MANCHESTER 1824
The University of Manchester

Directorate of Finance

Corporate Planner: Using Table Reports

How to use Stream View

Using a Stream View:

Table reports offer more flexibility than the Central Display when viewing information. A stream view is a combination of the Timeline View and Column View. This allows you to view and compare two datastreams across a selected time period, for each period selected.

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 *Stream View* from the drop down menu.**

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

7. The Table Report now displays information for two datastreams with the time period in columns and the total for the time period in the 'Time span result' column.

> The Table Report view can only display a limited amount of time periods in the window. You can scroll to the right by clicking the scroll bar, or clicking on the left and right arrows, to view information not contained in the screen.

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

MANCHESTER 1824
The University of Manchester

Directorate of Finance

FinanceHelpdesk

Finance.helpdesk@manchester.ac.uk

www.finance.manchester.ac.uk/financeonly/trainingandcommunication/