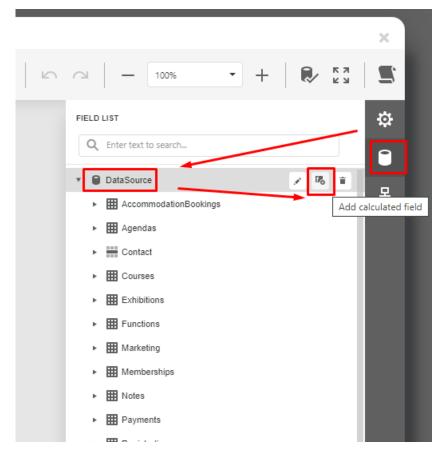
How do I combine multiple fields into one expression in a report?

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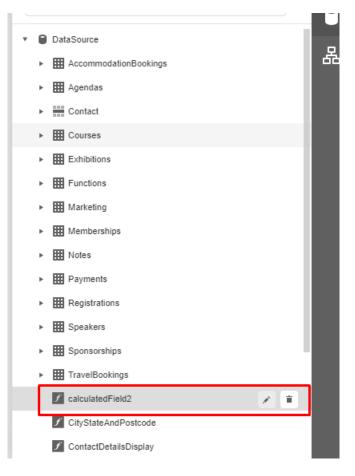
Combining multiple fields into one 'expression' helps you customize reports (or name badges).

In the example below, we're going to combine two fields, First Name and Last Name, to create a combined First Name Last Name Expression .

- 1. Go to the **Reporting** panel and locate the report you want to edit.
- 2. Create a copy of the report to work with (you can also rename it by double-clicking the copied version in your report list)
- 3. With your new copy selected, use the Edit button to open the Report Editor.
- 4. From the far right-hand menu, click the cylinder icon to open the Fields List
- 5. Click on the words Data Source in the data source heading, then the middle icon to Add a Calculated Field.



6. A new field appears in the list called calculatedField1 appears in the list.



7. Click on the **field** to select it.

8. Click the pencil icon to expand the options

 Have bookings 		
f calculatedField2		
Name	calculatedField2	
Display Name		
Field Type	None	•
Data Source	DataSource	•
Data Member		•
Expression		
▶ SCRIPTS		- 1

9. Rename the field e.g. FullName

10. click the three dots (...) in the expression field to open the Expression Editor

1 FaxDisplay	
🖋 FullName	× =
Name	FullName
Display Name	
Field Type	None 💌
Data Source	DataSource 🔹
Data Member	
Expression	· · · · ·
▶ SCRIPTS	
€ EullNameAndSu	-E.

11. The Expression Editor window appears.

Expression Edi)
1		
Fields Constants	Enter text to search AccommodationBookings	
▶ Functions	Agendas	
Operators	Gourses Exhibitions Euctions	

13. Select Fields in the left window.

14. In the second window, you can use the search bar to locate the fields you want to combine, but you may find multiple instances of them. In this example, you can expand the **Contact section** and expand that to show the **First Name** and **Last Name** fields (again, just for this example – select what you need).

15. Double click one at a time on First Name and Last Name The three fields will appear in the editing window at the

top of the window.

1 [Contact.First	t Name] [Contact.Last Name]
Fields	Q Enter text to search
Constants	✓ IsAgent
Functions	ab Last Name
 Functions Operators 	ab Last Name ab LinkedIn URL
	ab LinkedIn URL

16. Next, you will need to insert a space between each field. To do so, enter the following between each field:

1. + ' ' +

17. The above will be a **plus symbol**, followed by a **space**, **two single quotes**, also separated by a **space**, and a second **plus symbol**.

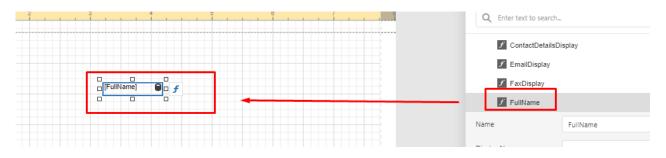
18. When you insert them, your expression will look like this:

Expression Edi	tor	×
1 [Contact.First	Name]+' '+ [Contact.Last Name]	
Fields	Q Enter text to search	

19. Instead of a space, you can instead use any desired character. e.g. you could use commas instead. To do so, simply add a comma between the first set of **single quotes**. Be sure the comma is followed by a space **within the single quotes**.

[Contact.PrimaryAddress.City] +', ' + [Contact.PrimaryAddress.State] +'' + [Contact.PrimaryAddress.Postcode]	*
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20 .Drag the field the desired location on your report or form.



20. Now, when you preview your report, itinerary, label or name badge, you will see the **Full Name** in the correct format.

Example Person