



City of Miami

OpenGov Financial Dashboard

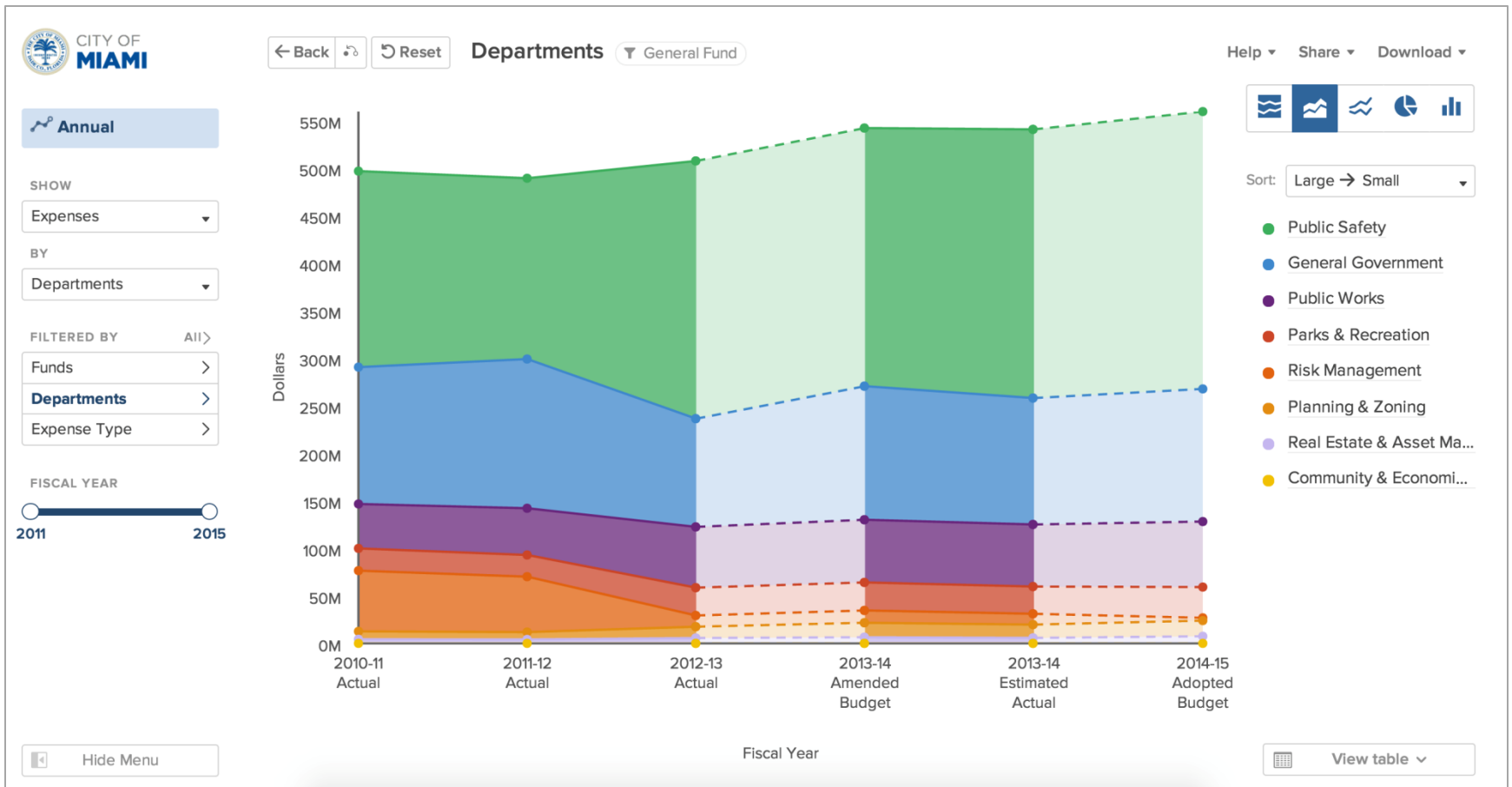
User Guide

Last Updated: January 2015



City of Miami OpenGov Financial Dashboard User Guide

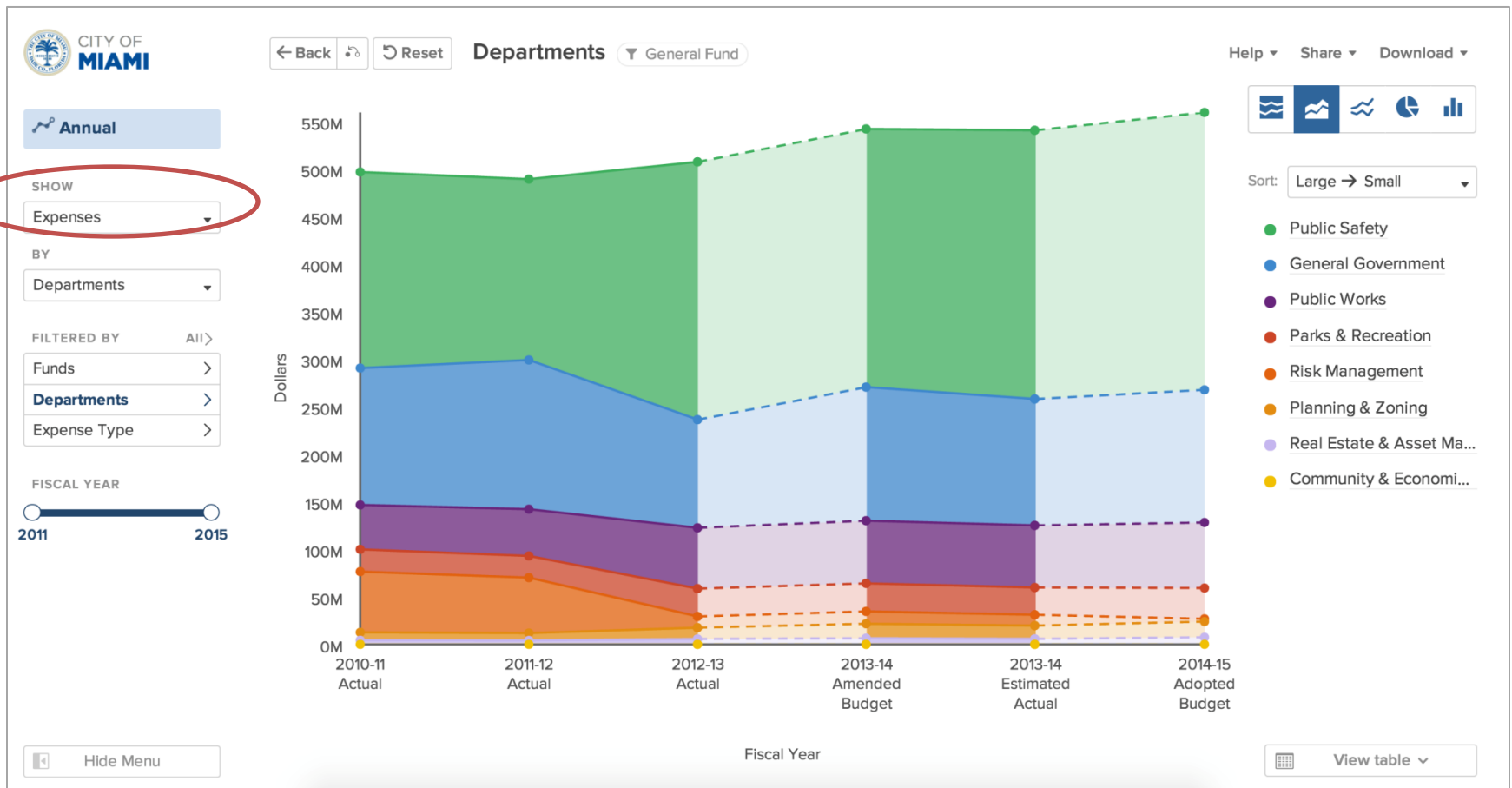
Miami's **OpenGov Financial Dashboard** allows you to explore budget and historical finances in a simple graphical user interface.





