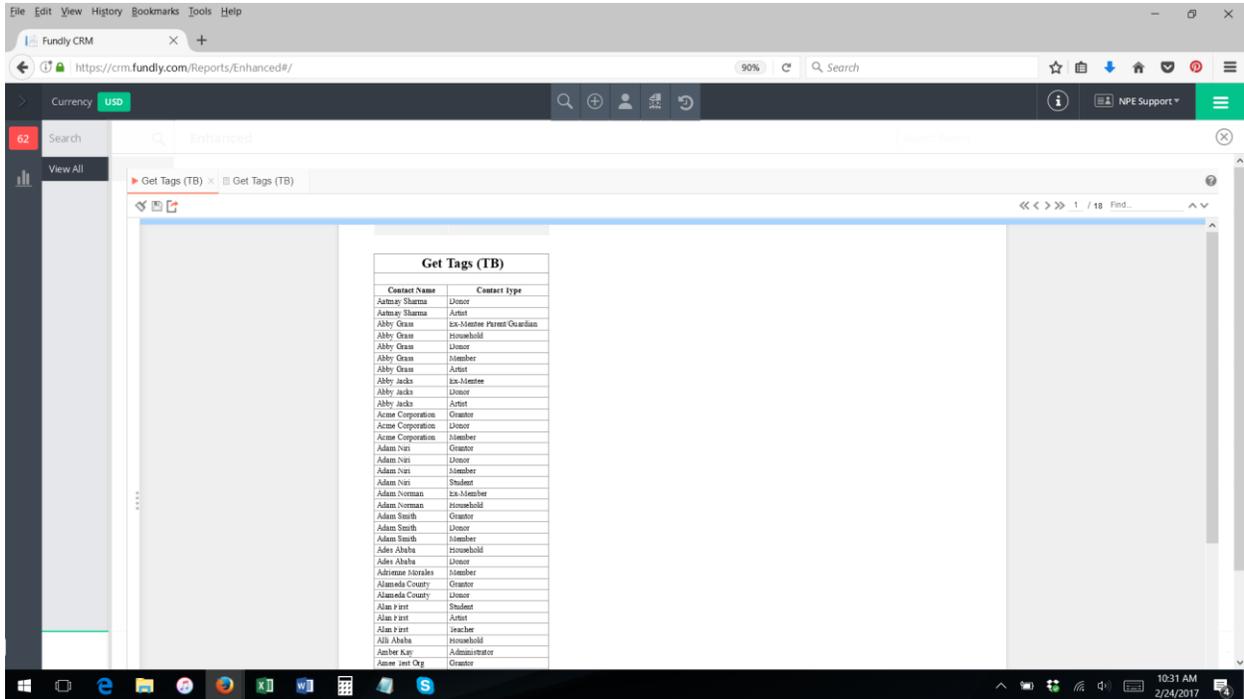


FAQ: How Do I Get Contact Types to Show Up On One Line?

