Add Calculated Columns

Calculated Column takes information from two existing fields and performs a calculation between the wo fields to present new data.

wo types of calculated columns may be created based on the fields that are added to the Columns ane: **Number-based** and **Date-based** calculated columns.

- Available calculations for **numeric-based** calculated columns are: **Addition (+), Subtraction (-), Multiplication (x), Division (/)**
- Available calculations for **date-based** calculated columns are: **Days between, Months between, Age**

he first step to creating a calculated column is to verify that the fields you want to be calculated are added o the Columns pane. The columns must exist in order for the calculation to occur.

1. Select **Reports** > **Builder**.

2. Use the **Show All** button to view all custom reports. Or use the **Search field** to further drill down your search.

3. Select the **Report** from the list.

4. Add the desired **columns** to the report.

5. Click the **Calculated link** found on the top right corner of the columns pane.

6. Enter the **Title** for the calculated column.

7. Select your **Calculation Type** (Number or Date).

8. Use the **Columns 1 Type** drop-down menu to select if the first column to be used in the calculation will be a Column, or a Fixed Value.

> ✨ Fixed Value should be used for certain reporting use cases that require calculations based on a fixed number rather than another column. For instance, for some services, the number of units is a fraction of the time spent (e.g., each unit represents 15 minutes).

9. For Number Calculation Type: Enter your fixed value 1 (this field accepts a minimum value of -99,999,999, a maximum value of 99,999,999, and up to 10 decimal places).

10. Use the **Calculation** drop-down menu to select the calculation (Plus, Minus, Multiplied By, Divided, By

11. Use the **Columns 2** drop-down menu to select the second column to be used in the calculation.

12. Click **Done**

🖉 If you ever want to edit a calculated column, all you have to do is right-click on the column name within the Report builder and select the "Edit Calculation" option.