

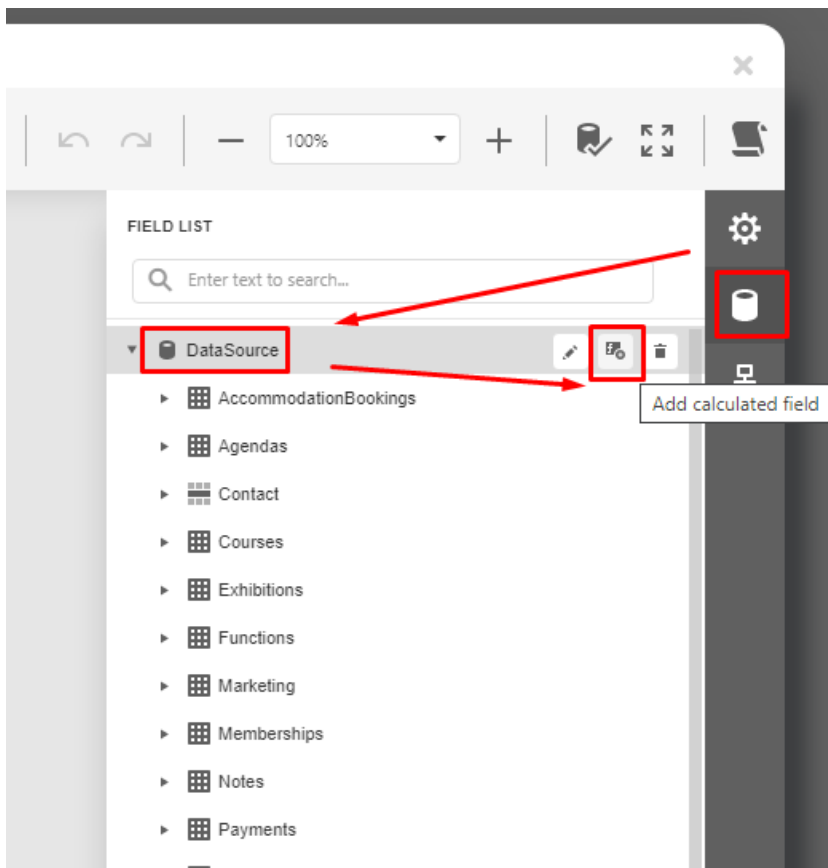
How do I combine multiple fields into one expression in a report?

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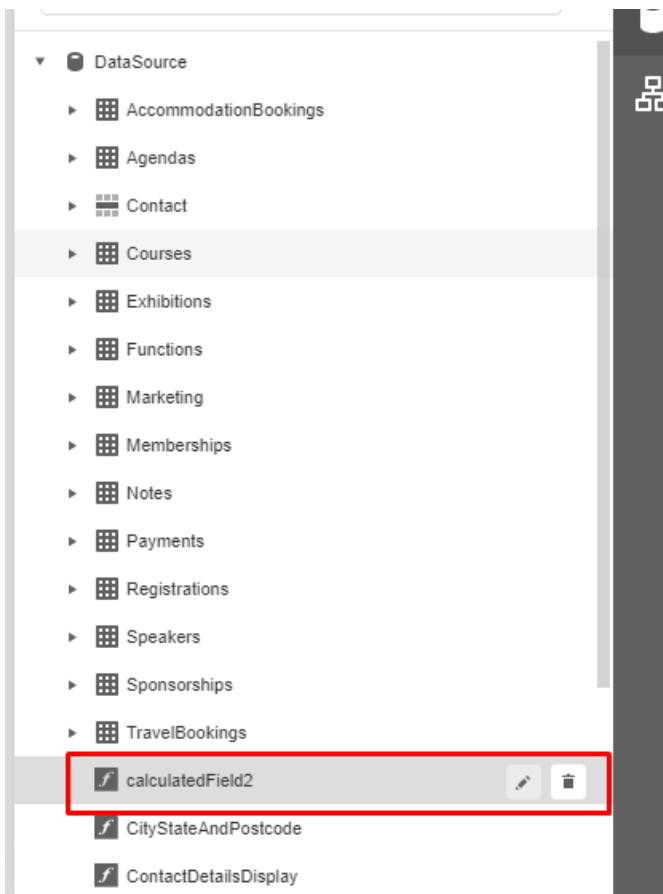
Combining multiple fields into one 'expression' helps you customize reports (or name badges).

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**.