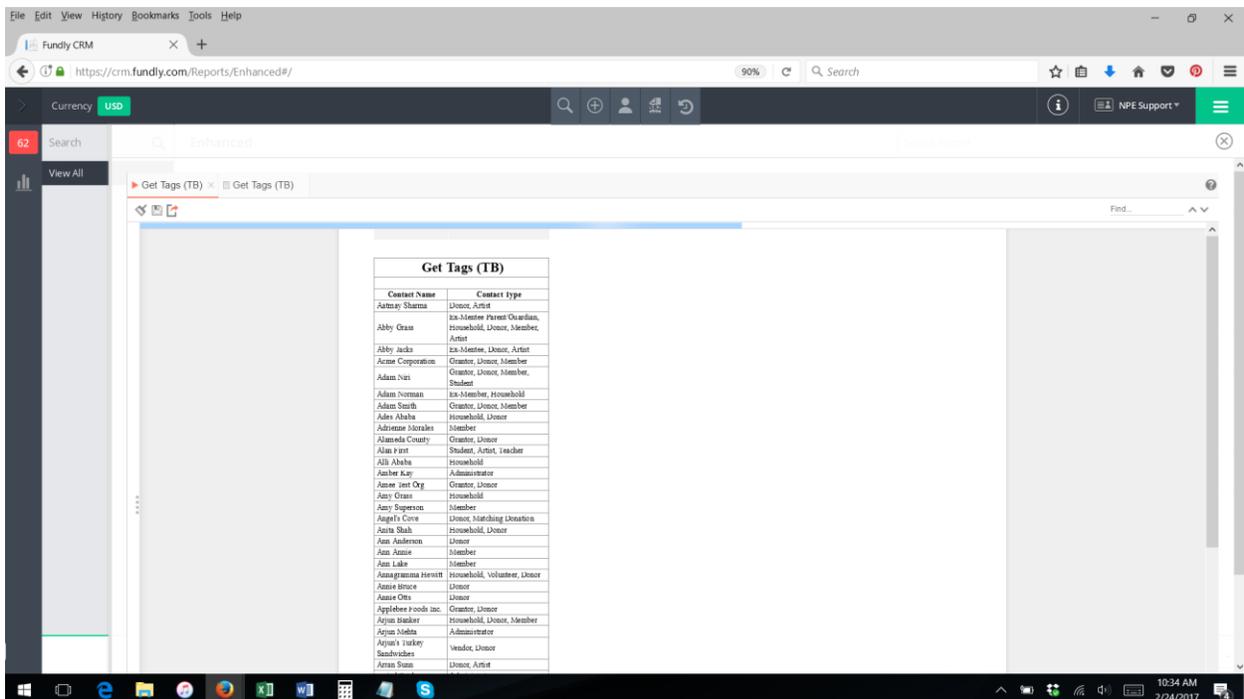
1. By default, if the user includes the Contact_Type field on a report, the report will display one contact type per row, so that a contact with multiple tags will appear on the report multiple times.



The screenshot shows a web browser window displaying a report titled "Get Tags (TB)". The report is a table with two columns: "Contact Name" and "Contact type". The data is as follows:

Contact Name	Contact type
Aatmay Sharma	Donor
Aatmay Sharma	Artist
Abby Crasn	Ex-Mentee Parent Guardian
Abby Crasn	Household
Abby Crasn	Donor
Abby Crasn	Member
Abby Crasn	Artist
Abby Jacks	Ex-Mentee
Abby Jacks	Donor
Abby Jacks	Artist
Acme Corporation	Grantor
Acme Corporation	Donor
Acme Corporation	Member
Adam Neri	Grantor
Adam Neri	Donor
Adam Neri	Member
Adam Neri	Student
Adam Norman	Ex-Member
Adam Norman	Household
Adam Smith	Grantor
Adam Smith	Donor
Adam Smith	Member
Ades Ahaba	Household
Ades Ahaba	Donor
Adrienne Morales	Member
Alameda County	Grantor
Alameda County	Donor
Alan Fast	Student
Alan Fast	Artist
Alan Fast	Teacher
Alli Ahaba	Household
Amber Kay	Administrator
Anne Int Og	Grantor
Anne Int Og	Donor

