## CREATE A FORMULA FIELD FOR GRAND TOTAL FIELD

- 1. Navigate to Setup
- 2. Click the Object Manager next to Home Tab
- 3. Type Passport in Quick Find and Select it
- 4. Click on Fields and Relationships
- 5. Click New
- 6. Select Data Type: Text Area, click on next
- 7. Field Label: Permanent Address

8. Next, next and save