City of Miami OpenGov Financial Dashboard User Guide

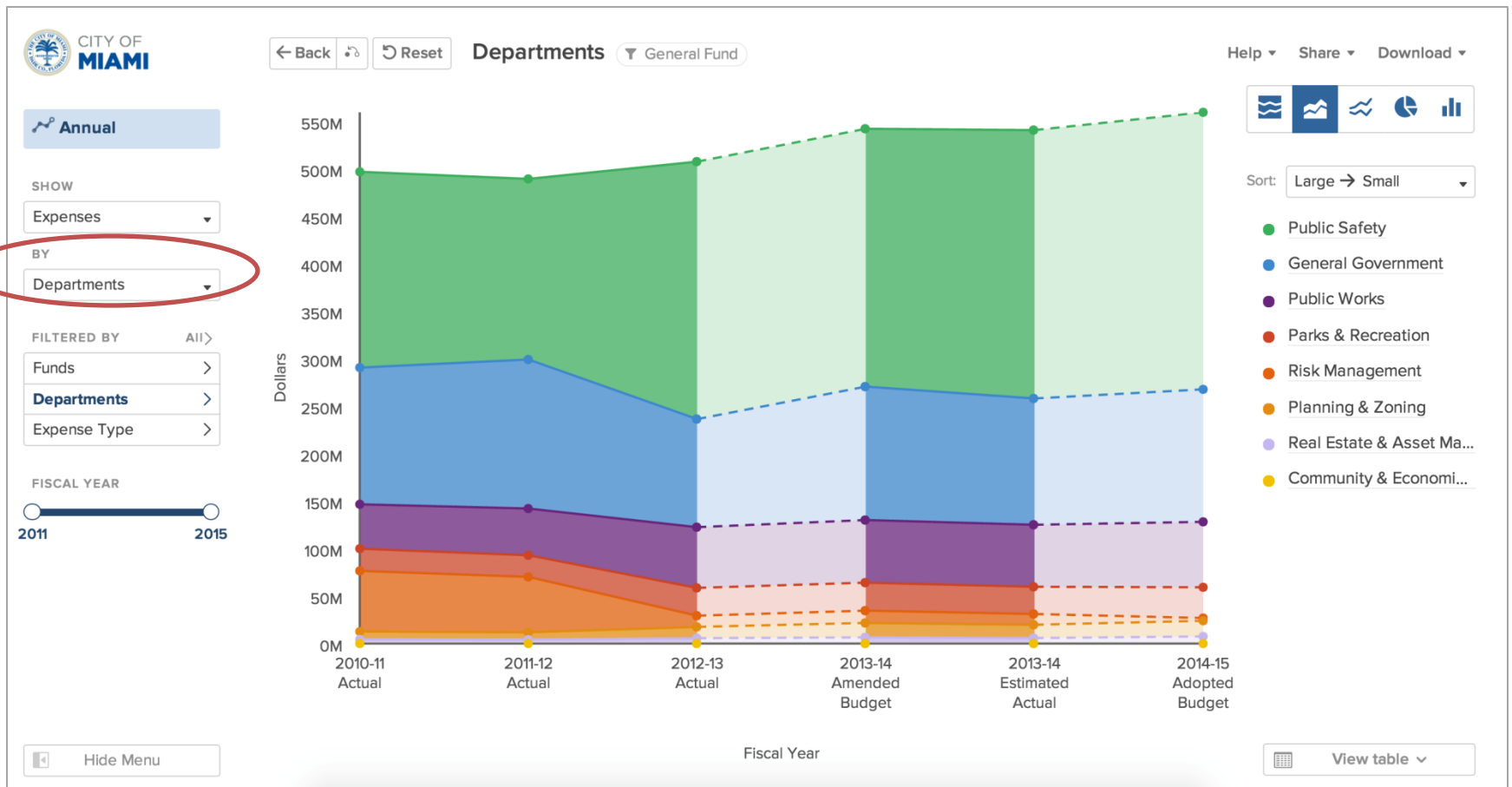
You can use the **Show drop-down** to see the data that is of most interest to you.





