Appending Data to a Table

							Unlocked	~
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INTEREST	Hull All F	tisks: Aircraft as	per schedu	le against a	ill risks	of loss or	damage	
Edit 🔶	Reg	ALCOLD T, JOS	Config	Delivered	No.	Age		
	C-FYJI	Airbus A319-100	C14Y106	May-97	258	21.0 Years		
	C-FYKC	Airbus A319-100	C14Y106	Jun-97	222	20.9 Years		
	C-FYKR	Airbus A319-100	C14Y106	Jul-97	261	20.9 Years		
	C-FZUH	Airbus A319-100	C14Y106	Aug-97	264	20.8 Years		
	C-FZUJ	Airbus A319-100	C14Y106	Sep-97	265	20.7 Years		
	C-FZUL	Airbus A319-100	C14Y106	Sep-97	266	20.7 Years		
	C-GAPY	Airbus A319-100	C14Y106	Oct-97	267	20.6 Years		
	C-GAQL	Airbus A319-100	C14Y106	Oct-97	268	20.6 Years		
	C-GAQX	Airbus A319-100	C14Y106	Oct-97	269	20.6 Years		
	C-GAQZ	Airbus A319-100	C14Y106	Jun-15	270	20.6 Years		
	C-GARG	Airbus A319-100	C14Y106	Nov-97	271	20.5 Years		
	C-GBHM	Airbus A319-100	C14Y106	Jan-98	274	20.4 Years		
	C-GBIP	Airbus A319-100	C14Y106	Apr-98	285	22.7 Years		
	C-GITP	Airbus A319-100	C14Y106	Aug-01	286	16.8 Years		
	C-GITR	Airbus A319-100	C14Y106	Sep-01	287	16.7 Years		
	C-FDCA	Airbus A320-200	C14Y132	Jun-12	405	26.8 Years		
	C-FDQQ	Airbus A320-200	C14Y132	Jan-90	201	28.5 Years		
	C-FDQV	Airbus A320-200	C14Y132	Feb-90	202	28.5 Years		
	C-FDRH	Airbus A320-200	C14Y132	Feb-90	203	28.5 Years		
	C-FDRK	Airbus A320-200	C14Y132	Mar-90	204	28.4 Years		
	C-FDRP	Airbus A320-200	C14Y132	Oct-90	205	27.7 Years		
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Open the contract, navigate to the contract heading with the table to append data to, hover over the contract heading text, and click 'Edit'.

INTEREST	≜ B	I <u>U</u> A	Airt A: 10-200	0177132	Normal	206	00	
		C-FDST	Airbus A320-200	C14Y132	Nov-90	207	27.6 Years	
	//	C-FDSU	Airbus A320-200	C14Y132	Jan-91	208	27.5 Years	
		C-FFWI	Airbus A320-200	C14Y132	Feb-91	209	27.4 Years	
		C-FFWJ	Airbus A320-200	C14Y132	Feb-91	210	27.4 Years	
Cancel		C-FFWM	Airbus A320-200	C14Y132	Mar-91	211	27.3 Years	
Save		C-FFWN	Airbus A320-200	C14Y132	Mar-91	212	27.3 Years	
		C-FGJI	Airbus A320-200	C14Y132	Jan-15	241	16.1 Year	
		C-FGKH	Airbus A320-200	C14Y132	Feb-15	242	15.2 Years	
		C-FGYL	Airbus A320-200	C14Y132	Dec-91	218	26.6 Years	
		C-FGYS	Airbus A320-200	C14Y132	Dec-91	219	26.6 Years	
		C-FKCK	Airbus A320-200	C14Y132	Jan-92	220	26.5 Years	
		C-EKCO	Airbus A320-200	C14Y132	Feb-92	221	26.4 Years	
	Ap	pend Row(s) Below 0-200	C14Y132	Dec-91	219	26.6 Years	
		+ 🛉	× usA320-200	C14Y132	Jan-92	220	26.5 Years	
	3	o insert a tal	ble, copy and pas	te the source	e table into th a tables may r	e desir not exp	ed position wit ort neatly.	thin the tex
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Click on the clipboard icon that pops up from the '...' button. Whichever row you append from, the data is appended at the bottom of the table.



