

Can a query that has subtotal headers be automatically collapsed when the query is run?

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your Implementation or Account Manager for additional information.



DEMO: CLIENT

Person Query *

Person ID	Full Name	Household	Address 1	City	Postal Code	Home Phone	Mobile Phone	Email 1	Roles
▶	A.E. Finley (1 record)								
▶	Abbott, Alexander (1 record)								
▶	Abbott, Beth (1 record)								
▶	Abbott, Betty (1 record)								
▶	Abbott, Bob (3 records)								
▶	Abbott, Brad (1 record)								
▶	Abbott, Bruce (1 record)								
▶	Abbott, Bud (1 record)								
▶	Abbott, Cassandra (1 record)								
▶	Abbott, Charles (1 record)								
▶	Abbott, Cheri (1 record)								
▶	Abbott, Chris (1 record)								
▶	Abbott, Cindy (1 record)								
▶	Abbott, Dana (1 record)								
▶	Abbott, Debbie (1 record)								
▶	Abbott, Jack (7 records)								
▶	Abbott, Jeff (1 record)								
▶	Abbott, Jill (1 record)								

1,271 records

Ctrl+Click or Command+Clicking these arrows will collapse all subtotal headers on that specific tier of subtotal headers.

There's no setting to have a subtotaled header be automatically collapsed when a query is initially run; it always shows each header as expanded, initially. However, to quickly collapse these headers, you can use the following hotkeys to collapse all headers:

- Ctrl+Click (PC)
- Command+Click (Mac)