Creating a Custom Formula

This guide will cover:

- How to create a custom formula on a column.

**Step One**

Hover over the **Open** icon in the Global Header and locate the analysis you wish to add a custom formula for then navigate to the Criteria tab. Or use the Catalog to locate the analysis and click the **Edit** button.
Step Two

From the Criteria tab, select a measure or count from the "Fact" folder by double-clicking or dragging the column into the selected columns area.

Custom formulas can be created using an already selected column; however, this will affect the data that is currently being populated for that element.

Step Three

In the Selected Columns section, locate the column that you added in step 2 and click on the properties icon.

Select Edit Formula from the drop-down.
Step Four

In the Edit Column Formula dialog box you will see the current formula for the selected column. Delete the text in the Column Formula section.

Step Five

Click on the Column drop-down and select a column that is already a part of the analysis. Add a plus sign and then repeat this process. Be sure that any text that has been entered into the Column Formula section is not highlighted or it will be replaced by anything that is added to this area.

Additional data elements can be selected from the available Subject Areas Pane to the left if you would like to add measures that do not already exist as a selected column within the current analysis.
Step Six
Select the **Custom Headings** checkbox and update the Column Heading to reflect what data that column will now be producing. In the screenshot above, the column formula is calculating the sum of all application admit counts, cancellation counts and confirm counts for a specific term therefore the Column Heading has been changed to Total Offers.

![Column Formula](image)

Step Seven
Click **OK** to close the dialog box. Navigate to the Results tab to review the results of your analysis within the compound layout.

Don't forget to **Save** your analysis!

Step Eight
Use the **Preview** icon to see how your results will display or navigate back to the Catalog and use the **Open** button to run the report.

You have now completed the steps for creating a custom formula.