How to guide
Ninja tables

parentapps
engagement made easy

Any table created on a Parentapps website is fully responsive. We have carefully considered how mobile users will access information contained within a table and we ensure that we optimise the table for best view.

When we handover your website we would have branded the table using your school colours and fonts. We do this to ensure the consistency of the overall brand for the school.

This document will outline how to do some of the most common things with your table.
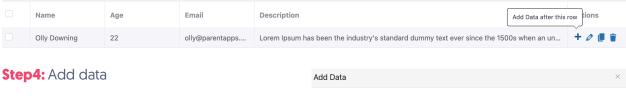
Contents

How to add / remove a cell in your table

Step 1: Click NinjaTables Pro
Step 2: Hover over the table name and click 'edit'
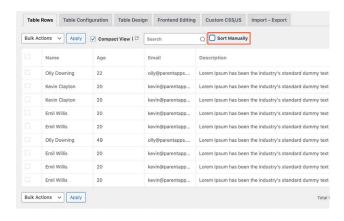**Step 3:** Hover over the '+'

	Name	Age	Email	Description		tions
	Olly Downing	22	olly@parentapps....	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an un...	Add Data after this row	✚ ✎ ▭ 🗑

Step4: Add data

Add Data ✕

Name
[Name]

Age
[Age]

Email
[Email]

Description
[Description]

☑ Continue Adding   ⚙ **Add**

How to change the order of a cell in your table

Step 1: Select the 'sort manually'

Table Rows	Table Configuration	Table Design	Frontend Editing	Custom CSS/JS	Import - Export

Bulk Actions ▾ | Apply | ☑ Compact View | ⧉   Search 🔍 | ☑ **Sort Manually**

	Name	Age	Email	Description
☐	Olly Downing	22	olly@parentapps....	Lorem Ipsum has been the industry's standard dummy text
☐	Kevin Clayton	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text
☐	Kevin Clayton	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text
☐	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text
☐	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text
☐	Olly Downing	49	olly@parentapps...	Lorem Ipsum has been the industry's standard dummy text
☐	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text
☐	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text
☐	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text

Bulk Actions ▾ | Apply | Total !

Step 2: Hover over the first column between each cell and drag them up and down to change the row orders.

Olly Downing	22	olly@parentapps....	Lo
Kevin Clayton	20	kevin@parentapp...	Lo
Kevin Clayton	20	kevin@parentapp...	Lo
Emil Willis	20	kevin@parentapp...	Lo
Emil Willis	20	kevin@parentapp...	Lo
Emil Willis	20	kevin@parentapp...	Lo
Olly Downing	49	olly@parentapps....	Lo
Emil Willis	20	kevin@parentapp...	Lo
Emil Willis	20	kevin@parentapp...	Lo

How to duplicate a table

Step 1: Hover other the table name and it will reveal extra options, then select duplicate

ID ⇕	Title ⇕	Description
52063	**Test Table** Edit | Preview | Duplicate | Delete	

All Tables

Step 2: Make sure you name the new table first before you start editing the table to make it easier to identify in the future

✎ Edit Test Table(Duplicate)   📄 [ninja_tables id="52640"]

Table Rows	Table Configuration	Table Design	Frontend Editing	Custom CSS/JS	Import - Export

Bulk Actions ▾ | Apply | ✓ Compact View | ⧉ | 🔍 Search | ☐ Sort Manually | Add

☐	Name	Age ⚙	Email	Description
☐	Olly Downing	22	olly@parentapps....	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an
☐	Kevin Clayton	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an

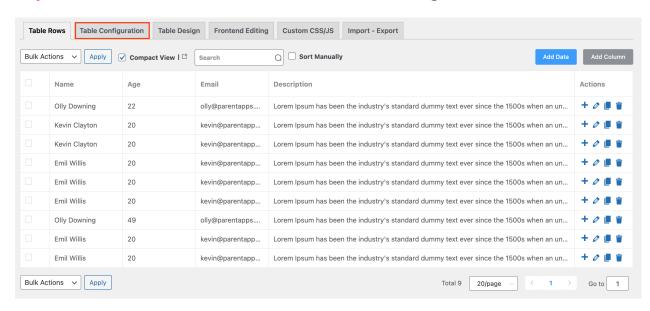# How to add or remove a column in your table

Step 1: Once the table is selected click on the tab for 'Table Configuration'

Table Rows	Table Configuration	Table Design	Frontend Editing	Custom CSS/JS	Import - Export	

Bulk Actions ▾　Apply　☑ Compact View | ⧉　Search 🔍　☐ Sort Manually　　　Add Data　Add Column

☐	Name	Age	Email	Description	Actions
☐	Olly Downing	22	olly@parentapps....	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an un...	✛ ✎ ▣ 🗑
☐	Kevin Clayton	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an un...	✛ ✎ ▣ 🗑
☐	Kevin Clayton	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an un...	✛ ✎ ▣ 🗑
☐	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an un...	✛ ✎ ▣ 🗑
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☐	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an un...	✛ ✎ ▣ 🗑

Bulk Actions ▾　Apply　　　　　　　Total 9　20/page ▾　‹ 1 ›　Go to 1

Step 2: Once the Table Configuration is selected click on the pencil tool

Table Rows	**Table Configuration**	Table Design	Frontend Editing	Custom CSS/JS	Import - Export

▦ Columns

▢ Rendering Settings

Custom Filters

Table Column Settings

Available Columns　　　　　　　　　　　　　　　　　　Add Column

≡ Name　　　　　　　　　　　　　　　　　　　　　　　　　✎

Step 2: The delete button is located in the bottom right

Data Type ⓘ 　Single Line Text Field ▾

Select HTML Field if you want to add Link, media or any type of html

Responsive Breakpoint ⓘ 　Always show in all devices ▾

Delete　Update

How to import a CSV into your table

Step 1: Look for the green button in the top right and select "Import Table"

Step 2: Select "Choose file" and "Import" Once you have uploaded your file you can begin to edit your table as you have previously.