

# Crystal Reports 9.0

## Summaries, Totals, Text and Special Fields (Lesson 9)

### Lesson 9

#### Introduction

Crystal 9.0 provides tools to summarize reports, create running totals and add special fields to the reports.

Open the Crystal Report titled *Training.rpt*.

#### Process Summary

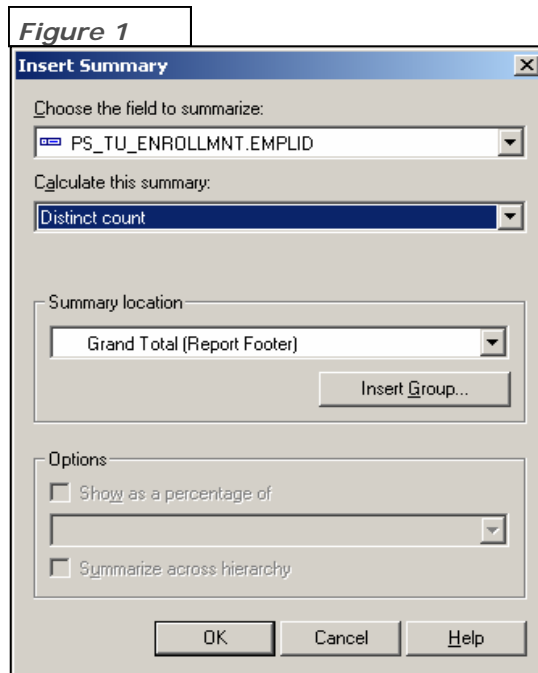
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#### Summaries

Click on **Insert > Summary**. Select the **PS\_TU\_ENROLLMNT.EMPLID** for the field to summarize on or select another field of your choice.

For **Calculate this summary**: select **Distinct Count**. This will only count an EMPLID once, even if it appears in the report twice.

Click **OK**. The summary field is automatically placed in the Report Footer. Run the report, either by clicking the lightning bolt to refresh it, or click **Preview**. Navigate to the last page to see the distinct count of records.