City of Miami OpenGov Financial Dashboard User Guide

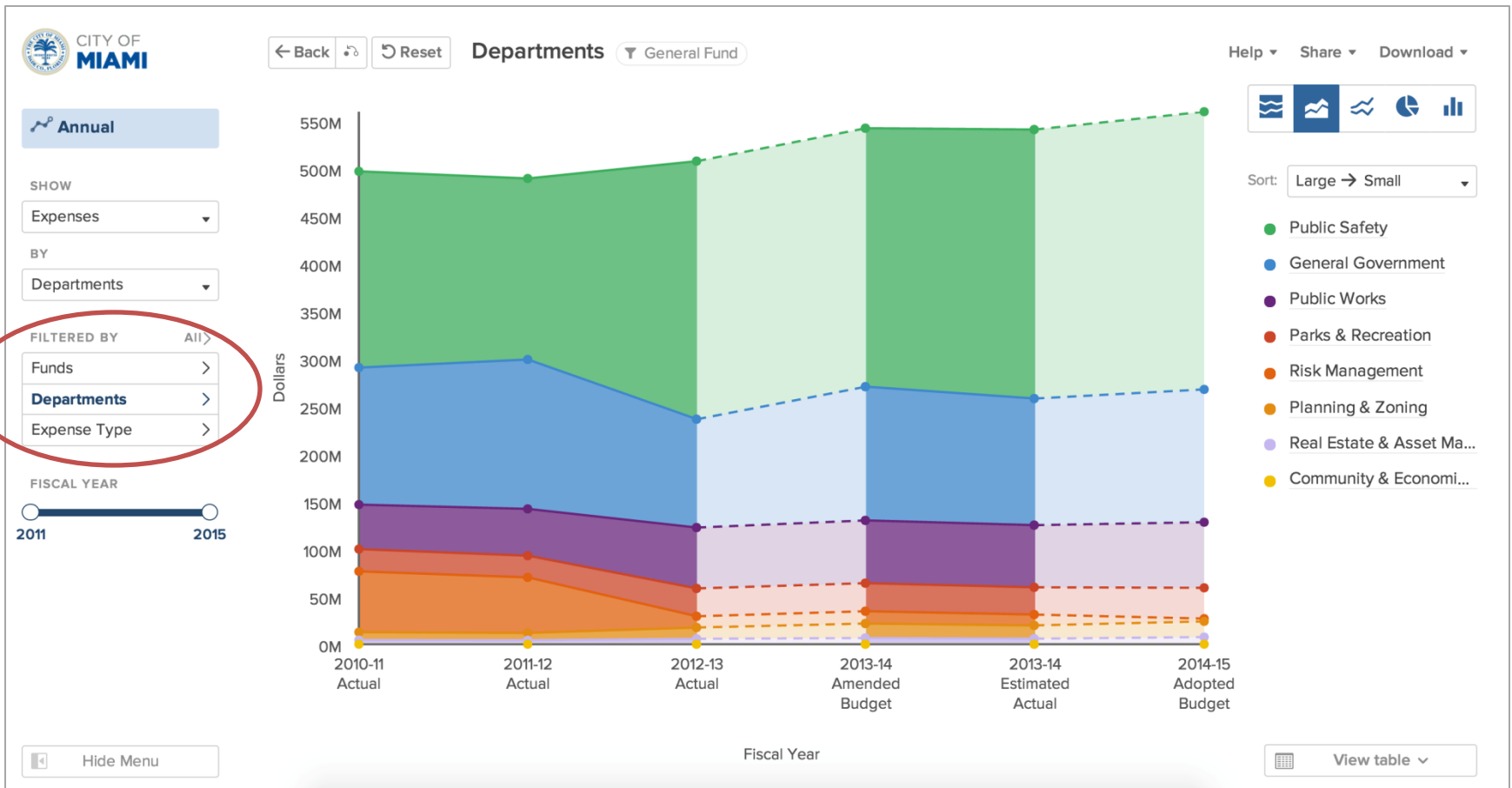
Use the **By drop-down** to specify the category you would like the data organized by in your chart or graph.





