

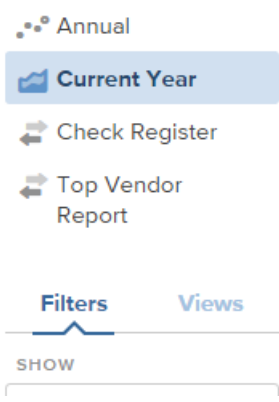
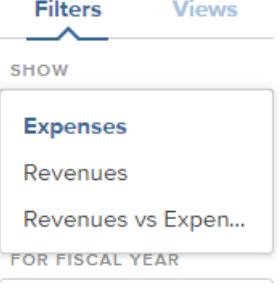



Prince George County's OpenGov Transparency Portal Help Guide

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

<p>1.</p>	<p>The title of each Report (Annual; Current Year; Check Register) is in the top left corner. You can use the filters to see the data that is of most interest to you.</p>	
<p>2.</p>	<p>Under Current Year click on <u>Views</u> on the left-hand side to view a list of common or favorite views on each report.</p>	

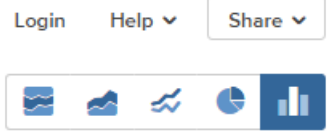
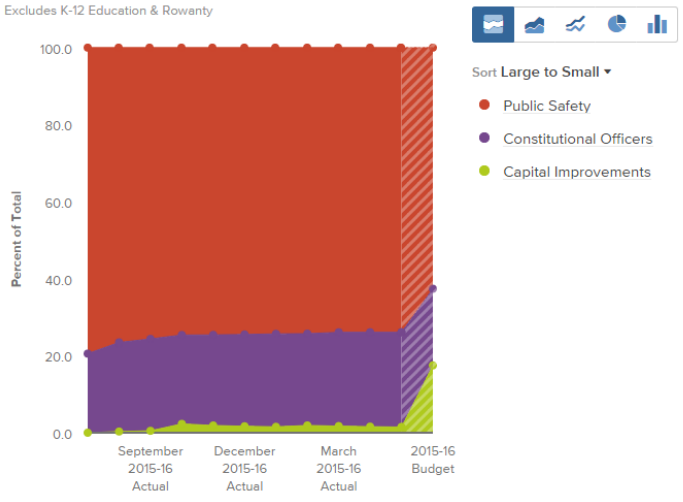

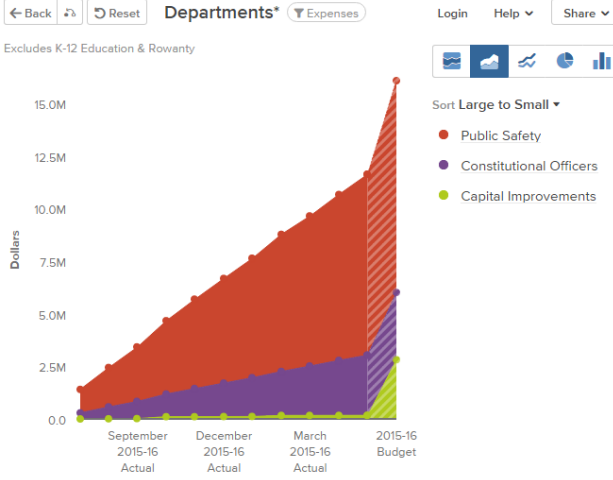
3.	Select Filters to display key menus.	
4.	You can use the Show drop-down option to select the data that is of most interest to you.	
5.	After making a selection under Show, use the Broken Down By drop-down option to specify the category (Funds; Functions; Activity; Departments; Grants) you would like the data organized by in your chart or graph.	

6. 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.

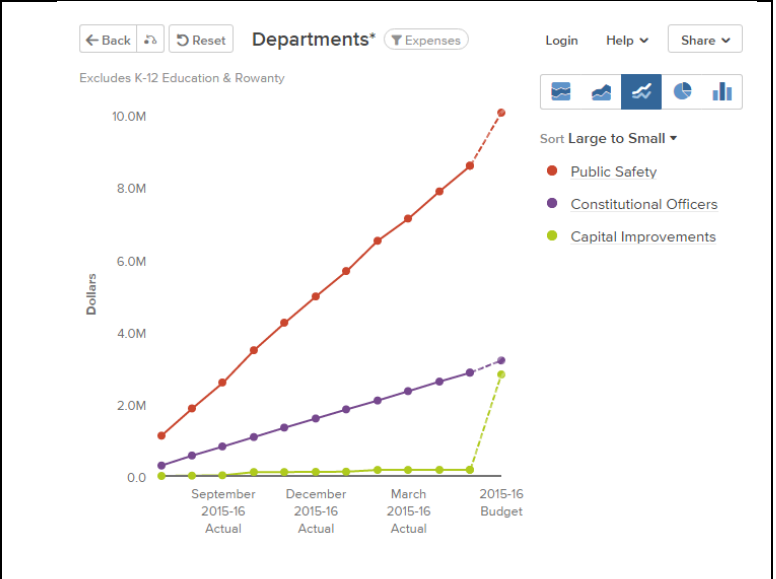
The screenshot shows the County of Prince George Virginia dashboard. At the top left is the county seal. Below it are navigation options: Annual, Current Year (highlighted), Check Register, and Top Vendor Report. A 'Filters' section is open, showing a 'SHOW' dropdown set to 'Expenses', a 'BROKEN DOWN BY' dropdown set to 'Expense Type', and a 'FOR FISCAL YEAR' dropdown set to '2015-16'. The 'FILTERED BY' menu is expanded to show 'Departments' with an 'X' icon, indicating it is active. To the right, a 'Departments' panel lists various departments with checkboxes, most of which are checked. At the bottom right, a small bar chart is visible with a y-axis labeled '0.0' and '10.0'.

