

# Adding columns to the grid of contracts

Last Modified on 14/06/2017 10:50 am BST

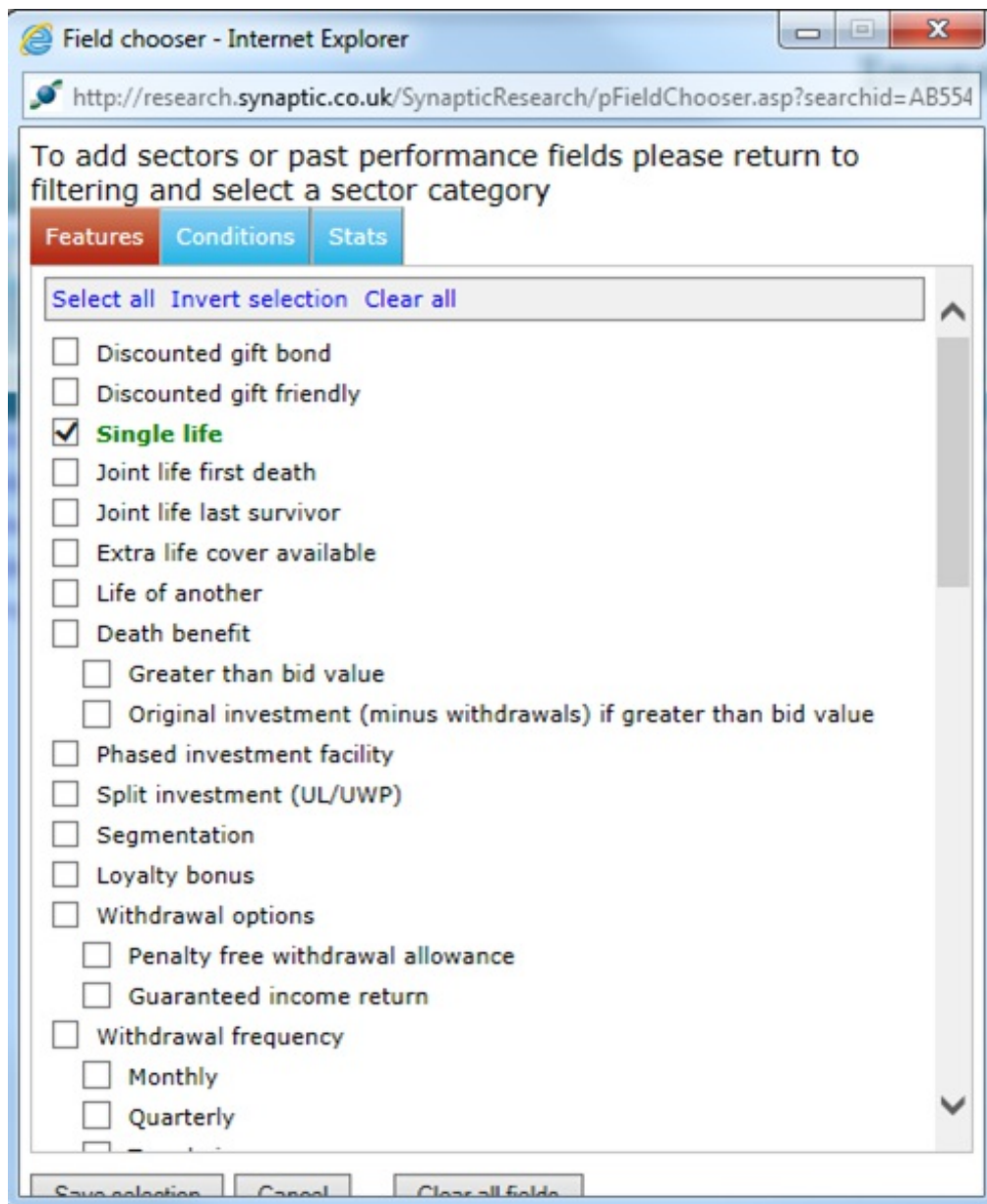
You can add a field to the grid of contracts simply by clicking on its name in the tabbed box on the left-hand side of the screen. The first screenshot shows a (filtered) grid of contracts containing three different types of field.

The screenshot shows the SYNAPTIC SOFTWARE interface for 'Investment Bond Unit Linked'. The left sidebar contains a 'Filtering' panel with various criteria such as 'Minimum age at entry (NB) policy holder', 'Minimum age at entry (NB) life assured', 'Maximum age at entry (NB) policy holder', 'Maximum age at entry (NB) life assured', 'Minimum initial investment (£)', 'Minimum additional investment (£)', 'Minimum amount per policy (£)', 'Max number policies per bond', 'Initial/establishment charge', and 'Additional bond charges'. The main area displays a table of 5 contracts with columns for Company, Contract, Minimum initial investment (£), Minimum additional investment (£), and Minimum amount per policy (£). The table data is as follows:

Company	Contract	Minimum initial investment (£)	Minimum additional investment (£)	Minimum amount per policy (£)
AXA Wealth	Investment Bond (Adviser Charging)	£15,000	£1,000	£500
Canada Life	CanInvest Select Account	£5,000	£1,000	£1,000
Standard Life Assuran	Onshore Bond (Wrap)	£5,000	£1,000	£0
Standard Life Assuran	Tailored Investment Bond	£15,000	£2,500	£150
Sterling Assurance	Sterling Investment Bond	£5,000	£1,000	£0

You can remove fields either by clicking on the name again, or by clicking the right mouse button over the column header in the grid and choosing remove from grid.

You can add several fields to the grid at once by clicking on the **Options** link in the top-right of the grid, and then clicking on **Field chooser**. This displays the pop-up window, illustrated by the second screenshot, where you simply tick all the fields you want to display in the grid (note that the Field Chooser window has the same tabs as the filtering window – you can choose from data items on any of the tabs).



N.B. If you want to compare all the features of the contracts, it's quicker to use the **Comparison** tool on the menu bar below the page's title. This is described and illustrated in the section below about manually selecting contracts.

As in any spreadsheet-style software, you can sort the grid simply by clicking on a column header. Clicking on the header again re-sorts in descending order. Alternatively, you can right-click the column header to be shown a context menu that offers the choice of sorting the column by ascending or descending values (as well as the facility to remove the column from the grid).

Once you have added a column to the grid, you can filter on its values by clicking on one of the cells in the column.