City of Miami OpenGov Financial Dashboard User Guide

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.





City of Miami OpenGov Financial Dashboard User Guide

Use the **Search function** within each filter to find exactly what you are looking for.

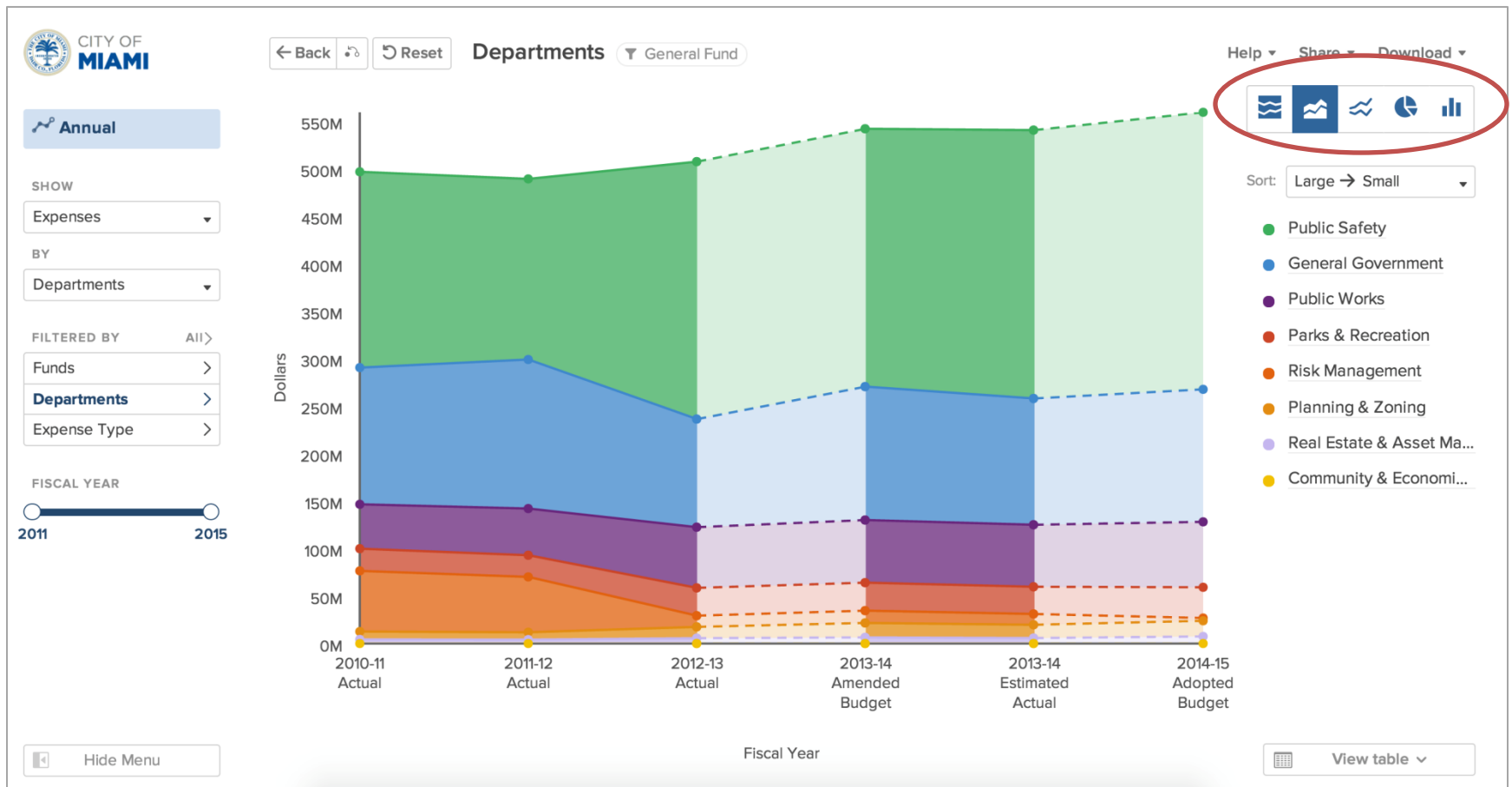




City of Miami OpenGov Financial Dashboard User Guide

There are **five different types of visual representations** of the data:

