How To's

Any way to for me to access the Totals line on reports? My added fields sometimes don't have totals.

Yes, you can get the 'Totals' line in the correct format by following these steps:

1. Edit the report and select the added field.
2. Choose a 'Format' for the field. If it's a number, choose one of the number formats (e.g. '#0', '#0.0', etc) and it will sum the totals. If it's text, leave it blank or choose '-'.

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