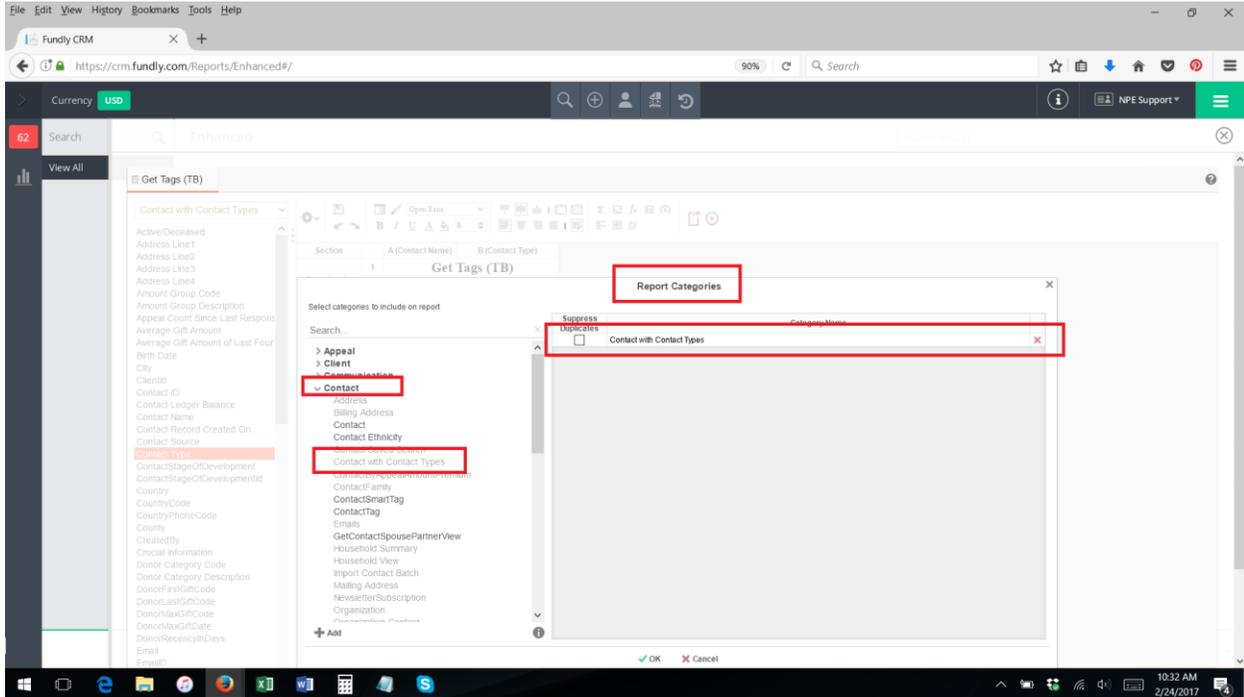
2. Using the "GetContactType" function will display all Contact Types associated to a contact record in one cell of a report separated by commas.



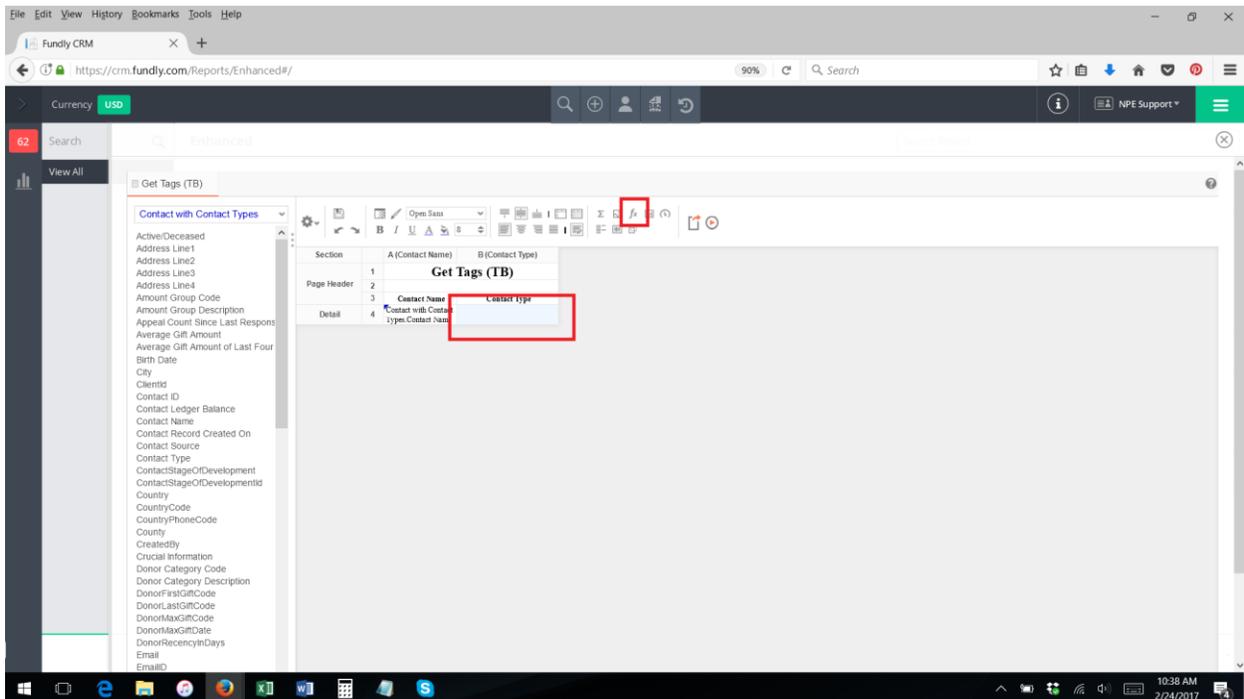
The screenshot shows a web browser window displaying a report titled "Get Tags (TB)". The report is a table with two columns: "Contact Name" and "Contact type". The data is as follows:

