# Market Insight

Decide with Confidence

Top Tips

The Data Grid tool within Market Insight offers a view of your selected records and can be used to manually check data you have selected before preparing to export. It is possible to sort and group data by any of the variables in your database and view individual records one by one if required.

Here are some top tips to help you get the most out of your Market Insight Data Grids.
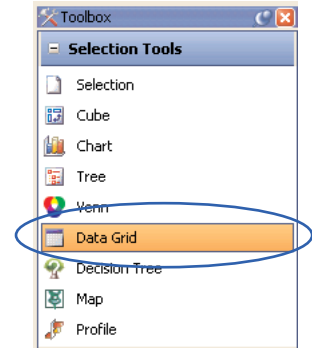
Top Tip 1 – Dragging in columns & templates

Simply drag the data variables from the System Explorer menu one by one and drop them into the data grid to select the columns you wish to view. Then press the green Play button as usual. Drag to the left-hand half of a field already displayed to insert a new field to the left of it and vice versa. Beware of dragging into the "Group By" area.

To save time when performing regular exports, set up a template of columns by naming the data grid and dragging it into the "My Templates" area at the bottom of the Toolbox menu. Next time you can simply drag and drop the template on to a selection and all of the columns will appear automatically without you having to drag and drop them in one by one.
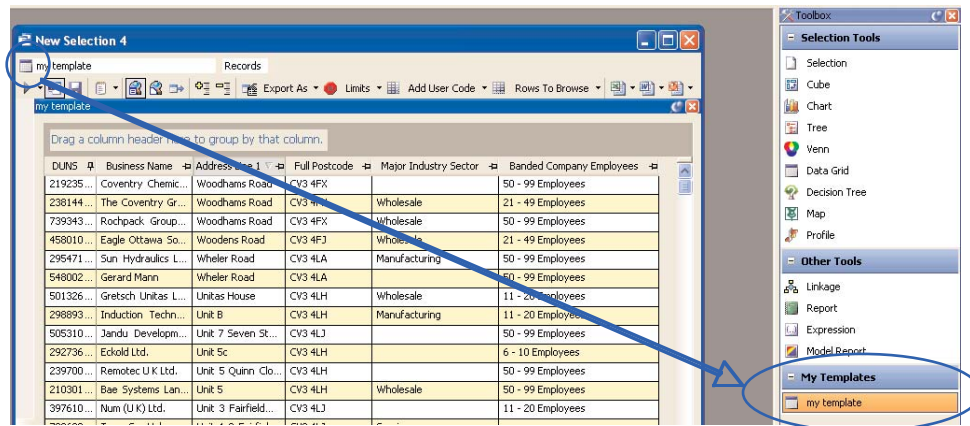
NB: The data fields displayed will depend on the data you have licensed from D&B. If you see blank address data in the data grid it is because you have not licensed the records.

Top Tip 2 – Sorting and "Pinning" columns

Simply click on the column headers to sort by that column or right click for a range of options. Use the Pin icon within each column header to move that column over to the left and fix it in the display when you scroll horizontally. Rearrange columns by simply dragging headings left and right.

Top Tip 3 – Maximum row settings

Data grids default to show a maximum of 1000 records. If you need to view more records then click on the "Rows To Browse" option and increase the setting.
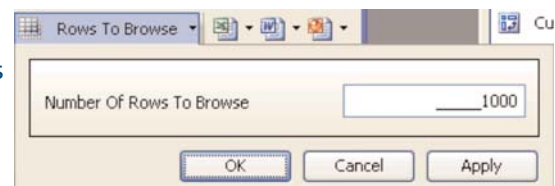
Be careful not to set this too high as it may take a long time to display. You can change the default by using a template or changing the Tools-Options settings.

Top Tip 4 – View individual records

Click on the "Browse Page View" icon and use the scroll bar at the bottom to view records individually. Right click on a heading to view codes, display unclassified as spaces and to aggregate numeric data.

Top Tip 5 – Dragging out specific DUNS numbers

In order to drag out specific records from a data grid into a new selection simply highlight the records you require using the Ctrl key and then drag and drop the records onto workspace. A selection will then be built which you can save and use to retrieve these exact records (by DUNS number) in the future.

You have to include DUNS numbers yourself for this to work.
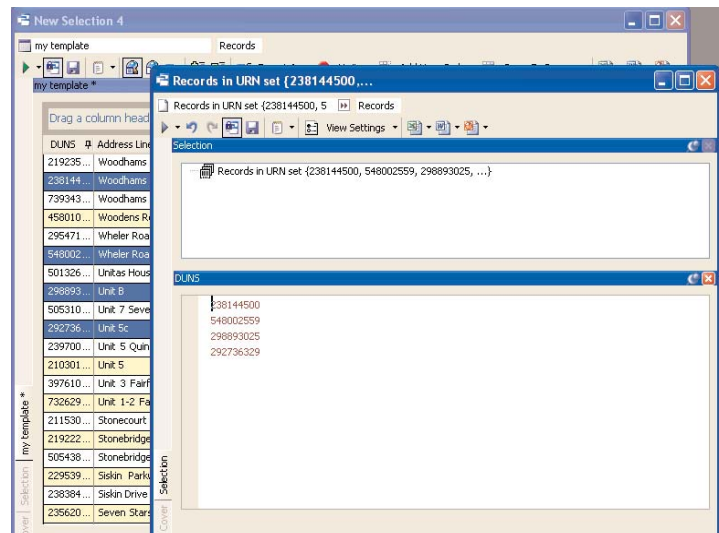
Top Tip 6 – Group data by column

To group your data by one of the columns within your data grid then simply click on the header row and drag it into the "Drag a column header to group by that column" box. To select multiple column headings for grouping you will need to open up the grouped data categories by clicking on the + signs and then drag in the additional column headers you require.