Ensure that the data to be added is arranged in rows within an Excel worksheet or a Word table. The column structure must be identical to that of the destination table, with no header row. Select and copy the data to append as if you were pasting it as normal.

INTEREST	≜ B	IUA	Airbus A320-200	C14Y132 C14Y132	Normal	207	00	
	▼ .	- C-FFWI	Airbus A320-200	C14Y132	Feb-91	209	27.4 Years	China
		• C-FFWJ	Airbus A320-200	C14Y132	Feb-91	210	27.4 Years	China
		- C-FFWM	Airbus A320-200	C14Y132	Mar-91	211	27.3 Years	China
Cancel		C-FFWN	Airbus A320-200	C14Y132	Mar-91	212	27.3 Years	China
Calicei		• C-FGJI	Airbus A320-200	C14Y132	Jan-15	241	16.1 Year	China
		C-FGKH	Airbus A320-200	C14Y132	Feb-15	242	15.2 Years	China
		- C-FGYL	Airbus A320-200	C14Y132	Dec-91	218	26.6 Years	China
		- C-FGYS	Airbus A320-200	C14Y132	Dec-91	219	26.6 Years	China
		- C-FKCK	Airbus A320-200	C14Y132	Jan-92	220	26.5 Years	China
		- C-FKCO	Airbus A320-200	C14Y132	Feb-92	221	26.4 Years	China
		- C-FGYS	AirbusA320-200	C14Y132	Dec-91	219	26.6 Years	China
		· C-FKCK	AirbusA320-200	C14Y132	Jan-92	220	26.5 Years	China
		• C-FGUW	Airbus A320 200	0141/132	Dec 00	210	26.2 Year	Chiba
		• C-FKAR	Airbus A320-200	C14Y132	Feb-92	220	26.4 Years	China
		• C-FKAX	Airbus A320-200	C14Y132	Apr-91	220	25.1 Years	China
	6	To insert a ta box above. P	de, copy and pas lease note that u	te the source nusually wide	e table into th tables may r	e desin not exp	ed position ort neatly.	within the tex

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If your table includes validated data tags, the new rows are tagged and validated. Tagged data that fails validation is shown in red, with a yellow cell border.

INTEREST	-	в	<u>U</u> A	Airs A320-200	C1#132	Normal	200	00	
			C-FDST	Airbus A320-200	C14Y132	Nov-90	207	27.6 Years	
	11		C-FDSU	Airbus A320-200	C14Y132	Jan-91	208	27.5 Years	
			C-FFWI	Airbus A320-200	C14Y132	Feb-91	209	27.4 Years	
	_		C-FFWJ	Airbus A320-200	C14Y132	Feb-91	210	27.4 Years	
Cancel			C-FFWM	Airbus A320-200	C14Y132	Mar-91	211	27.3 Years	
Save			C-FFWN	Airbus A320-200	C14Y132	Mar-91	212	27.3 Years	
			C-FGJI	Airbus A320-200	C14Y132	Jan-15	241	16.1 Year	
			C-FGKH	Airbus A320-200	C14Y132	Feb-15	242	15.2 Years	
			C-FGYL	Airbus A320-200	C14Y132	Dec-91	218	26.6 Years	
			C-FGYS	Airbus A320-200	C14Y132	Dec-91	219	26.6 Years	
			C-FKCK	Airbus A320-200	C14Y132	Jan-92	220	26.5 Years	
			C-FKCO	Airbus A320-200	C14Y132	Feb-92	221	26.4 Years	
			C-FGYS	AirbusA320-200	C14Y132	Dec-91	219	26.6 Years	
			CHOK	AirbusA320-200	C14Y132	Jan-92	220	26.5 Years	
		1 To	o insert a tal ox above. P	be, copy and pas lease note that u	ste the source nusually wide	e table into th a tables may r	e desir not exp	ed position w ort neatly.	ithin th

Click on the '...' button to the left of any table row.



Correct any failed validations and click the 'Save' button.

Please note that this functionality allows users to include blank header-row only tables in templates that can later be populated in live contracts, ensuring standardised tables.

