NUPlans Budgeting

Splitting the View in NUPlans Contributor
Introduction

• **Context**
  • When budgeting in NUPlans Contributor you may wish to see how entries in one view affect another.
  • You could click back and forth between views or use the Split View technique.

• **Objectives**
  • By the end of this tutorial, you should be able to:
  • Split the View allowing you to work in two views on one screen.
  • Return to single view
Scenario

• You would like to see an updated total per employee as you enter estimates.
• To do this you would Create a Split View with Compensation Input and Compensation Totals.
• Start on the view you want to see on top.
• Locate the tab you want to add.
Click, hold, and drag the tab to the bottom of the screen.
The view has split. If you wish to resize, grab the bar in the middle of your screen and adjust up or down.
As you budget, you may need to click into each view and recalculate them individually.
To reset the view to its default appearance, click into the Actions menu, select Reset View, Reset Tabs.
Summary

• Recap
  • In this demonstration you learned how to split two views on one screen in NUPlans Contributor.

• Review
  • If one of the views doesn’t automatically update, you’ll need to recalculate it.