**OpenGov Financial Software Navigation Tips for Citizens and Staff**

* 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.
* You can 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 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 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 **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 **Budget 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.