Contact Name	Contact type
Aatmay Sharma	Donor, Artist
Abby Crasn	Ex-Mentee Parent Guardian, Household, Donor, Member, Artist
Abby Jacks	Ex-Mentee, Donor, Artist
Acme Corporation	Grantor, Donor, Member, Student
Adam Neri	Grantor, Donor, Member, Student
Adam Norman	Ex-Member, Household
Adam Smith	Grantor, Donor, Member
Ades Ahaba	Household, Donor
Adrienne Morales	Member
Alameda County	Grantor, Donor
Alan Fast	Student, Artist, Teacher
Alli Ahaba	Household
Amber Kay	Administrator
Anne Int Og	Grantor, Donor
Amy Crasn	Household
Amy Superson	Member
Angie's Care	Donor, Marketing Donation
Ann Shah	Household, Donor
Ann Anderson	Donor
Ann Anne	Member
Ann Lake	Member
Azazgranna Heritt	Household, Volunteer, Donor
Annie Bruce	Donor
Annie Ota	Donor
Applebee Foods Inc.	Grantor, Donor
Aryun Banker	Household, Donor, Member
Aryun Mehta	Administrator
Aryun's Turkey	Vendor, Donor
Seawiches	Vendor, Donor
Artes Sun	Donor, Artist

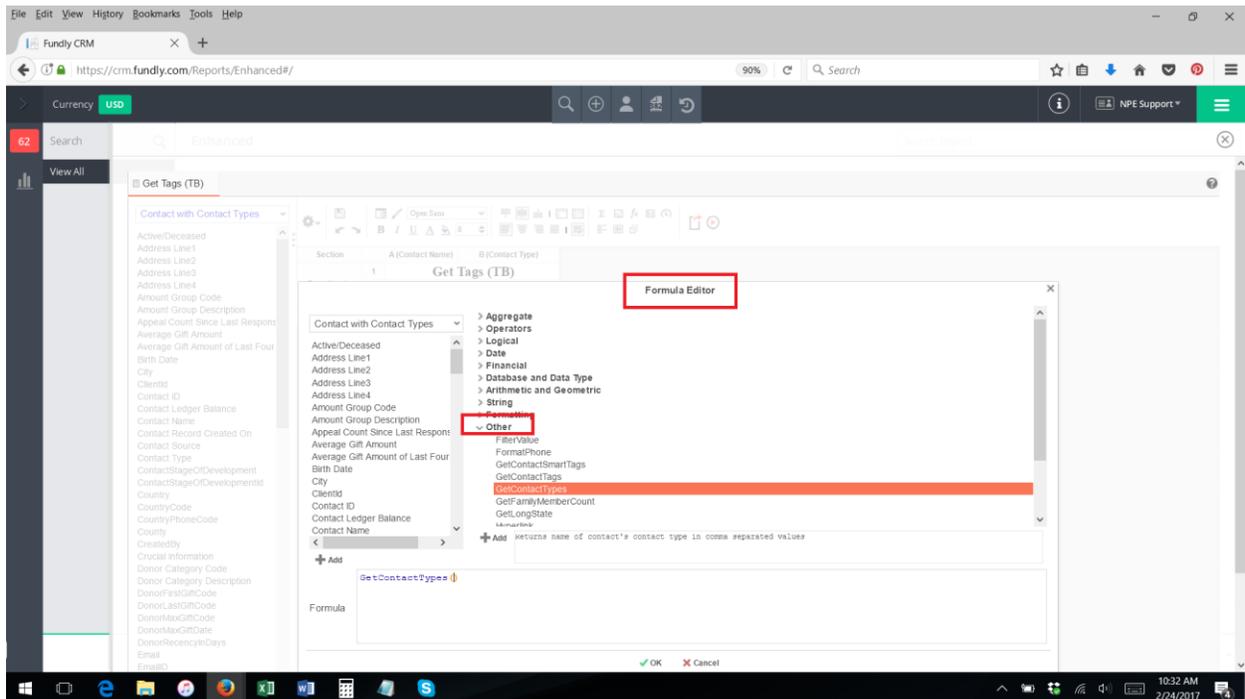
- To use the Get Contact Type formula, add the Contact with Contact Types table to your report on the categories tab.



