

Summarising Reports

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Summarise is performed on reports to summarise the data of the report. Summarise can be performed on report level and on column level.

Summarising on Report Level

To summarise on Report Level:

1. Go to report builder of the report where the summarise is to be performed, see [Creating or Editing Reports](#).
2. Select the top most node in Relationship viewer. Summarise is performed on the whole report.
3. In the Relationship viewer pane, select Summarise icon. The Summarise dialogue appears.
4. Select the required arithmetic function for each of the columns.
5. Select **OK**. The summarised report displays.
6. Select **SAVE** to save the report. The data displays in view mode of the report.

Summarising on Column Level

Summarising on column level is usually done between a column and another related column of the report.

For example, Student name is a column and Subjects is a related column on student report. To find the number of subjects each student has, summarising as count on subjects column displays the number of subjects each student has.

To summarise on Column Level:

Method 1

1. Go to report builder of the report where the summarise is to be performed, see [Creating or Editing Reports](#).
2. Hover on the column you want to summarise.
3. Select the down arrow which appears to the right of the column.
4. Select **Summarise**. The Summarise dialog appears.
5. Select the required arithmetic function for the column.

6. Select **OK**.
7. Select **SAVE** to save the report. The data displays in view mode of the report.

Method 2

1. Go to report builder of the report where the summarise is to be performed, see [Creating or Editing Reports](#).
2. Add the related column to the report.
3. Select the **Related Node**.
4. Select **Summarise**. The Summarise dialogue appears.
5. Select the required arithmetic function for the column.
6. Select **OK**.
7. Select **SAVE** to save the report. The data displays in view mode of the report.

Summarise Operators

Summarise

Select how to summarise all columns in report

Text	Number	DateTime	Date	Time	Single Select Choice
<input checked="" type="checkbox"/> Show values					
<input type="checkbox"/> Count					
<input type="checkbox"/> Count unique					
<input type="checkbox"/> Count all					
<input type="checkbox"/> List	<input type="checkbox"/> Sum	<input type="checkbox"/> Max	<input type="checkbox"/> Max	<input type="checkbox"/> Max	<input type="checkbox"/> Max
	<input type="checkbox"/> Average	<input type="checkbox"/> Min	<input type="checkbox"/> Min	<input type="checkbox"/> Min	<input type="checkbox"/> Min
	<input type="checkbox"/> Max				<input type="checkbox"/> List
	<input type="checkbox"/> Min				