



Using a Column View:

Table reports offer more flexibility than the Central Display when viewing information. A column view allows you to view and compare the totals of two datastreams across a selected period of time.

1. **Navigate to *Planning* > *Table Report*.**
2. In the *Table Report* panel, **navigate to the point in the view that you wish to view information for.**



See the [Navigating the Views](#) user guide for instructions on how to do this

3. **Adjust the time slider for the period that you wish to view information for.**



See the [Navigating the Views](#) user guide for instructions on how to do this

4. **Click on the *New* icon**



5. **Select *Column View* from the drop down menu.**

6. **Select *Ad-hoc Table*.**

7. The Table Report now displays two datastreams in columns, with two data analysis fields.



The columns displayed can be changed – see the [Changing the Datastreams](#) Displayed in Column View user guide



The columns can be switched around – see the [Changing the Datastreams](#) Displayed in Column View user guide



Navigating through the views and trees and changing the time slider will change the information displayed