

Formulas

Formulas allow you to do calculations, parse strings, insert images, and much more. Formulas are the composition of functions, parameters, Data Fields and references to other cells.

Functions

Functions must begin with an '=' sign. You can use more than one function in each cell. Additionally there are logical functions that allow for if/then/else conditional statements. Functions include date, financial, information, logical, mathematical, statistical, text and data.

Note: Function names **are not** case sensitive (aggSum is the same as AggSum).

For a complete list of functions, including description, remarks and examples, refer to **Full Description of Functions**.

Parameters

To call a parameter, enter its name between '@' signs. Parameters can be used in functions or alone in a cell following an '=' sign.

Note

Parameters **are** case sensitive (pageNumber is **not** the same as pagenumber).

Parameter names should not contain the '@' symbol.

For a list of parameters, including a description see **Full Description of Parameters**. Your administrator has the ability to create additional parameters.

Data Fields

To use a Data Field as part of a function enter the name between curly brackets (Ex. {Orders.OrdersID}).

Referencing a Cell

To reference another cell's value enter the column name with a capital letter and the row number between square brackets (Ex. [A2]). A cell reference can be used in functions or alone in a cell following an '=' sign.

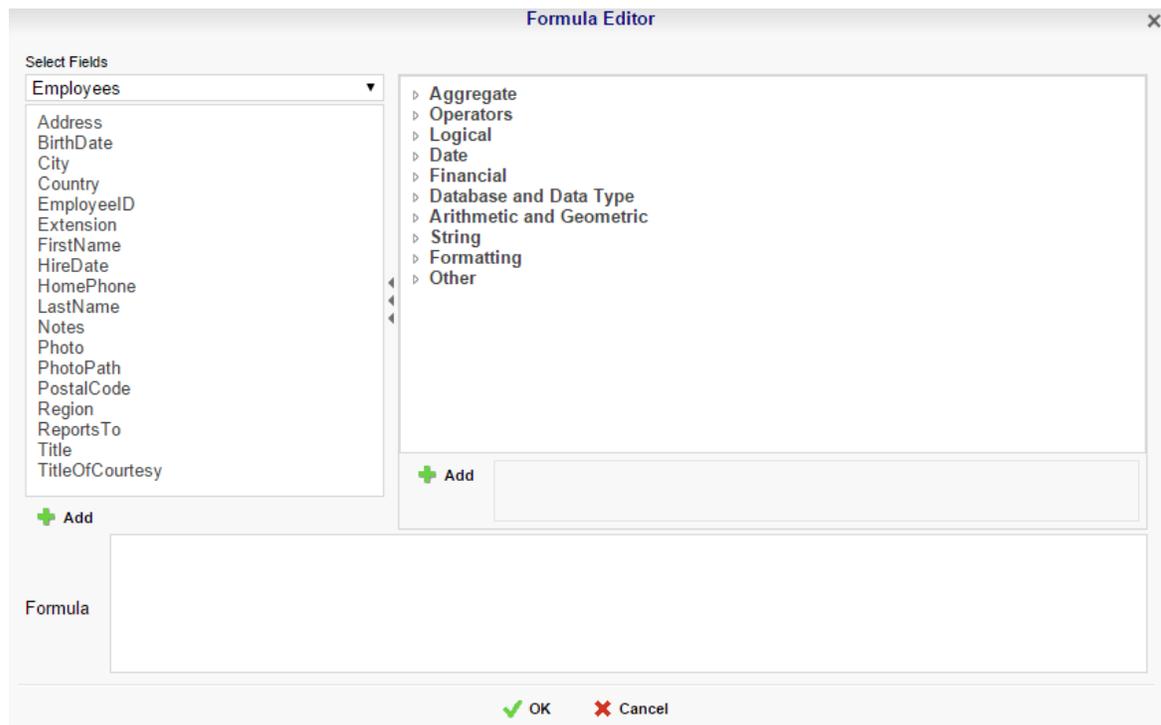
Note: Cell references will update if rows or columns are added or deleted; however, dragging a cell will **not** update cell references. This may cause errors in your formulas.

Using Formulas

Formulas can either be entered in the Formula Editor or by manually written into cells.

Formula Editor

1. Navigate to the **Report Designer**.
2. Click in the cell you want the formula to be in.
3. Click the Formula Editor Button ($\sum x$).



4. Create the desired formula by selecting the desired functions and clicking add or drag and dropping into the Summary box.

Note

When embedding functions begin with the outermost function and add them moving inward. (ex. To get =TRUNCATE(SQRT(162)), first add Truncate then the square root function.)

5. Click OK.

Manual Formulas

To manually add formulas:

1. Navigate to the **Report Designer**.
2. Double click in the desired cell.
3. Enter the formula.
4. Save the report.