



## How to Use the OpenGov Financial Transparency Portal

- The Portal allows you to explore budget and historical finances in a simple graphical user interface. The main view includes a chart or graph, a legend and various controls to view expenses by departments out of various funds.
- You'll notice the title of the chart or graph you are viewing on top along with the account type selector. You can use the filter to see the data that is of most interest to you.
- To focus on specific data - like a fund, department, expense type, or any combination - look to the left and use the menu on the side panel. These selectors allow you to specify exactly what breakdown you want the graph or table to represent. When you select "Filtered By" the data filter pops up and allows you to turn on or turn off selected filters for that category - funds, departments, expense type.
- There are five different types of visual representations of the data - an area graph, an area graph by percentage, a line graph, a pie graph and a table. You can change your view by type at any point by simply selecting the different type of representation. The data will automatically convert. These functions are on the top right.
- You can double-click on the chart itself to drill down or filter data, or double-click on the department names
- You can hover your mouse pointer over a data point to get the value and total of that point
- You can also download the data into a .csv spreadsheet and .png image.
- You can share the data (any view of the data) on a social network or by email.