

OpenGov Training

What is OpenGov?

- Cloud based software, access from any device with internet
- Analyze financial and non-financial data through easy-to-understand, interactive graphs
- Utilize reports for public/transparent or internal use

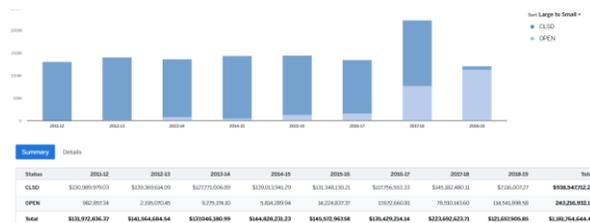
How to login?

- Login at <https://controlpanel.opengov.com> using your Bernco email
- Other places to login: BC Insider, Bernco Connect, and opengov.com

How to get started?

Reports

- Contains detailed information about data
- Use Saved Views to quickly view department data
- Break down or 'slice' data by different categories (i.e., name, division, department, etc.)
- Apply custom Filters or search for data
- Analyze data using summary table/details table

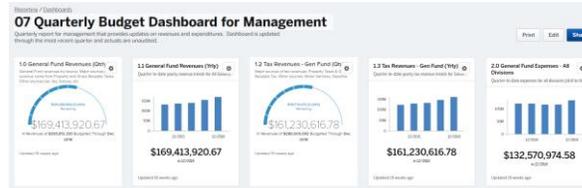


Dashboards

- High-level, snapshot view of department data
- Click on graph to drill to detailed Report
- Easy place to print graphs
- Located by clicking Dashboard on the top of the screen under Reporting

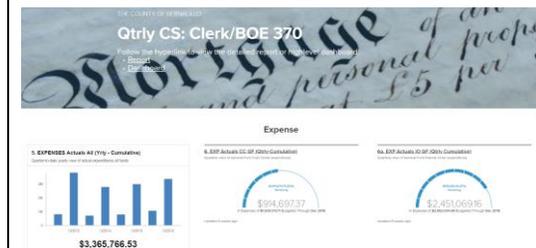
Reporting

Reports **Dashboards**



Stories

- Each department has their own Story
- Graphs in Story are department specific
- Click on graph to drill to detailed Report
- Stories contain Expenses, Revenues, Overtime, Positions, POs, Travels, Contracts, Invoices, etc.
- Operational or Executive Stories that provide high-level information across all departments



Quick Tips

Google Chrome

DO NOT use Internet Explorer, only use Google Chrome

Forgot your password?

Go to login page and click "Forgot your password?", OpenGov will send you an email to reset your password



Email: vschornack@berncogov

Password:

Remember me

Sign in

Forgot your password?

Customize Main Menu

- Open Filter by Keyword dropdown menu
- Use the check boxes to select your department
- Always check All Departments, Quarterly Reports, and Positions

FILTER BY KEYWORD:

None selected

Search

Manage Keywords

- All Departments
- Quarterly Reports
- Positions
- MDC

Search

Use search bar to find department using business area or name

How to navigate in Reports?

Saved Views

Pre-filtered views of data/graph, usually by department or division

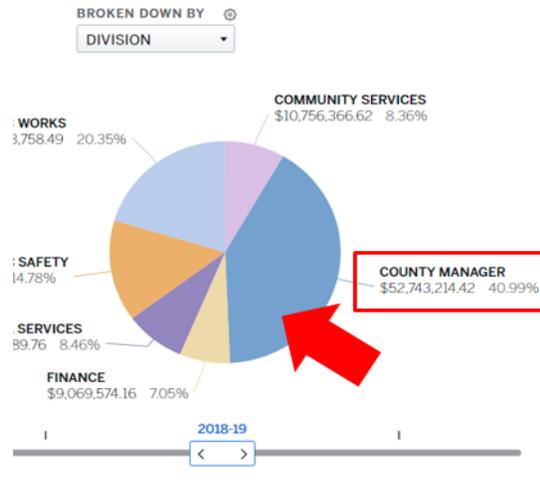


TIP: Saved Views are the 1st place to start in every Report

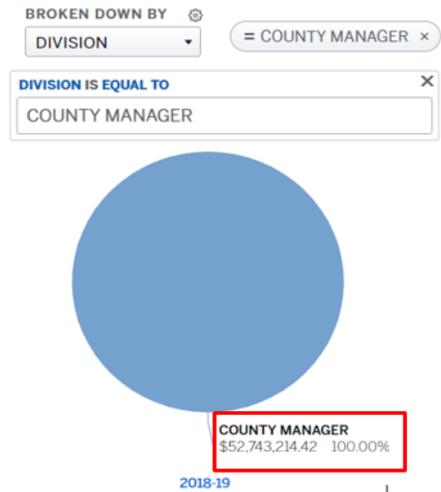
Broken Down By

'Slice' data by categories like department, division, fund, etc.

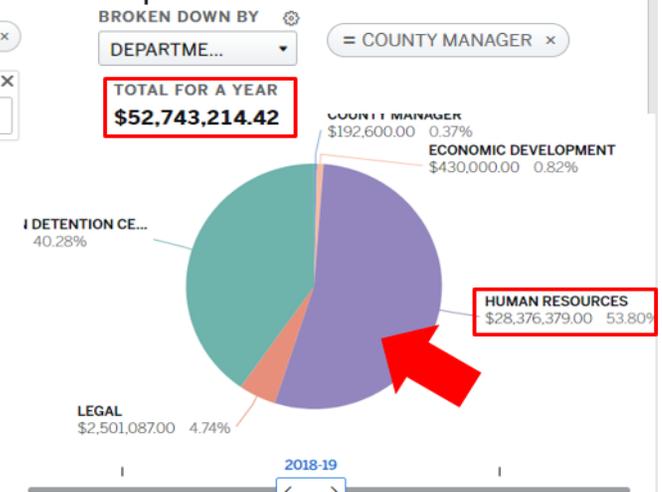
Click on pie slice to drill into a single division – **County Manger**



You are only looking at costs associated with **County Manger Division**



Change Broken Down By to see the pie slice by **Department** – now showing depts in CM Division



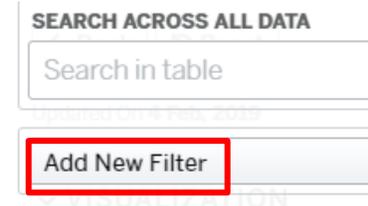
Filter By

Apply custom filters such as, date ranges, greater than/less than, key words, include/exclude data

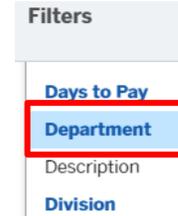
Click on Filters



Click on Add New Filter



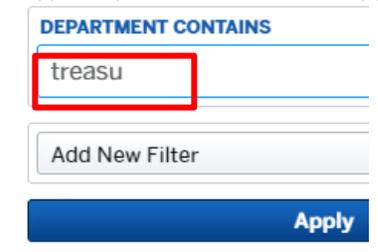
Choose column to add filter



Select type of filter



Type department and click Apply



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