How do I add fields to the grid?

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When you first start research into a product type, the filtering screen shows only the company and name of each contract. This is illustrated by the first screenshot below:

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Feetures Sectors Conditions Dats 19 🕅	All 20 cost	All 20 contracts - 0 manually cacheded	
Discounted gift bond	^	and the second se	
Olecounted gift friendly	Company	Contract	
🗆 single life	Anna Life & Pensions UK Limited	Select Investment Growth & Income Option	
Extra life cover evalable	AXA Weelth	Investment Bond (Adviser Charging)	
	Canada Life	Candevest Select Account	
C sile of another	HERE Life (UK) and	HBBE Onshare provestment Bond (Kelect D.23)	
Death benefit	Legal & General	Select Portfolio Bond	
	MetLife Services Ltd	NetLife Investment Band	
Phased investment facility	Nucleus	Nucleus Onshore Dond	
Split investment (UU/UNP)	Old Mutual Wealth	Collective Investment fixed	
Segmentation	Prodential Intermediary Division	Prodence Scheritance Bond	
	Prudential Intermediary Division	Prodential Investment Plan (FIP)	
Loyalty bonus	Prudential Intermediary Division	Prudential Grahore Portfolio Bond	
Withdrawal autions	Sanlars	Portal Onshore Bond	
and an end of the second state	Easters	Versatile truestment Partialia	
Withdrawal frequency	Scottish Priendly	Scattah Friendly Orahore Band Platform Account	
Partial surrender no penalty	Scottish Widows	Investment Bond - Initial charge option	
Full surrender no penalty	Scotlah Widows	Investment fixed - Withdrawal charge option	
the second s	Y Standard Life Accurance Ltd	Ceshare Bond (Mrap)	
C1.42 - 24 - 4	Standard Life Assurance Utd	Tailored Investment Bond	
Cear all fibers Audit trail Import fiber	Starting Assurance	Sterling Investment Bond	

You can add any number of data fields to this grid, as illustrated by the second screenshot.

You simply click on a field name in the field list on the left-hand side of the screen. This adds it to the grid.

Removing fields from the grid

Clicking on the field's name again removes it from the grid. You can also remove a field by clicking the right mouse button over its column header and choosing **Remove From grid** from the pop-up menu.

Alternatively, (in Internet Explorer 6 only) if you hold down the **Ctrl** key while clicking on the field name, all existing fields are removed from the grid before adding the new field.

You can also get rid of all fields you have added, and return to a grid containing only company and contract names, by clicking on the **Options** link and choosing remove all fields.

Hiding the list of fields

If you are dealing with a large number of fields it may be convenient to hide the field list on the left-hand side of the screen so that there's more room for the grid.

You can do this by clicking on the **Options** link in the top right of the grid and choosing **Hide field list**. The list can be re-displayed by clicking on the **Options** again and choosing **Show field list**. You can als use the keyboard shortcut **Ctrl+Shift+F** to switch the field list on and off.

Manipulating the grid

As well as adding fields one-by-one, as described above, you can also use the **Field chooser** to add several fields at once. Find under article name adding lots of fields at once using the **Field chooser**

In addition, the grid can be manipulated in a number of ways - it can be sorted, the fields can be

re-ordered etc. See articles below:

- Sorting the grid
- Changing the order of fields in the grid
- Flipping the grid
- Filtering on field values in the grid
- Saving and exporting the grid

Tip: The system works fastest if you filter out or manually exclude contracts you are not interested in before adding extra fields of data to the grid