Aggregation in a Group (Count)

This is a demonstration of how to display aggregations for specified items in a group.

- Type in Label: Total Count of Selected Orgs by State:
- Open **Insert > Field**
  - Choose field, and position cursor where the first field is to be placed (or drag and drop the field)
  - Choose field, and position cursor where the second field is to be placed (or drag and drop the field)
- They should appear similar to this.

  Total Count of Selected Orgs by State:

  STATE   EXT_ORG_ID

- Preview the PDF template. The template now appears as follows. It is displaying the abbreviation for the first state (AK) and the Ext Org Id for the first organization (129410):
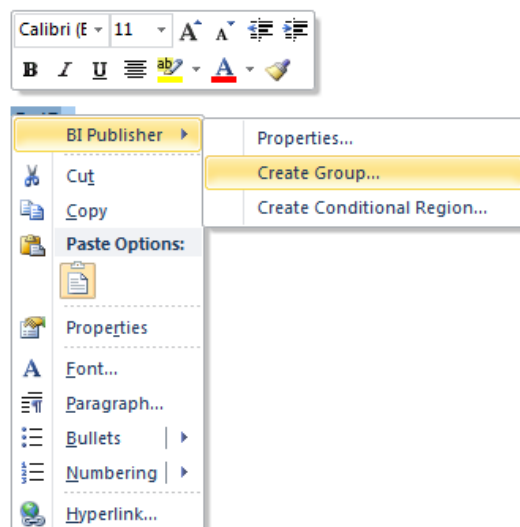
  Total Count of Selected Orgs by State:

  AK   129410
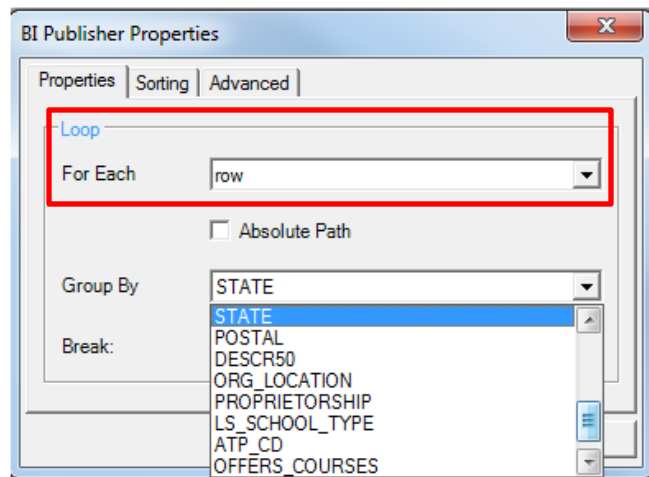
- Close the PDF and return to the RTF document. Highlight both fields to prepare to create a group.

  STATE   EXT_ORG_ID

- Right-click on the highlighted area to open the **BI Publisher** menu. Click on **Create Group…**

- Select **STATE** from the **Group By** dropdown box. Click OK. This is saying that it will loop through each row until the end.

- The template now resembles the following, where the beginning of the group is indicated by **for-each** and the end of the group is indicated by **end**.
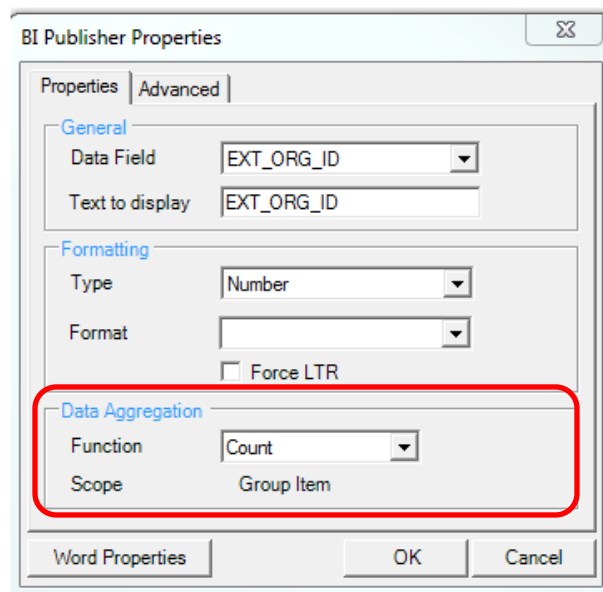
Total Count of Selected Orgs by State:

for-eachSTATE   EXT_ORG_IDend

- If you were to run the **Preview PDF** at this point you would see a listing of one row for each **State** with the **Ext Org Id** for the first organization in each **State**, similar to this:

Total Count of Selected Orgs by State:

AK	129410
AL	100159
AR	130044
AS	100030
AZ	787286
CA	100560

- In order to count each set of organizations by State, open the **BI Publisher** menu by right-clicking or double click on **EXT_ORG_ID**.   Select **Properties**. Under **Data Aggregation**, the **Function** field, select **Count**.

- If you run the **Preview PDF** now, it will show a listing of **State** abbreviations with the total number of **Ext Org Ids** for each **State**.

Total Count of Selected Orgs by State:

AK	14
AL	36
AR	22
AS	1
AZ	20
CA	231
CO	37
CT	50
DC	19
DE	9
FI	81

- In order to change the appearance of these columns, you can use MS Word tools.