

Navigation Tips

OpenGov allows you to explore budget and historical finances in a simple graphical user interface.

- You'll notice the title of the chart or graph you are viewing in the top left corner.
- Click on **Views** on the left-hand side to view a list of common or favorite views on each report.
- Select **Filter** to display key menus.
- You can use the **Show** drop-down to select the data that is of most interest to you.
- Use the **Broken Down By** drop-down to specify the category you would like the data organized by in your chart or graph.
- Select the **Filtered By** option to view the data filters. These filters will allow you to select exactly which data you want to include, or exclude, from your graph or chart.
- Use the **Search** function within each filter to find exactly what you are looking for.
- There are five different types of visual representations of the data:
 - A **stacked percentage graph** to see percentage changes over time
 - A **stacked line graph** to visualize overall trends over time
 - A **line graph** overlaying each trend over time
 - A **pie chart** to view percentage breakdowns by year
 - A **bar chart** comparing trends and percentage breakdowns over time
- Below any chart or graph, you can view a **Table** detailing the financial information in the visualization above.
- Use the **Advanced** setting on the bottom left to display dollar amounts as **per capita**
- Use the **Help** drop-down in the top right corner to:
 - View a short **How-To Guide** with tips on navigating the platform
 - Recall the **Welcome Screen**
 - View a short **Multi-Fund Accounting 101** primer with basic information on multi-fund accounting
 - **Contact** the administrators of the account
- Use the **Share** drop-down in the top right corner to:
 - Share your customized graph or chart through social media
 - Send a link to your customized graph or chart through email
- Use the **Download** drop-down in the top right corner to:
 - Download an image of the graph or table as a .png file
 - Download a spreadsheet as a .csv file

For additional information about OpenGov and to access education materials, please visit:

www.opengov.com/resources.