

Totals

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Totals are performed in report builder mode and can be seen in the view mode of the report.

Performing totals on any column in the report

To perform totals on any column in the report:

1. Go to the [Report Builder](#) .
2. Hover on the column header where the total is to be performed. The down arrow displays in the right side of the column header.
3. Select the down arrow. The column context menu appears.
4. Select **Show Totals**. The Totals menu appears.
5. Select **Show grand totals**.
6. Select any arithmetic option, see table below.
7. Select **OK**. The totals appear below the column header of the corresponding column.

Performing sub totals on any column in the report

Sub totals can be performed only when a report is already grouped by some column. Please refer to [Grouping](#) to see how grouping on a column is performed.

To perform sub totals on any column in the report:

1. Go to the [Report Builder](#) .
2. Hover on the column header where the sub totals are to be performed. The down arrow displays in the right side of the column header.
3. Select the down arrow. The Column Header Context menu appears.
4. Select **Show Totals**. The Totals menu appears.
5. Select **Show sub totals**.
6. Select any arithmetic option, see table below.
7. Select **OK**. The sub totals appear below the column header for each group.

Arithmetic options

Arithmetic options on Totals / Sub totals vary depending on the column type as shown in

the table.

Text Field	Number Field	Date Field	Date and Time Field	Time Field
	Count			
	Count unique	Count	Count	Count
Count	Count all	Count unique	Count unique	Count unique
Count unique	Sum	Count all	Count all	Count all
Count all	Average	Max	Max	Max
	Max	Min	Min	Min
	Min			
