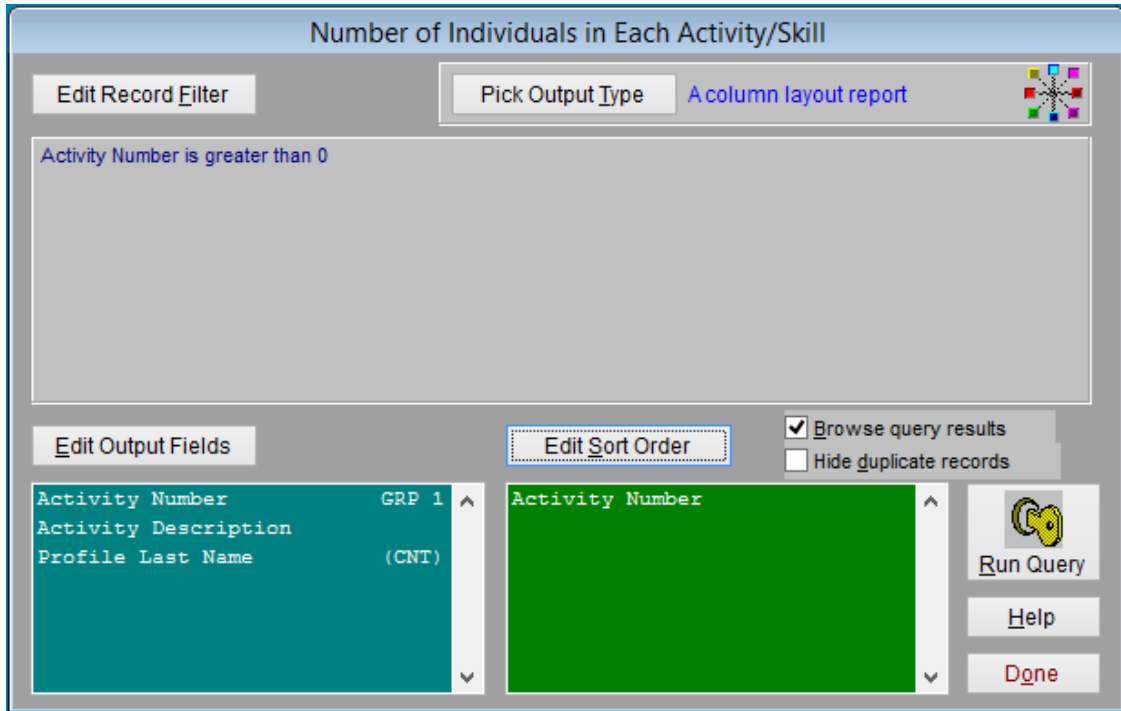


## Custom Report Example - Activity and Skill Totals Report

This example uses the **Activities and Skills** module. It shows how to group records and give a summary total of the number of records in each group. The query produces a list of activities and skills and counts the number of individuals for each one.

1. First you will need to define a query. Do this by going to: **Membership > Activity & Skills > Other Output > Custom Reports**. If you have never created a Custom Report in this module, PowerChurch will prompt you to enter a title for your query (otherwise click on the button labeled **Add**). Enter the title "**Number of Individuals in Each Activity/Skill**" and click **OK**.
2. Our next step is to build a filter that will select all activity codes. On the **Pick a Field** tab, scroll down and click on the **Activity Number** field and click **Next Step**. On the **Pick an Operator** tab choose the **Greater Than** operator and if the **Enter a Value** tab is not displayed automatically, click **Next Step** and enter **0**. Click **Done** and **Done** again.
3. At this point you will be asked, "**Do you want to run this query now?**", click **Yes**. A dialog box will be shown that briefly describes how to use the **Field Picker Dialog** box. After reading, click **OK**.
4. The **Select Fields to Show in Query** dialog box is displayed. Choose the following as output fields by double-clicking them: **Activity Number, Activity Description** and **Profile Last Name**. Remain in this dialog box for the next step.
5. Now we are going to define a Group. Click the **Activity Number** field in the list of selected fields. Then click **Group** to see the **Select Group Field Type** dialog box. If it is not already selected, click **Group records first by this field (GRP 1)** and then click **Done**.
6. Next, click on **Profile Last Name** and click **Group** again and choose **Count number of records in each group (CNT)**. This option counts the number of records in each **Activity Number** group. Click **Done** and then **Done** again.
7. On the **Query Overview** window, click **Edit Sort Order**, scroll down and double-click the **Activity Number** field and click **Done**. At this point, the **Query Overview** window should look like the following picture.



- Uncheck the option to **Browse query results** and click on the **Run Query** button. The **Setup for Column Layout Report** screen will be displayed. Change the **Output Direction** to **Screen** and click on **Start report**. The results should resemble the following illustration, but displaying your activity numbers and descriptions.

Activity	Desc.	Profile Last Name
1001	Sunday Morning Worship	23
2001	Men's Group	9
2002	Women's Group	7
2003	Children's Group	3
3001	Thursday BINGO	1
4001	Church Board	10

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