if you select 'And' instead of 'Or', you'll get no results, because no project type is both Auction and Lot Next Door