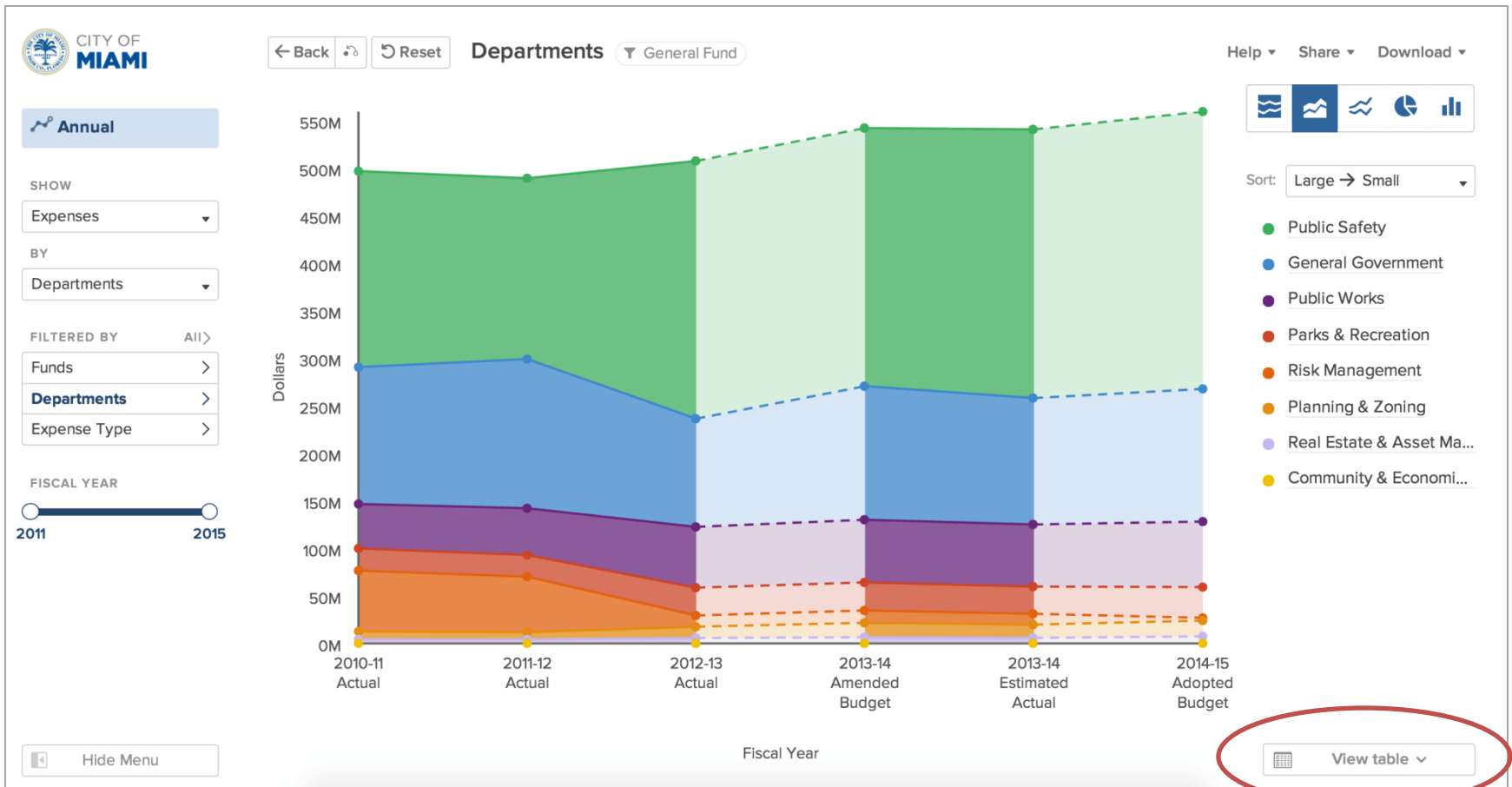
- 1.) A **stacked percentage graph** to see percentage changes over time;
- 2.) A **stacked line graph** to visualize overall trends over time;
- 3.) A **line graph** overlaying each trend over time;
- 4.) A **pie chart** to view percentage breakdowns by year;
- 5.) A **bar chart** comparing trends and percentage breakdowns over time.





