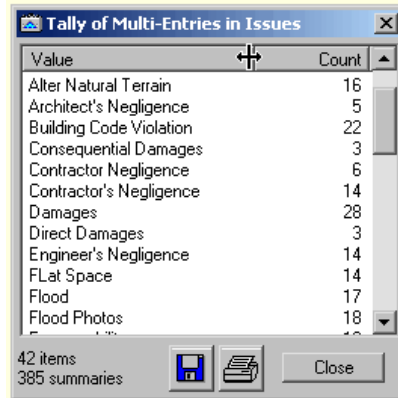


The Tally feature displays a list of each value in the Talled field and the number of times that value occurs in the field across the database. This is an excellent tool for uncovering spelling errors or inconsistencies that may have occurred during the data entry or review process.



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'

