How do I filter on field values in the grid?

Last Modified on 01/06/2017 2:36 pm BST

When you have added a data column to the grid you can then filter the grid by clicking on values in the column. For example, in the first screenshot, clicking on the highlighted "Yes" value (or any of the other Yes values below it) would add filtering on phased investment.

Filtering		Ranking P Report P Quote Comparison Change title Save as PDF Delete Copy Send Ni All 20 contracts - 0 manually excluded			
Discounted gift bond	^	Company	Contract	Phased investment facility	ptions
Single life	v	Aviva Life & Pensions UK Limited	Select Investment Growth & Income Option	No	
Joint life first death		AXA Wealth	Investment Bond (Adviser Charging)	Yes	
Joint life first death		Canada Life	CanInvest Select Account	Yes	
Joint life last survivor		HSBC Life (UK) Ltd	HSBC Onshore Investment Bond (Select 0.35)	Yes	
Extra life cover available		Legal & General	Select Portfolio Bond	No	
		MetLife Services Ltd	MetLife Investment Bond	Yes	
Life of another		Nucleus	Nucleus Onshore Bond	No	
Death benefit		Old Mutual Wealth	Collective Investment Bond	Yes	
Phased investment facility		Prudential Intermediary Division	Prudence Inheritance Bond	No	
		Prudential Intermediary Division	Prudential Investment Plan (PIP)	Yes	
Split investment (UL/UWP)		Prudential Intermediary Division	Prudential Onshore Portfolio Bond	No	
Segmentation		Sanlam	Portal Onshore Bond	No	
		Sanlam	Versatile Investment Portfolio	Yes	
Loyalty bonus		Scottish Friendly	Scottish Friendly Onshore Bond Platform Account	No	
Clear all filters Audit trail		Scottish Widows	Investment Bond - Initial charge option	No	
Import filter		Scottish Widows	Investment Bond - Withdrawal charge option	No	

In other words, you can add fields to the grid to see which contracts offer that feature, and then only filter on the value after you've found out this information. This is effectively a "query by example", and can be easier to use than creating filters manually using the field list to the left of the screen.

If you click on a numeric field rather than a yes/no field then the system displays the pop-up menu illustrated by the second screenshot.

Filtering	8	Ranking 🖗 Report 📽 Quote Com	parison Change title Save as PDF Delete Cop	y Send Not share	d He	
Peatures Sectors Conditions Stats	PP 🔳	All 20 contracts - 0 manually excluded Option				
Discounted gift bond	~	Company	Contract	Phased		
Discounted gift friendly		Company	Control des	facility		
Single life		Aviva Life & Pensions UK Limited	Select Investment Growth & Income Option	No	^	
		AXA Wealth	Investment Bond (Adviser Charging)	Yes		
Joint life first death		Canada Life	CanDrivest Select Account	Yes		
Joint life last survivor		HSBC Life (UK) Ltd	HSBC Onshore Investment Bond (Select 0.35)	Yes		
Extra life cover available		Legal & General	Select Portfolio Bond	No		
	_	NetLife Services Ltd	MetLife Investment Bond	Yes	_	
Life of another		Nucleus	Nucleus Onshore Bond	Field options	andi	
Death benefit		Old Nutual Wealth	Collective Investment Bond	Filter on this value Show contents		
Phased investment facility		Prudential Intermediary Division	Prudence Inheritance Bond			
Phased invescment facility		Prudential Intermediary Division	Prudential Investment Plan (PIP)	Yes		
Split investment (UL/UWP)		Prudential Intermediary Division	Prudential Onshore Portfolio Bond	No		
Segmentation		Sanlam	Portal Onshore Bond	No		
	~	Sanlam	Versatile Investment Portfolio	Yes		
Loyalty bonus		Scottish Friendly	Scottish Friendly Onshore Bond Platform Account	No		
Clear all filters Audit trail		Scottish Widows	Investment Bond - Initial charge option	No		
Import filter		Scottish Widows	Investment Bond - Withdrawal charge option	No		

This provides three different filtering options: greater or equal to, less or equal to, and simply equal to.

You cannot filter on fields which are purely textual rather than numeric. If you click on these fields then the system simply shows the field's contents in a pop-up window.