City of Miami OpenGov Financial Dashboard User Guide

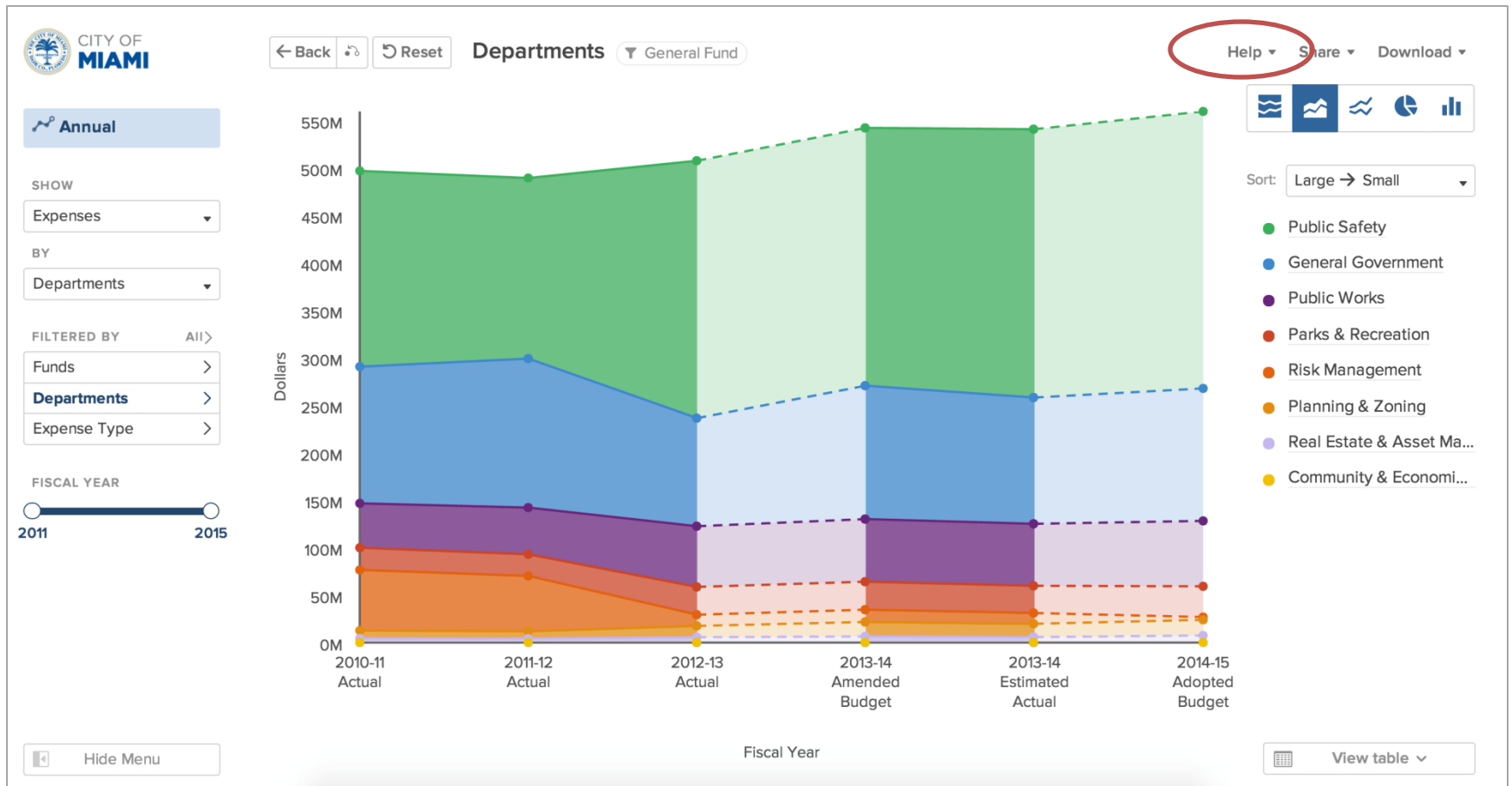
Below any chart or graph, you can **view a Table** detailing the financial information in the visualization above.





City of Miami OpenGov Financial Dashboard User Guide

Use the **Help drop-down** in the top right corner to:
View a short **How-To Guide** with tips on navigating the platform.
Contact the administrators of the account.