7. When multiple years of data exist, use the For Fiscal Year dropdown below the Filtered By menu. Choose which fiscal year's data you would like to see.

This screenshot is a close-up of the 'FOR FISCAL YEAR' dropdown menu. The menu is open, showing a list of fiscal years: 2015-16 (highlighted in blue), 2014-15, 2013-14, and 2012-13. Below the list are other filter options: Activity, Departments, Grant, and Expense Type, each with a right-pointing chevron.

<p>8.</p>	<p>There are five different types of visual representations of the data: 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.</p>	
	<ul style="list-style-type: none"> • A stacked percentage graph to see percentage changes over time. 	
	<ul style="list-style-type: none"> • A stacked line graph to visualize overall trends over time. 	

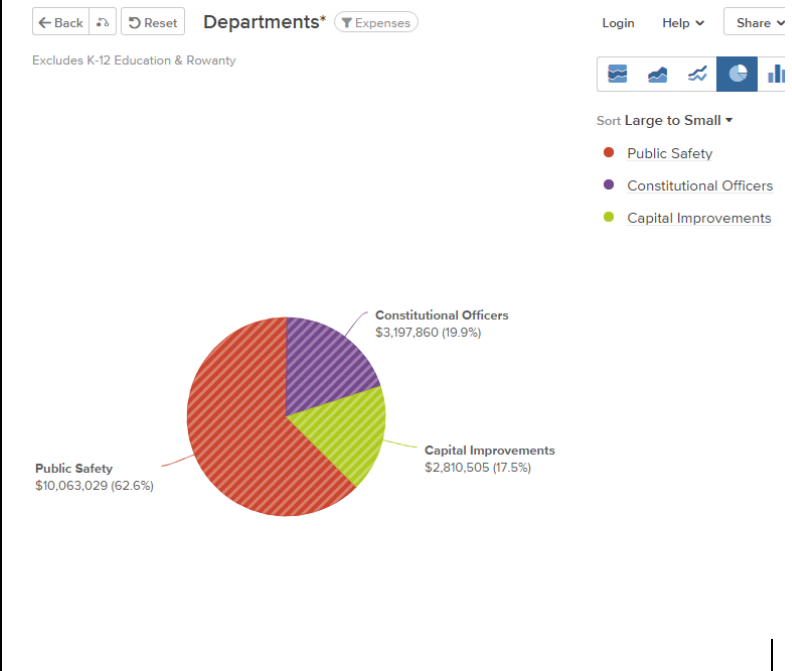
- A line graph overlaying each trend over time.



- A pie chart to view percentage breakdowns by year. To view data for other years, move the slider below the pie chart.



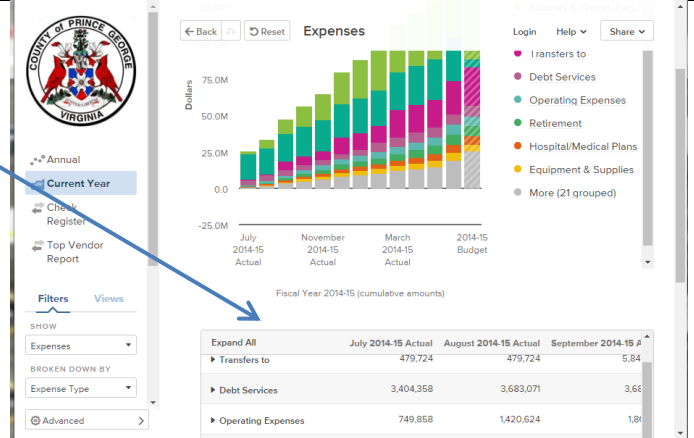
The pie chart also has a fiscal year slider underneath it. You can slide it over to see other fiscal years.



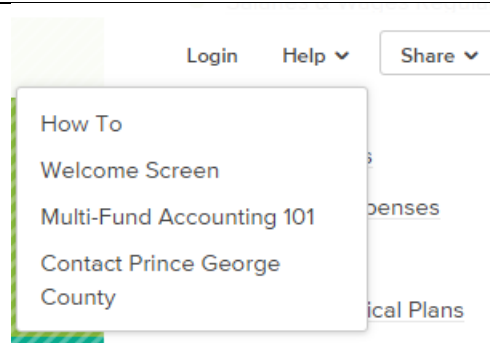
- A bar chart comparing trends and percentage breakdowns over time.

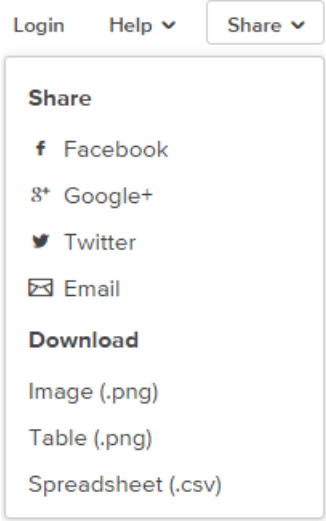


9. Below any chart or graph, you can view a **Table** detailing the financial information



10. 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.



11.	Use the Share drop-down in the top right corner to: <ul style="list-style-type: none">• Download an image of the graph or table as a .png file• Download a spreadsheet as a .csv or .xlsx file.	 <p>The screenshot shows a user interface with a top navigation bar containing 'Login', 'Help', and a 'Share' dropdown button. The 'Share' dropdown menu is open, displaying the following options: 'Share' (header), 'Facebook' (with a Facebook icon), 'Google+' (with a Google+ icon), 'Twitter' (with a Twitter icon), 'Email' (with an envelope icon), 'Download' (header), 'Image (.png)', 'Table (.png)', and 'Spreadsheet (.csv)'.</p>
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