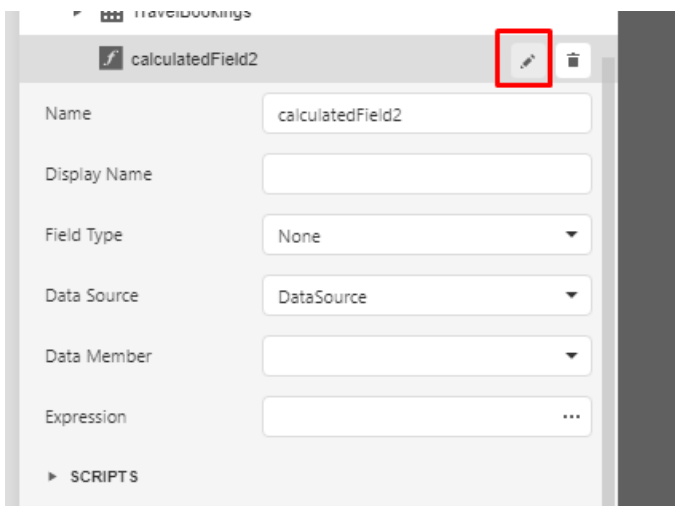


6. A new field appears in the list called **calculatedField1** appears in the list.



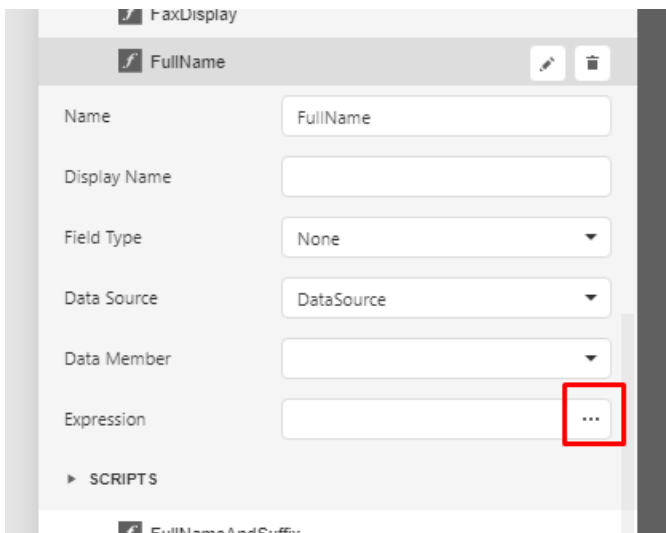
7. Click on the **field** to select it.