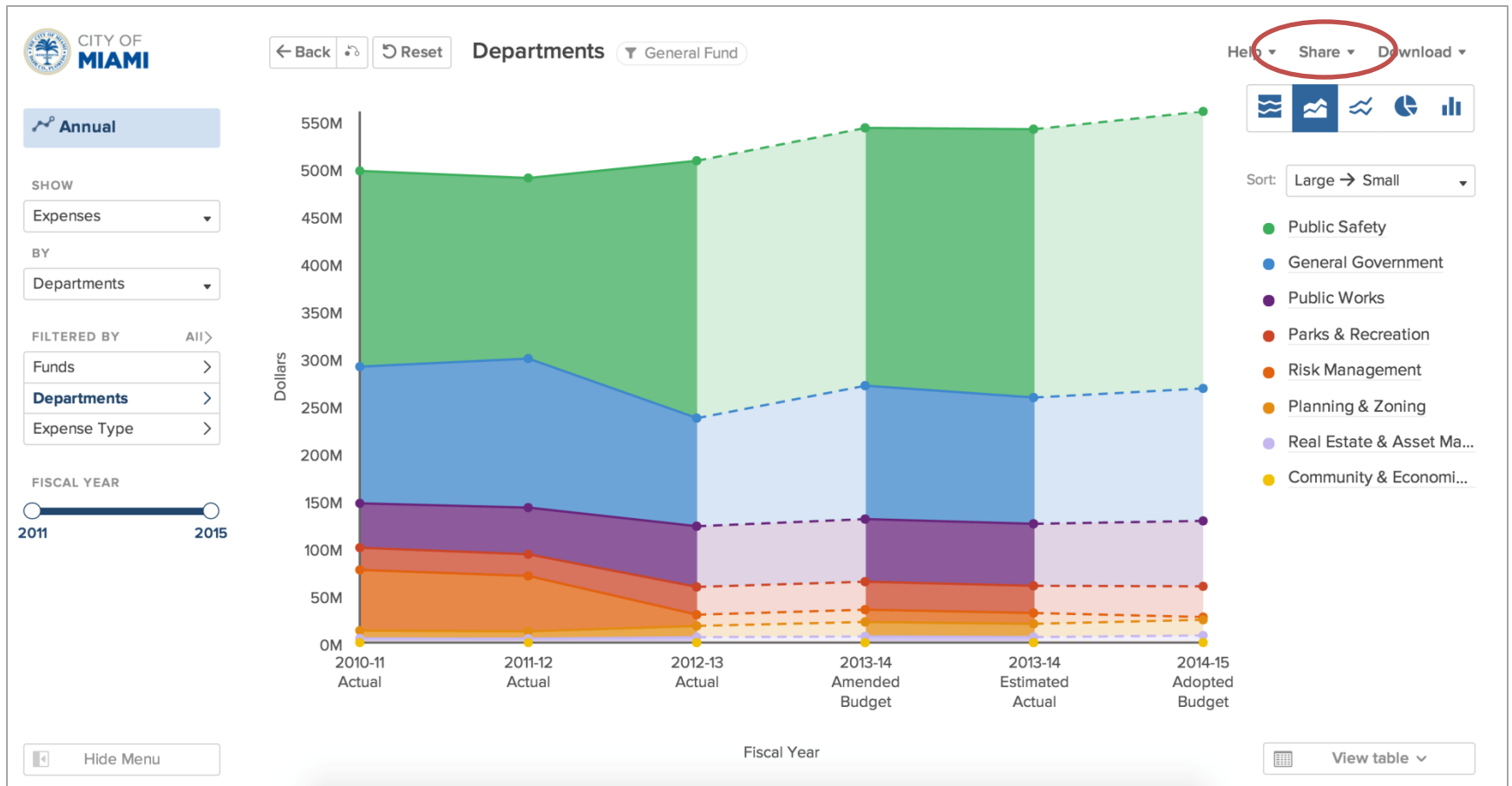


City of Miami OpenGov Financial Dashboard User Guide

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**.



