Summaries

Report Designer gives the company and its users the ability to display the summary of your data for any column in the created table. It can be in the form of various functions such as the following:

- Sum
- Count
- Distinct Count
- Average

For example, if one wants to display the number of all the events for the month of November it can now be done by adding a Count summary at the field and the number will display at the end of the column.

Adding a summary to a specific column

- Go to the table, right click on the name of the column you want to add the summary and select the **Add Summary** (The summary information is added to the group header or it is added to the bottom of the column if there are no groups are included in the table)

Removing a summary from a specific column

- Go to the table, right click on the name of the column you want to remove the summary and select the **Remove Summary** That will also remove the summary information from the table.

Adding or removing summaries from all columns

- Click on the icon and select **Detailed Data.**