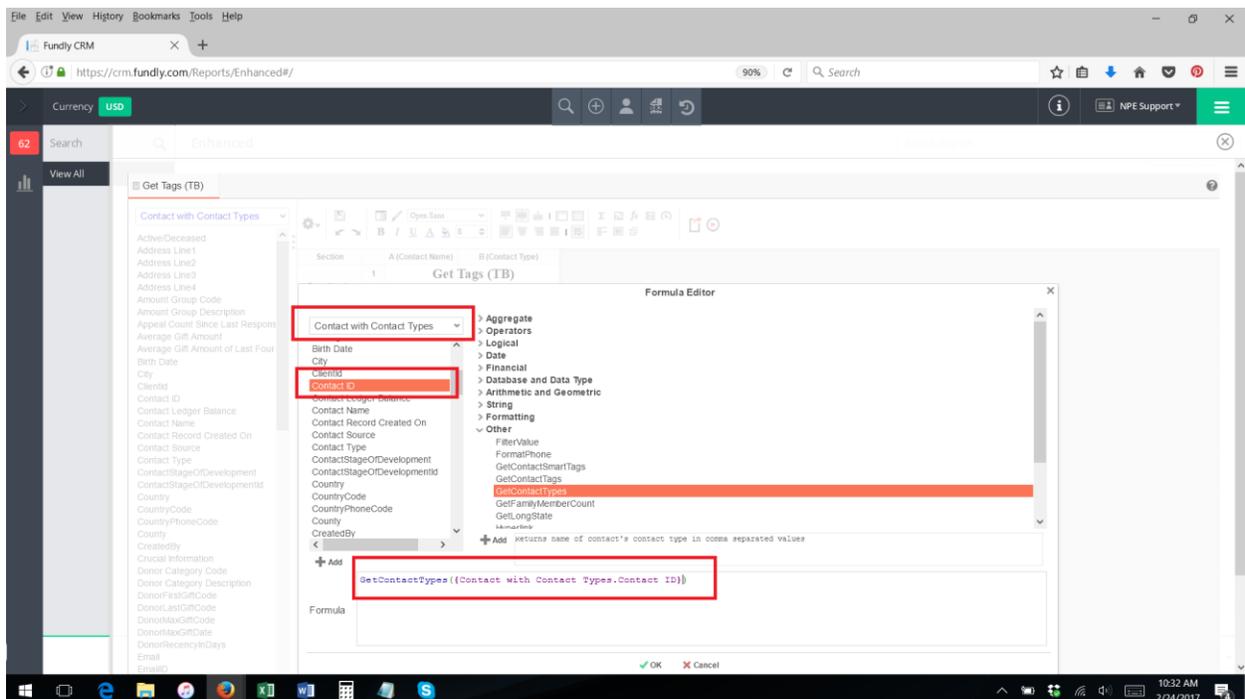
- On the layout tab, click in the cell where you want the contact tags to appear to highlight it, and then click the function/formula editor (fx) button on the tool bar.