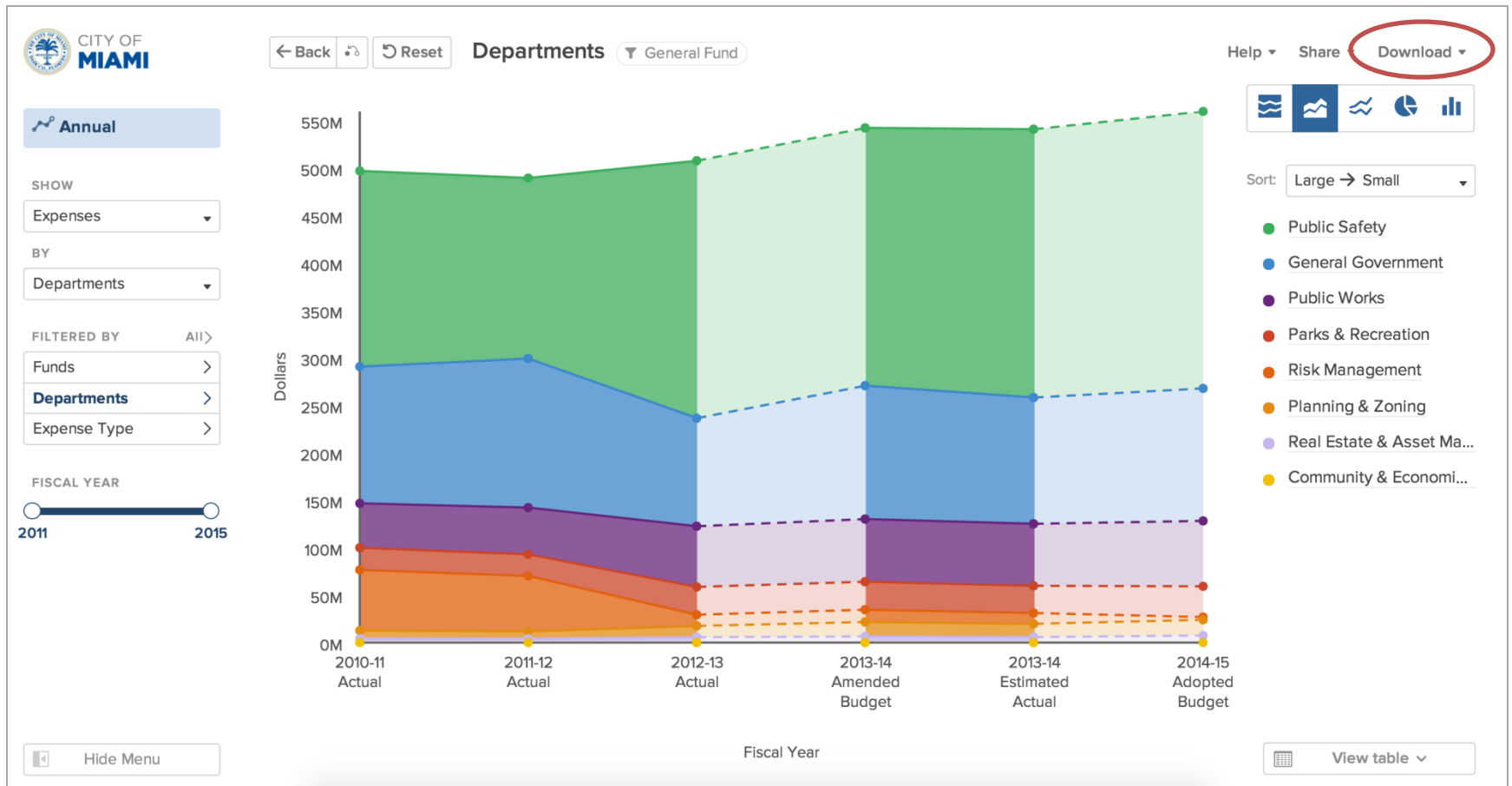


City of Miami OpenGov Financial Dashboard User Guide

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.**





FREQUENTLY ASKED QUESTIONS:

Q: What is OpenGov?

A: OpenGov is a financial transparency website which displays government finances over a multi-year period.

Q: How do I select the data I want to see?

A. To focus on specific data — like a fund, department, expense type, or any combination — use the menu on the left side panel. The “By” drop-down allows you to specify which breakdown you want the graphs and table rows to represent on the graph. You can analyze the expense and revenues data by fund, department, or type.

Q: Can I select more than fund or departments?

A. Yes. Use the Data Filter on the left side panel to make specific selections within the data. The Data Filter shows you the hierarchical relationships of Funds, Departments, and Account Types. You'll notice the title of the graph you are viewing on top along with the account type selector. You can use the filter to see the data of most interest to you.

Q: How do I see the actual numbers within the graph?

A. Hover over any area of the graph to see the actual or budgeted amounts for that period. Or, just scroll down to see a table with detailed information.



FREQUENTLY ASKED QUESTIONS, CONTINUED:

Q: Can I see the data in a different graph?

A. In the upper right hand corner, you will see options for the different graphs and tables. There are five graph types overall: an area graph, an area graph by percentage, a line graph, a pie graph, and a bar chart. There is also always a table view below any chart or graph. The table allows you to zoom-in on the detailed financial data selected in the chart or graph above.

Q: Can I save the data I am looking at?

A. Yes, there are Share and Download buttons in the upper right corner. You can share any view on a social network or by email. There are also options to download the displayed data in .csv spreadsheet and .png image formats.

Q: I have a question. How do I contact the City of Miami?

A. Use the Help menu on the top right corner to navigate to the “Contact” option to send your message to the City of Miami.