Corporate Planner: Using the Central Display
How to change the data streams displayed

Changing the Data Streams Displayed:

In the Central Display, the datastreams displayed are grouped into pairs of 'Data' streams (eg Budget, Actual etc) and 'Analysis' streams (eg abs. difference, % - difference).

Within a pair, you can change the datastreams displayed (for example to display 'Forecast' instead of 'Budget'). You cannot change Analysis streams to be Data streams, but you can turn them off if you don't want to see them.

To change the displayed datastream:

1. **Click on the datastream you wish to change.**

2. **Select the required datastream from the menu on the right hand side.**

3. **Click *OK.***

4. This datastream is now displayed.

> You can choose to display the information for the same period in the prior year if desired by selecting 'Prev. Yr' from the 'Time setting' option

To turn off a datastream displayed:

5. **Click on the datastream you wish to remove.**

6. **Tick the tickbox next to *off* at the bottom of the menu.**

7. **Click *OK.***

8. This datastream is now removed and *Off* is displayed in its place.