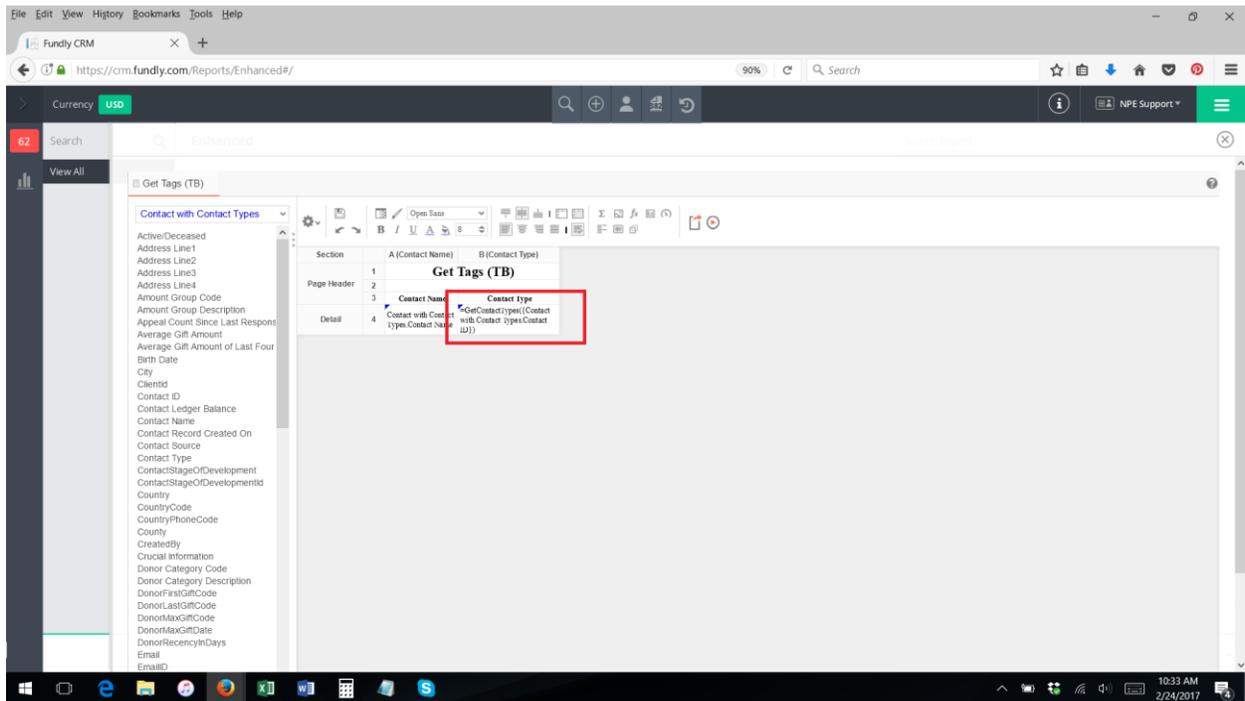
- Click the other category, then select the Get Contact Type function (double click to add it to the formula builder or click and drag it to the formula builder area).