8. Click the pencil icon to expand the options

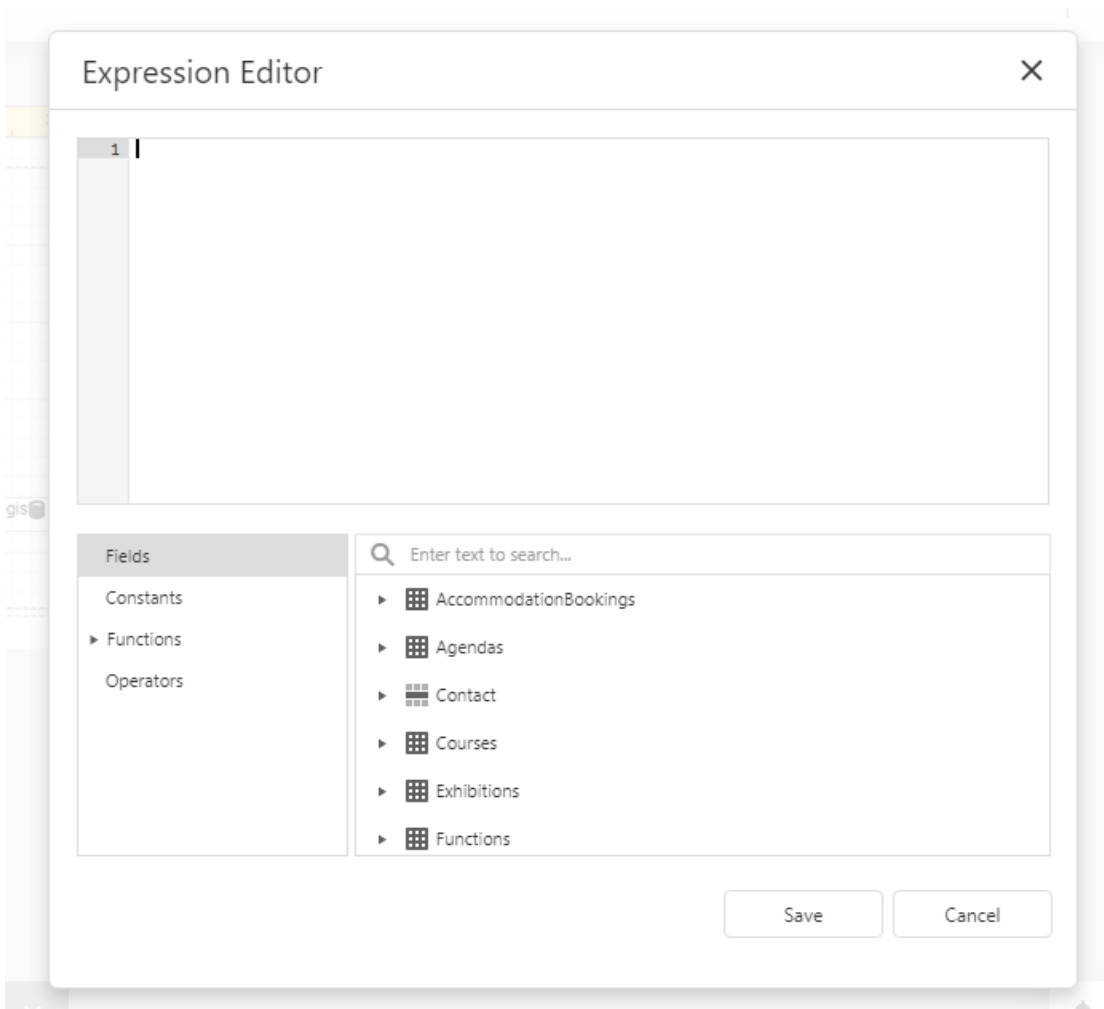


9. Rename the field e.g. **FullName**

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



11. The Expression Editor window appears.

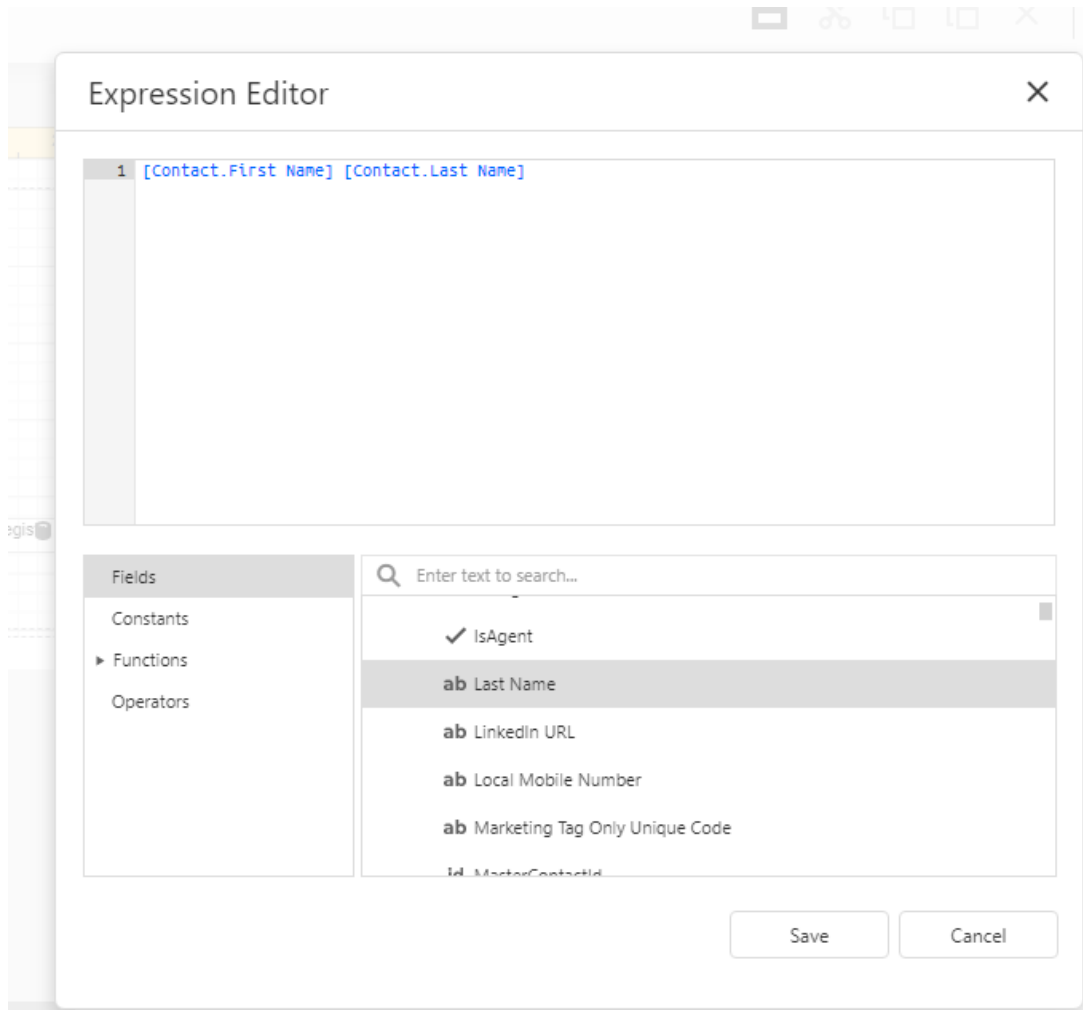


13. Select **Fields** in the left window.

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.

