Suppressing Duplicates

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The vendor report is displayed. Notice that the analysis type ACT appears multiple number of times.</td>
</tr>
</tbody>
</table>
| 2.   | To suppress the duplicate values, navigate to the **Design** page.  
      Click the **Design** tab.  
      ![Design](image) |
| 3.   | Click the **ANALYSIS_TYPE** object.  
      ![ANALYSIS_TYPE](image) |
| 4.   | You use the **Format Editor** dialog box to suppress the duplicate occurrences of a field.  
      Click the **Format** menu.  
      ![Format](image) |
| 5.   | Click the **Format Field...** menu.  
      ![Format Field](image) |
| 6.   | The **Format Editor** dialog box enables you to change the style, type, size, color, and appearance of text and report fields. In this example, you do not need to use the options on the Paragraph tab.  
      Click the **Common** tab.  
      ![Common](image) |
| 7.   | Use the **Suppress If Duplicated** check box if you do not want the report to display field values that are duplicated. The field values will not appear on the **Preview** page, nor will they print.  
      Click the **Suppress If Duplicated** option.  
      ![Suppress If Duplicated](image) |
| 8.   | Click the **OK** button.  
      ![OK](image) |
| 9.   | Next, view the report.  
      Click the **Refresh** button.  
      ![Refresh](image) |
| 10.  | You are prompted to confirm whether you want to refresh the report data.  
      Click the **OK** button.  
      ![OK](image) |
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<tr>
<td>11.</td>
<td>Notice that only the first value ACT appears in the ANALYSIS_TYPE column. The duplicate values have been suppressed.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>13.</td>
<td>Notice that the duplicate values have been suppressed for the other analysis types also.</td>
</tr>
<tr>
<td>14.</td>
<td>You successfully suppressed the duplicate values in a report. You use the <strong>Suppress If Duplicated</strong> option in the Format Editor dialog box. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>