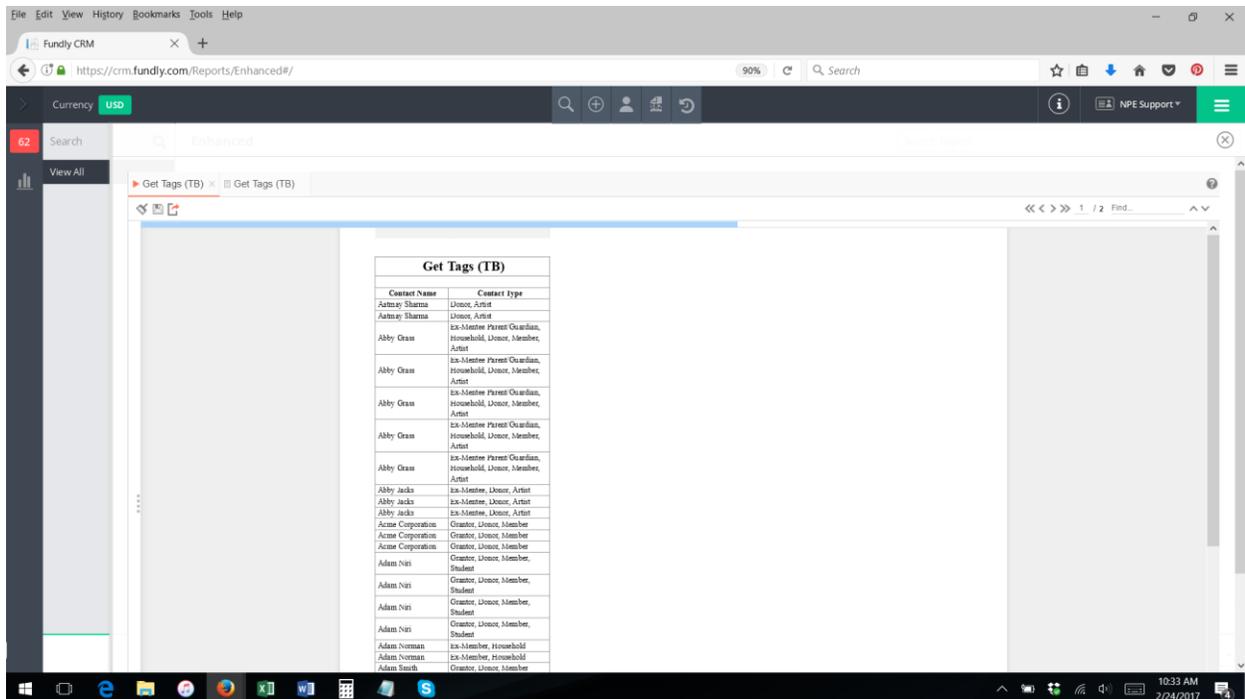
- Add the Contact ID field to the Get Contact Type function, making sure the field name is inside the parentheses. Click OK.