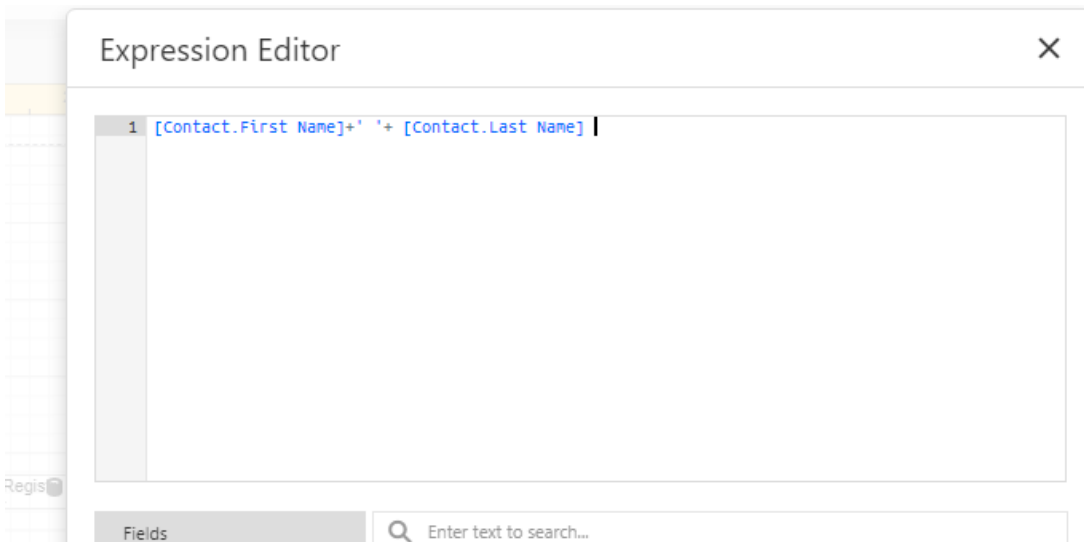


16. Next, you will need to insert a space between each field. To do so, enter the following between each field:

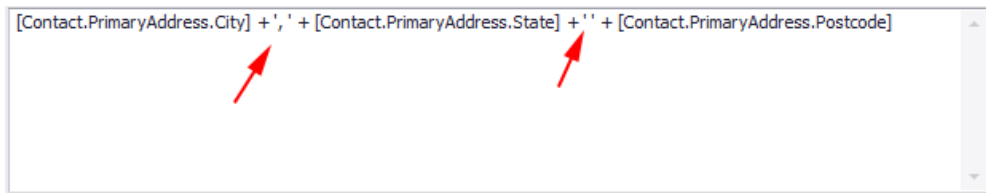
1. + ' ' +

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** .

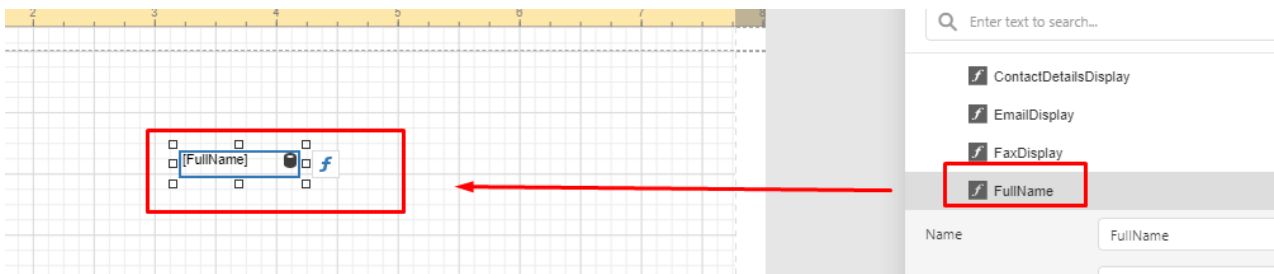
18. When you insert them, your expression will look like this:



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**.



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