

How to guide Ninja tables

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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.

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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 '+'

<input type="checkbox"/>	Name	Age	Email	Description	Actions
<input type="checkbox"/>	Olly Downing	22	olly@parentapps....	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an un...	+ ✎ 📄 🗑️

Step 4: Add data

Add Data ✕

Name

Age

Email

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	<input checked="" type="checkbox"/> Compact View	Search	<input type="checkbox"/> Sort Manually	
<input type="checkbox"/>	Name	Age	Email	Description	
<input type="checkbox"/>	Olly Downing	22	olly@parentapps....	Lorem Ipsum has been the industry's standard dummy text	
<input type="checkbox"/>	Kevin Clayton	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text	
<input type="checkbox"/>	Kevin Clayton	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text	
<input type="checkbox"/>	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text	
<input type="checkbox"/>	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text	
<input type="checkbox"/>	Olly Downing	49	olly@parentapps....	Lorem Ipsum has been the industry's standard dummy text	
<input type="checkbox"/>	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text	
<input type="checkbox"/>	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text	
<input type="checkbox"/>	Emil Willis	20	kevin@parentapp...	Lorem Ipsum has been the industry's standard dummy text	

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



How to duplicate a table

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

All Tables

ID	Title	Description
52063	Test Table Edit Preview Duplicate Delete	

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 Compact View | Search Sort Manually

<input type="checkbox"/>	Name	Age	Email	Description
<input type="checkbox"/>	Olly Downing	22	olly@parentapps...	Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an
<input type="checkbox"/>	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'

The screenshot shows the 'Table Configuration' interface. At the top, there are tabs: 'Table Rows', 'Table Configuration' (highlighted), 'Table Design', 'Frontend Editing', 'Custom CSS/JS', and 'Import - Export'. Below the tabs, there are controls for 'Bulk Actions' (with an 'Apply' button), 'Compact View' (checked), a search box, and 'Sort Manually' (unchecked). There are also 'Add Data' and 'Add Column' buttons. The main area displays a table with 9 rows and 5 columns: Name, Age, Email, Description, and Actions. Each row contains dummy data, and the Actions column has icons for adding, editing, and deleting. At the bottom, there are 'Bulk Actions' (with an 'Apply' button), 'Total 9', '20/page', and pagination controls.

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

The screenshot shows the 'Table Column Settings' interface. At the top, there are tabs: 'Table Rows', 'Table Configuration' (highlighted), 'Table Design', 'Frontend Editing', 'Custom CSS/JS', and 'Import - Export'. Below the tabs, there is a sidebar with 'Columns' (selected), 'Rendering Settings', and 'Custom Filters'. The main area is titled 'Table Column Settings' and has a sub-section 'Available Columns' with an 'Add Column' button. A list of columns is shown, with 'Name' selected and a pencil icon next to it, which is highlighted with a red box.

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

The screenshot shows the configuration settings for a column. It includes a 'Data Type' dropdown set to 'Single Line Text Field', a note 'Select HTML Field if you want to add Link, media or any type of html', and a 'Responsive Breakpoint' dropdown set to 'Always show in all devices'. At the bottom right, there are 'Delete' and 'Update' buttons, with the 'Delete' button highlighted in red.



How to import a CSV into your table

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

ID	Title	Description	Data Source	ShortCode
52063	Test Table		default	[ninja_tables id="52063"]

Total 1 | 20/page | < 1 > | Go to 1

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

Import Table

NinjaTables can import tables from existing data, like from a CSV or JSON file. You can also import existing tables from the other WordPress table plugins.

Import Table from CSV / JSON File

Browse and locate a CSV/JSON file you backed up before.

Select the intended format and click **Import** button, we will do the rest for you.

Select file: Choose file No file chosen

Import Format: CSV - Comma-separated values [Check tutorial for importing data from CSV file here](#)

Convert to UTF-8 format (Check this if your csv is non-unicode format)

Import

Import From Other WP Table Plugin

To import from other WordPress plugins click the respective **Import** button.

- Table Press **Import**
- Ultimate Tables **Import**
- Data Tables Generator by Supsysitic **Import**