OpenGov allows you to explore budget and historical finances in a simple graphical user interface. Listed below are some quick tips on navigating OpenGov reports:

- You'll notice the title of the Report you are viewing in the top-left corner.
- Click on Views on the left-hand side to view a list of common or favorite views on each report.
- Any special notations in regards to data can be found in the upper right area of the screen. When notations are available, a speech-bubble icon will appear as well as the number of notes available in regards to the specific report you are viewing.
- Select Filters to display key menus.
  - You can use the drop-down box under "Show" to display the data that is of the most interest to you.
  - You can also use the drop-down box under "Broken Down By" to specify the category you would like the data organized by in your chart or graph.
  - Select the Filtered By option to view data filters. These filters will allow you to select exactly which data you want to include or exclude from your graph or chart.