



How to view standard reports on screen:

Corporate Planner will only display a certain number of columns and rows of the report on screen.

The screen displays the first page of the report. Rows not visible on the screen are on subsequent pages of the report.

Page numbers 1 to 5 in the report are displayed at the top of the screen.

1. **Click on the right arrow** to see subsequent page numbers.



2. You can zoom in and out to better view the information by **clicking on the spy glasses**.



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