

# 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 '-'.

Unique solution ID: #0

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