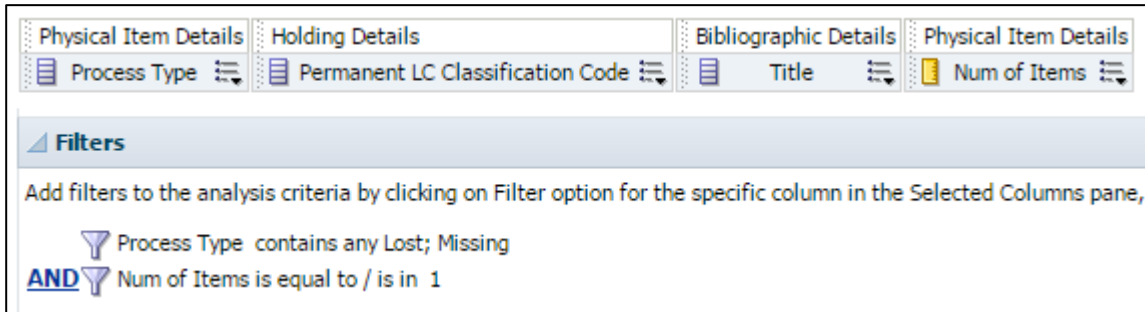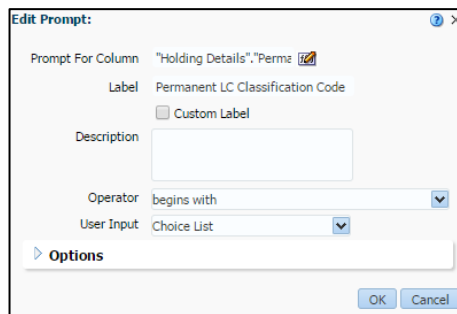# Lesson 11: Adding Columns

Using the query created in exercise 10-1, we are going to create totals and sub-totals for that report.
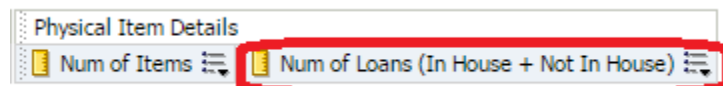
If you did exercise 10-1, please open it. If you didn't do exercise 10-1, please create it now. This is what it looks like.

And the prompt looks like this.

In the Criteria tab, add the number of checkouts using Num of Loans (In House + Not in House) in Physical Item Details.

Go to the Results tab. Look at the Num of Items column. Num of Items filtered to 1 limits us to how many items fulfill the query of being lost or missing on the record. It does not reflect the number of items on the entire record. If we remove the filter but still keep the field in the query, we may find that there is more than one item on a record that is missing, indicating that the item has multiple copies that are lost (not returned) or missing (not on shelf).

Two copies of *A Whole New Mind* have not been returned.

In the Results tab, click on the table's edit view, which is a pencil icon.

In the Layout panel look at Table>Columns and Measures. You can see that some columns have a sigma button. Sigma means a mathematical sum.

Sigma

For Process Type, click the sigma and select "After."

Notice that when a column has been selected for addition there is a little green checkmark next to the sigma.

If we scroll to the bottom, we can see that there are now totals.

If we also select the sigma button for Permanent LC Classification, we can see sub-totals for each classification.

	TN Total		3
Lost Total			129
Missing	HV	The missing /	1
	HV Total		1
	PS	Wizard /	1
	PS Total		1
	Unknown	The Wizard of Oz	1
	Unknown Total		1
Missing Total			3

Using sigma on the Permanent LC Classification also provided a sum for the total of checkouts, which isn't particularly useful, but it happens automatically because we asked for sums of the LC Classification column.

	The west American Cenozoic Echinoidea,	1
QE Total		28
QH	Ecology of the Southern California Bight : a synthesis and interpretation /	1
	The benthic macrofauna of the mainland shelf of Southern California /	1
QH Total		2

Having saved the query, we can return to the catalog of queries and open the report to see it function from start to finish. It is providing the drop-down prompt Permanent LC Classification Code. Because of how my library does Reserves, you can see more than LC numbers here. Not all classification codes display, so you may need to select More/Search. I can type QE to bring it up, but I must also select it from below before clicking OK. We can now see the report for that classification code.

Process Type	Permanent LC Classification Code	Title	Num of Items	Num of Loans (In House + Not In House)
Lost	QE	A delphinid (Mammalia, Cetacea) from the Miocene of Palos Verdes Hills, California,	1	8
		Amniote origins : completing the transition to land /	1	3
		Catalog of type specimens of invertebrate fossils: conodonta.	1	8
		Catalogue of conodonts /	4	32
		Controversy in Victorian geology : the Cambrian-Silurian dispute /	1	8
		Eocene molluscan biostratigraphy of the Pine Mountain area, Ventura County, California /	1	2
		Foraminifera of the Monterey Shale and Puente Formation, Santa Ana Mountains and San Juan Capistrano area, California /	1	4
		Geologic evolution of Europe.	1	8
		Geology and landscape in Britain and Western Europe /	1	7
		Geology and mineral resources study of southern Ventura County, California /	1	3
		Geology of the Palos Verdes Peninsula and San Pedro Bay /	1	8
		Memoirs of the San Diego Society of Natural History.	1	8
		Pridolian and early Gedinnian age brachiopods from the Roberts Mountains Formation of central Nevada,	1	7
		Report upon the invertebrate animals of Vineyard Sound and adjacent waters : with an account of the physical features of the region /	1	5
		Review of the Pelycosauria,	1	2
		Silurian and Devonian graptolites of central Nevada /	1	8
		Silurian-Lower Devonian conodont sequence in the Roberts Mountains Formation of central Nevada /	1	4
		Small mammal fossils from the Barstow Formation, California,	1	8
		The Conodonta : morphology, taxonomy, paleoecology, and evolutionary history of a long-extinct animal phylum /	1	8
		The Garlock Fault and El Paso mountains guide book /	1	7
		The Phanerozoic geology of the world /	2	14
		The Regressive pleistocene shoreline, southern California /	1	8
		The destruction of Sodom, Gomorrah, and Jericho : geological, climatological, and archaeological background /	1	7
		The fossil fishes of California : with supplementary notes on other species of extinct fishes /	1	3
		The geological evolution of the British Isles /	1	7
		The geology of Central Europe /	1	2
		The paleontology and stratigraphy of the marine Pliocene and Pleistocene of San Pedro, California,	1	8
		The petrology, structure, and geologic history of the Catalina Schist terrain, Southern California /	1	2
		The structure of the British Isles /	1	7
		The west American Cenozoic Echinoidea,	1	8
	QE Total		**34**	**214**
Lost Total			**34**	**214**