



# Manually Viewing and Editing Matchgrid Records


The contents of a Matchgrid may be viewed and manually changed via *Matchgrid > Manage > Display*. Normally, this is not recommended as it may cause inconsistencies between upstream Systems of Record and Match, however there may be some circumstances in which it is necessary to manually add or edit a record. Currently, only Matchgrid Administrators can perform these operations.

The primary circumstance for manually editing a record is to force a record to re-match a record to a different Reference Identifier, in the event that a record is incorrectly matched. (Under normal circumstances, Matchgrid Administrators and Reconciliation Managers should use the interface for [Reviewing Pending Match Requests](#) to handle records where the match process has resulted in an unresolved potential match.)

The attributes displayed for the Matchgrid Index can be configured on a per-[Attribute](#) basis.

 Values must be entered in the same format as expected via the API.

 Records can only be assigned to a Reference identifier that is already in use (to re-match to an existing record) or given the special identifier `new` to indicate that a new Reference Identifier should be assigned. It is not possible to otherwise assign specific identifiers, as doing so could cause the internal assignment mechanisms to fall out of sync.

 If Match Rules are run as part of a manual operation, and the Rules generate a Pending Match, notifications (as described in [Reviewing Pending Match Requests](#)) will *not* be sent. The administrator will be immediately redirected to the Pending Match Resolution page.

## Reference Identifiers and Edit Operations

When manually editing an existing record, Match will process the request differently according to that status of the Reference Identifier field:

Current Reference Identifier	New Reference Identifier	Match Rules Run?	Action
Exists	Unchanged	No	Match Attributes are updated
Exists	Value "new"	No	New Reference Identifier generated and assigned to record (replacing current Reference Identifier)
Exists	Blank	Yes	Record is re-matched
Exists	Any other value	No	If provided value is an existing Reference Identifier, record is updated, else error
Does not exist	Value "new"	No	New Reference Identifier generated and assigned to record
Does not exist	Any other value	No	If provided value is an existing Reference Identifier, Identifier is assigned to record
Does not exist	Blank	Yes	Record is matched