

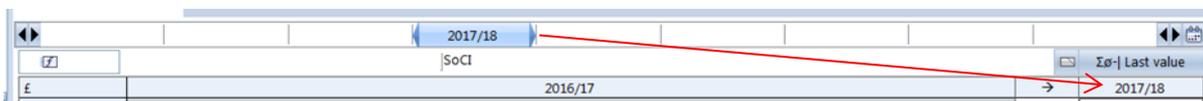


Using the Time Slider:

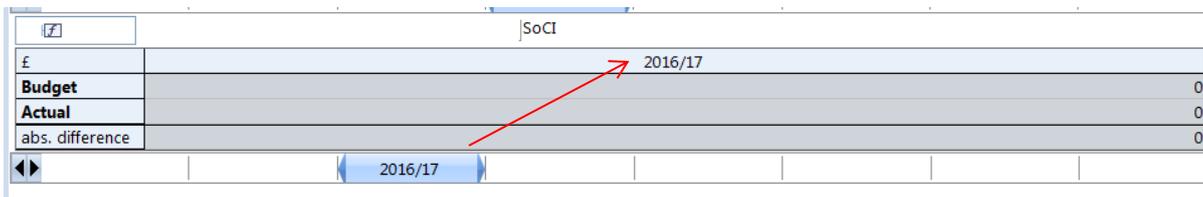
The time period covered by the data displayed in the Central Display is dictated by the time slider.

These are two time sliders – one at the top of the data in Central Display and one underneath the data.

The top time slider dictates the time period covered by the information displayed in the end column of the Central Display:



The bottom time slider dictates the time period covered by the information displayed within the Central Display:



This gives you the ability to view information for two different time periods in the same screen

Changing the Unit Displayed:

Periods can be viewed in Months, Quarters (3 months), Thirds (4 months), Half-years (6 months) and Years.

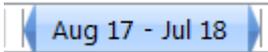
1. To change the unit of time, **click on the Calendar icon to the right of the time slider.**
2. **Click the option you wish to choose from the drop-down menu.**
3. The time sliders will now display the unit selected.



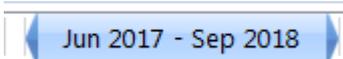
Both time sliders display the selected unit. You can't have, for example, the top slider displaying months and the bottom displaying years.

Changing the Time Period Selected:

The selected time period can be extended or reduced by dragging the arrows displayed to the right and left of the time slider:



The time slider will display the new time period:



If a very small time period is selected, for example one month, it can be hard to extend this by dragging the arrows. Instead, you can click on the arrow icons to the left of the calendar icon next to the time slider:



Synchronising the Time Sliders:

The Time Sliders can be synchronised. This means that you can easily make both the same, rather than having to manually select the time period for the one you wish to change.

In this example, the Central Display is showing the total budget for Aug 16 – Jul 17 in the top row of the central display:

1020180													Σ - Sum
JH:KZZ Faculty of Biology, Medicine & Health													Aug 16 - Jul 17
£	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	→ Aug 16 - Jul 17
Budget	5,603,355	6,022,739	5,589,175	24,416,197	5,775,807	5,770,155	5,113,546	5,050,587	4,498,603	2,615,963	4,586,480	9,734,468	58,391,910
Actual	5,729,566	5,706,143	3,563,687	5,491,991	6,144,810	6,035,164	4,316,325	16,565,690	-9,834,648	16,764,704	7,245,143	4,304,345	32,091,087
abs. difference	126,211	-316,597	-2,025,487	-18,924,206	369,004	265,009	-797,221	11,515,103	-14,333,251	14,148,741	2,658,655	-5,430,122	-26,300,823

and the actuals for Dec 16 – Nov 16 in the bottom row:

The top slider can be set to the same time period as the bottom slider by double clicking on the bottom slider.