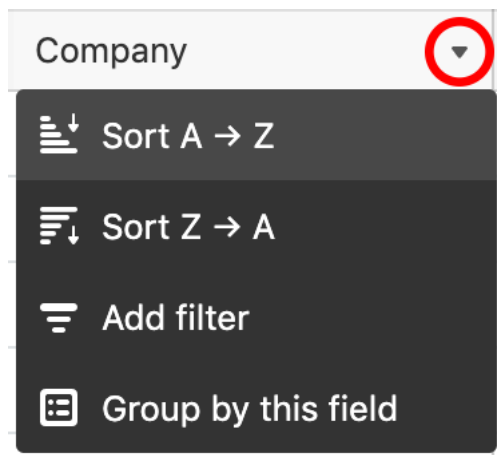# UK Manufacturers Guide

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User Guide
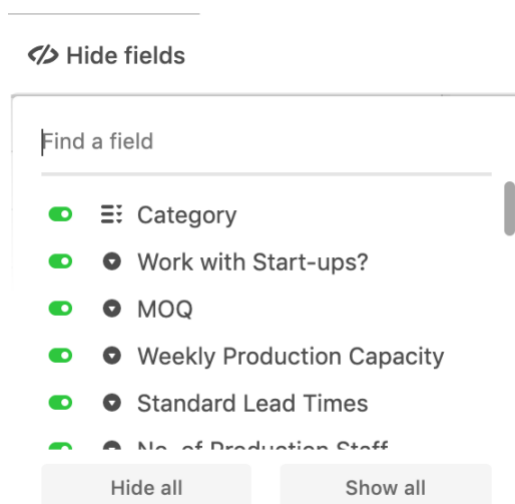
Organise Data by Field

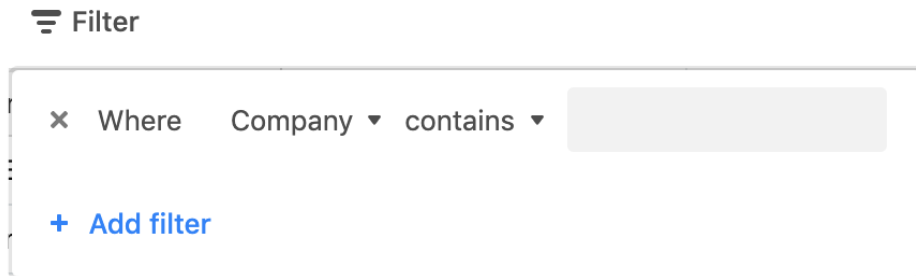Use the drop down arrow in the field header to sort, add filter or group data.

Hide Fields

Use this function to hide certain fields of information. Use the toggles to turn off fields you don't want to see.
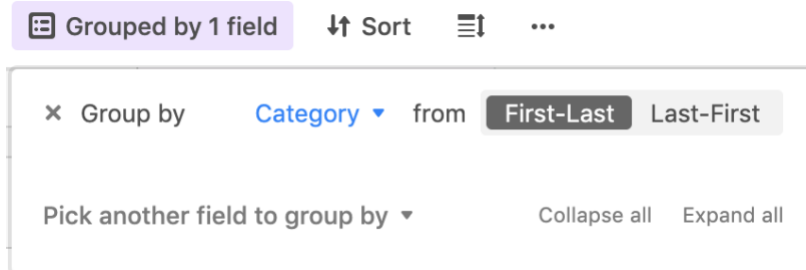
Filter

Use this function to filter the data to your own criteria. Use the drop down to select the field, then apply your criteria using the following drop down and text entry box. You can apply multiple filters using the 'Add filter' function
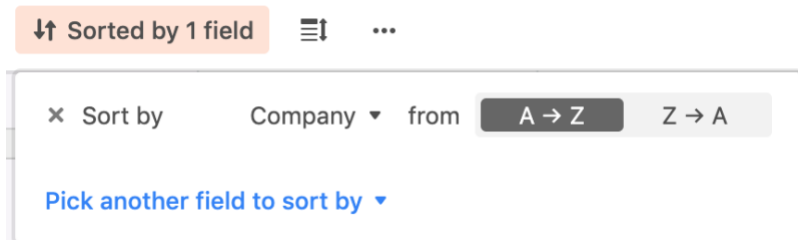

Group

Use this function to group the data together. Use the drop down to select which field you want to group by, then how you want the data sorted.
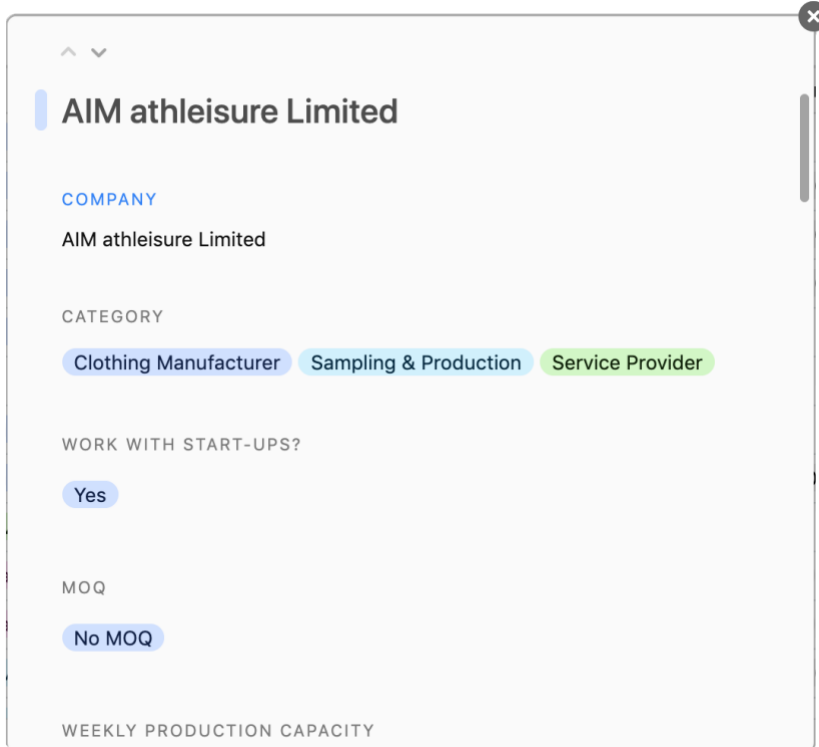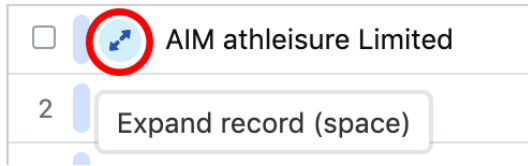

Sort

Use this function to sort the data in the order you need. Use the drop down to select which field you want to sort by, then how you want the data sorted.

Expand Record

Click on the blue arrow symbol to expand the record for a particular business. This will display all oinformation.

Need further help?

If you need any further help, or have comments or suggestions for us on the Make it British Uk Manufacturers Guide please email us at hello@makeitbritish.co.uk