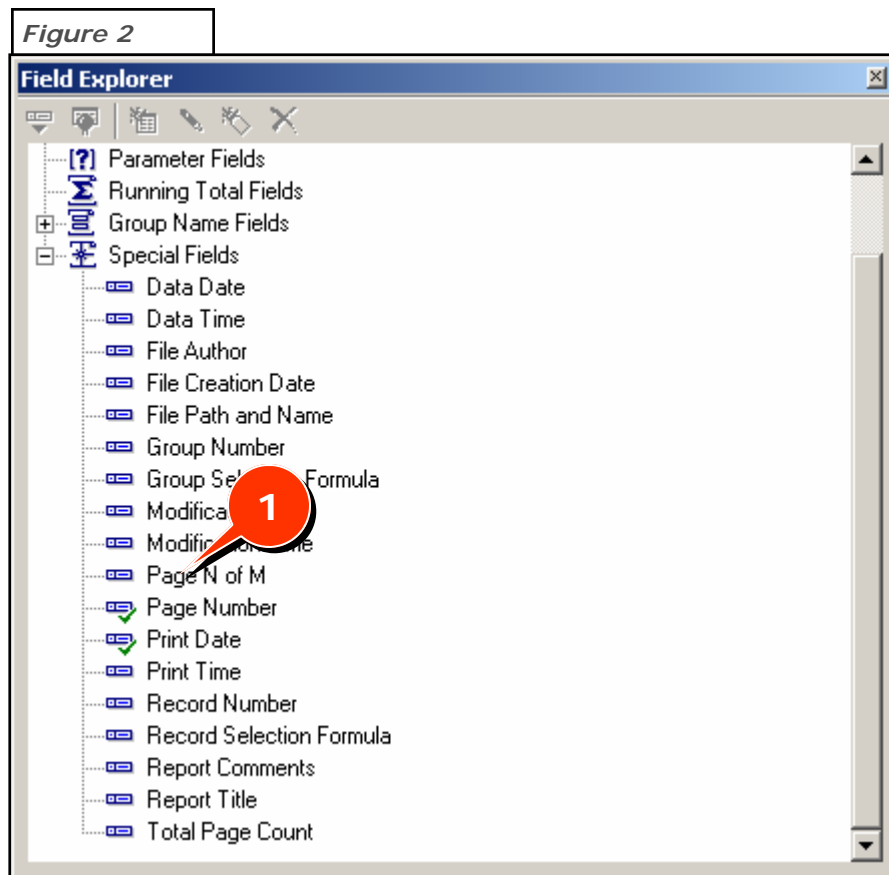
#### Running Totals

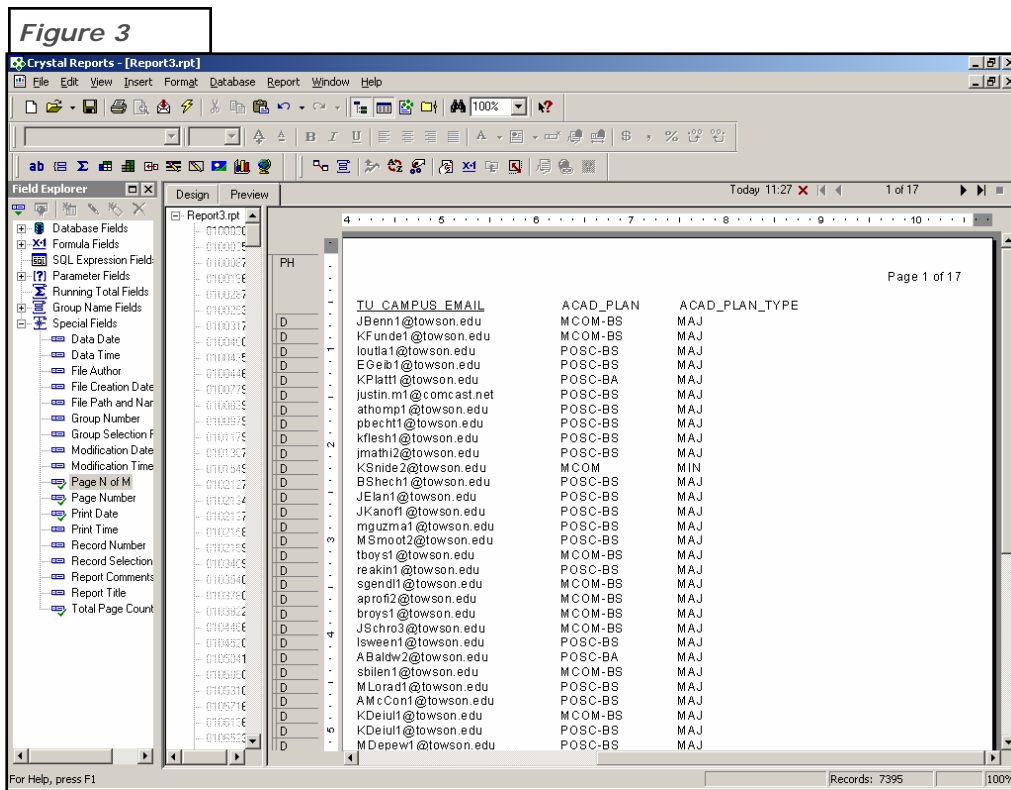
Another type of summary is a Running Total. Though there are several options, Running Totals can be based on groups, resetting the value after each group.

## Special Fields

Select **Special Fields** (Figure 2, 1) from the **Field Explorer** (Figure 2) to see the pre-defined fields can be added to the report. As the default, **Print Date** was added to the Page Header, and **Page Number** was added to the Page Footer of our report. These can be moved or deleted from the report.

Delete the page number (at the bottom of the page) that was included by default when the report was created.





In Design Mode, drag **Page N of M** to the right hand side of the Page Header, on the same guideline as the date. Click the **Align Right** icon on the toolbar. Preview the report (Figure 3).

Another option is to include summary information about the report as indicated below (Figure 4). This is found under **File > Summary Info**.

Here you can type your name as the author and any other information you wish to record.

Save the report (*Training.rpt*).

[Go to Lesson 10 - Exporting to Excel](#)

