

# Configure Field Groups for Average, Total, Min/Max, and Count Field Types

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### Path: Main Menu > Admin Tools Menu > Form Builder

## About

In order for the Average, Total, Min/Max, and Count field types to calculate the correct values on a Form, you will need to utilize a Group Number when setting up your Integer, Double, and Select One Only fields. Fields with the same Group Number are tied together. You can add as many fields into a Group as you need.

#### Example of Integer field types and the Average, Min/Max, Count, and Total calculations:

Integer Input 1:	100
Integer Input 2:	40
Integer Input 3:	20
Average of Inputs 1, 2 and 3:	53.33
Min/Max of Inputs 1, 2 and 3:	100
Count of Inputs 1, 2 and 3:	3
Total Over Integer Inputs 1, 2 and 3:	160

### **Configure Field Group to Perform Calculations**

- 1. Navigate to the Form Builder by following the path above.
- 2. Click the Select a Form drop-down and select a Form.
- 3. At the bottom of the page, click the **Add a New** field button.
- 4. Follow the steps in Add Fields to a Form in *Create a New Form* and select an Integer, Double, or Select One Only field type. When one of these field types is selected, three options are displayed: Group, Sign, and Key Indicator.



- In the Group field, type a number. Important: Fields with the same Group Number are tied together. For example, if you want to add two Integer fields and add a Total field type, you want to add the same Group Number to all three fields (e.g. "1").
- 6. The Sign field defaults to a +, keep it as is.
- 7. Complete any other additional fields as necessary.
- 8. Click the Add This Field button.
- 9. Repeat as necessary to add other fields to the group. As you utilize the fields the Average, Total, Minx/Max and Count field types are updated as you enter information.

Integer 1	
Integer 2	
Total of Integer 1 and 2	

