



Navigating the views:

This user guide is intended to show you how to navigate the views contained within the trees to display the information you are interested in.

1. **Navigate to *Planning > Central Display*.**
2. In the Central Display panel, **click on the tree that you wish to view.**
3. **Click on the view within the tree that you wish to navigate down.**
4. Once a view is selected, the next branch in the tree is displayed to the right hand side. You can either **click on a branch using the mouse**, or **press the 'right' arrow key** to navigate to this branch.



You can also navigate up or down the branch using the 'up' and 'down' arrow keys.



Where there is an arrow displayed to the right of the branch, this means you can navigate further down the view



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5. The relevant financial information for the branch you have navigated to is displayed in the lower half of the screen.



The full name of the branch you have navigated to is displayed within the Central Display:

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|H:KZZ Faculty of Biology, Medicine & Health
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