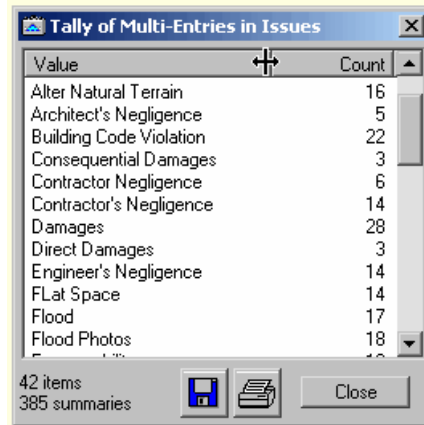


The Tally function

The Tally feature displays a list of each value in the Tallied field and the number of times that value occurs in the field across the database. This is an excellent tool for uncovering spelling errors or inconsistencies that may have occurred during the data entry or review process.



Value	Count
Alter Natural Terrain	16
Architect's Negligence	5
Building Code Violation	22
Consequential Damages	3
Contractor Negligence	6
Contractor's Negligence	14
Damages	28
Direct Damages	3
Engineer's Negligence	14
FLat Space	14
Flood	17
Flood Photos	18

42 items
385 summaries

To tally, click on the field name and choose Tally from the drop down menu.

After working with refine searches and tallies, in other words subset searches, it is necessary to retrieve all of the summaries in the database. This is done by clicking Summary – Retrieve All on the menu bar (see below) or using the keyboard shortcut 'Shift+F4'