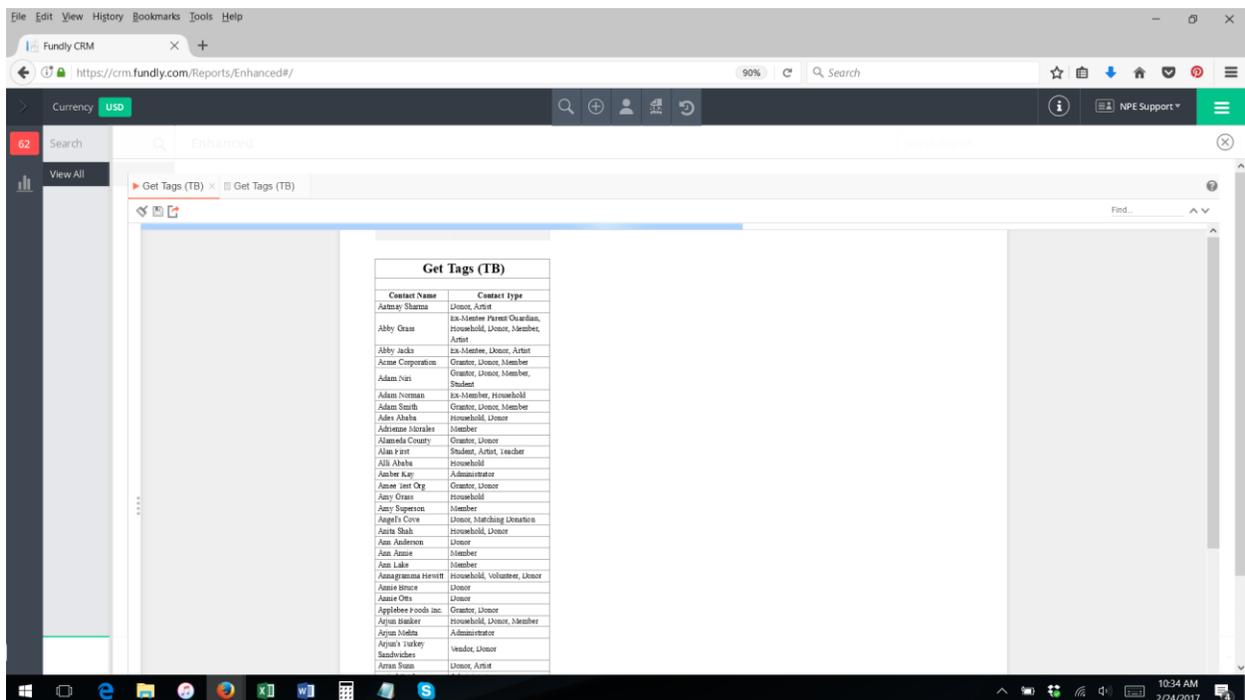
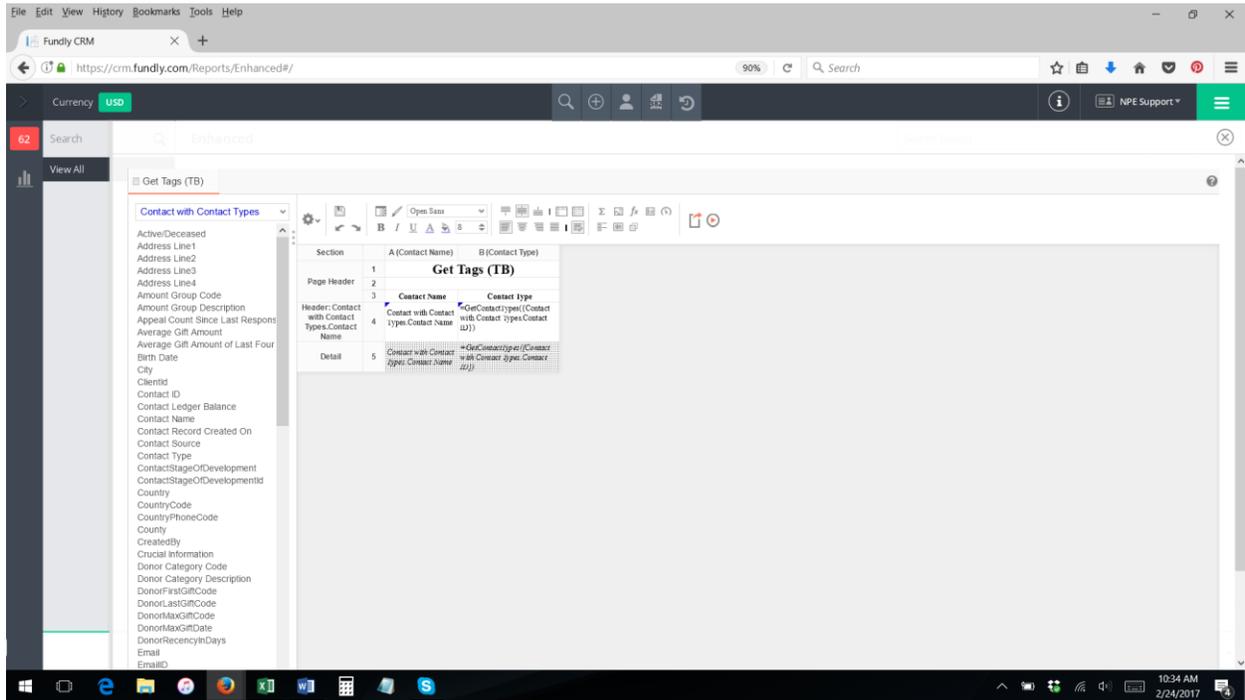
- You will see that the formula/function has been added to the report in the cell you had selected in step 3.



- Now, when you run the report, the contact types will appear in one cell, separated by commas.



- If you only want each contact to appear once on the report, you may have to add a group header to the report and add the Get Contact Types field along with the contact name to the group header (see our tutorial on adding grouping).



- Bonus Tip:** The **Get Tags** function, also found in the "other" category on the function/formula editor, works exactly the same way as the Get Contact Types function except for Tags.