

OpenGov How-to Guide:

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

You'll notice the title of the Report you are viewing in the top left corner.

Click on Saved 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.

If your organization has uploaded multiple years of data, a Fiscal Year slider will be present below the