

OpenGov Navigation Tips

- The **Report Title** is shown in the top left corner. Multiple reports are available on the site.
- Each report contains multiple **Views**. Click on "Views" on the left-hand side to display a list of common or favorite views on each report.
- You can create your own view by using the **Filters**. Click on "Filters" on the left-hand side to display key menus.
 - Use the **Show** drop-down to see the data that is of most interest to you.
 - Use the **Broken Down By** drop-down to specify the category by which you would like to organize the data 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 you graph or chart.
- Once filtered, the data can be displayed using one of five visual representations. Select your preferred chart or graph using the buttons in the top right corner of the screen.
 - The available **charts and graphs** are:
 1. Stacked line graph
 2. Line graph
 3. Pie chart
 4. Stacked percentage graph
 5. Bar chart
- Below any chart or graph, you can view a **table** containing the filtered data.
- 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.
- 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-find Accounting 101** primer with basic information on multi-fund accounting.
 - Contact the administrators of the account to provide feedback and suggest additional views and reports.