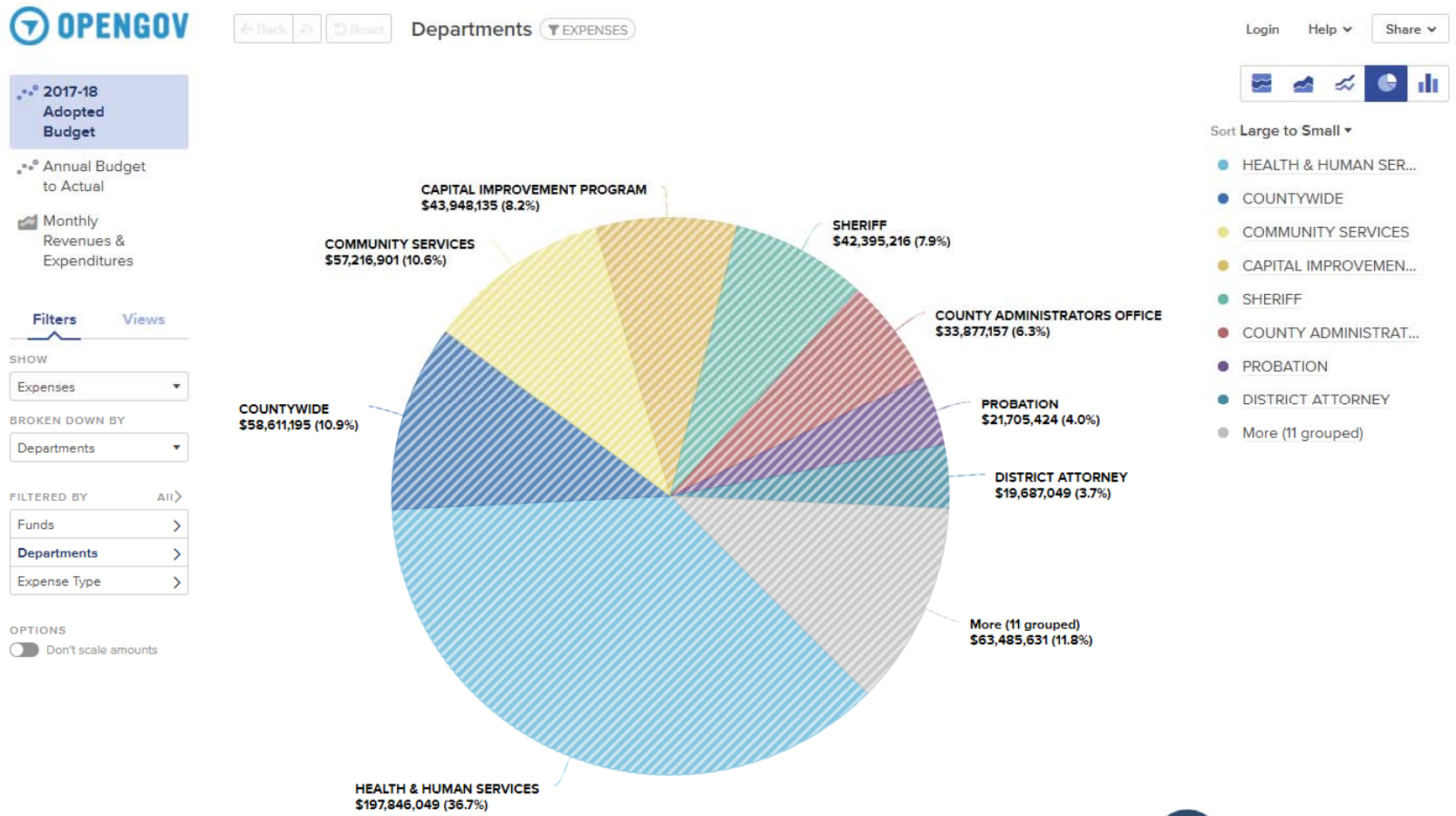# Yolo County

Yolo County
Fiscal & Budget Transparency Tool
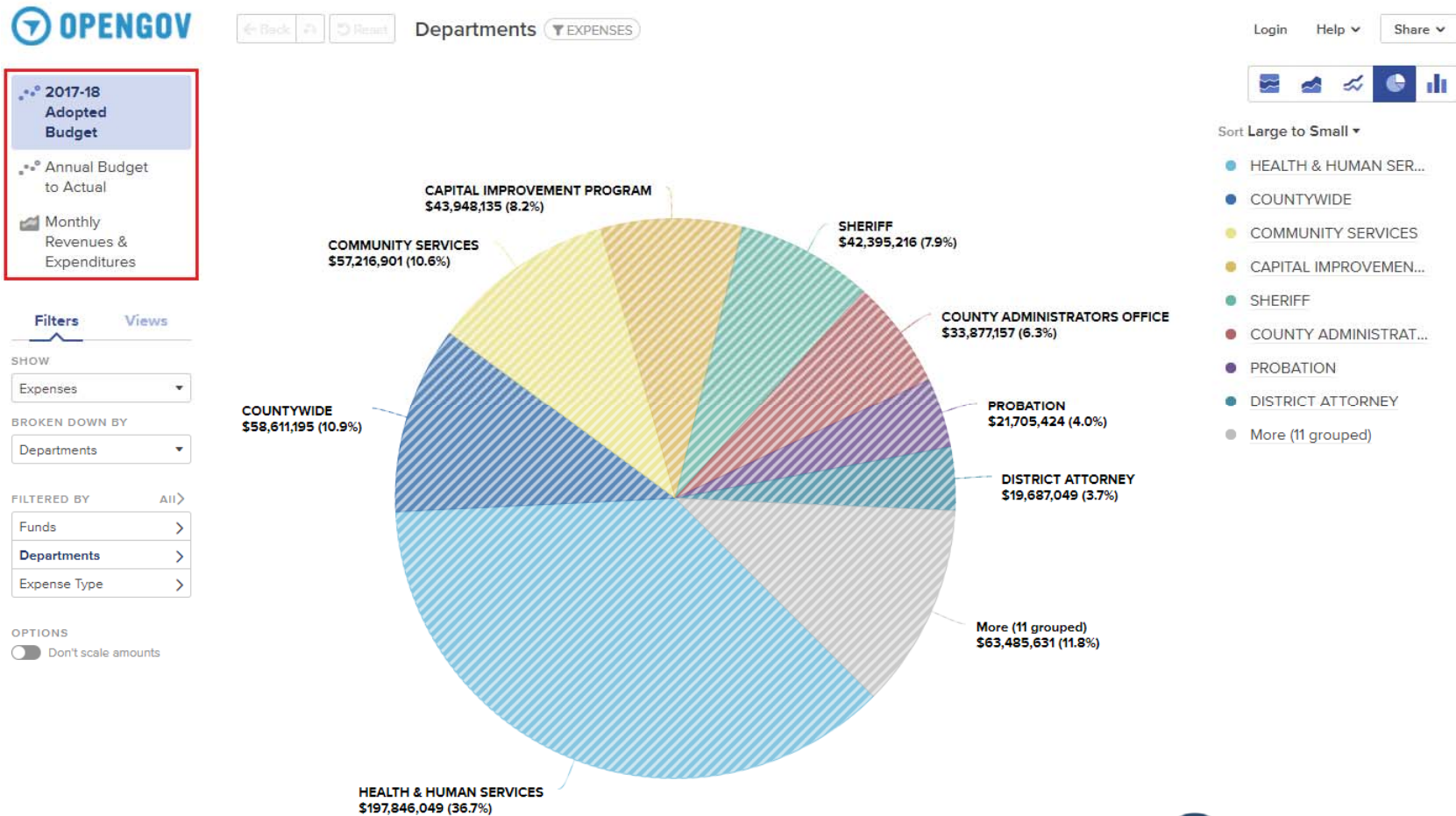# User Guide

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Yolo County Fiscal & Budget Transparency Tool: User Guide

Yolo County Fiscal & Budget Transparency Tool allows you to access complete financial data in easy-to-understand charts and graphs, in just a few clicks.

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To begin, select from the available reports listed in the top left corner.

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Click on any of the **Saved Views** to see different views or answers to some frequently asked questions.

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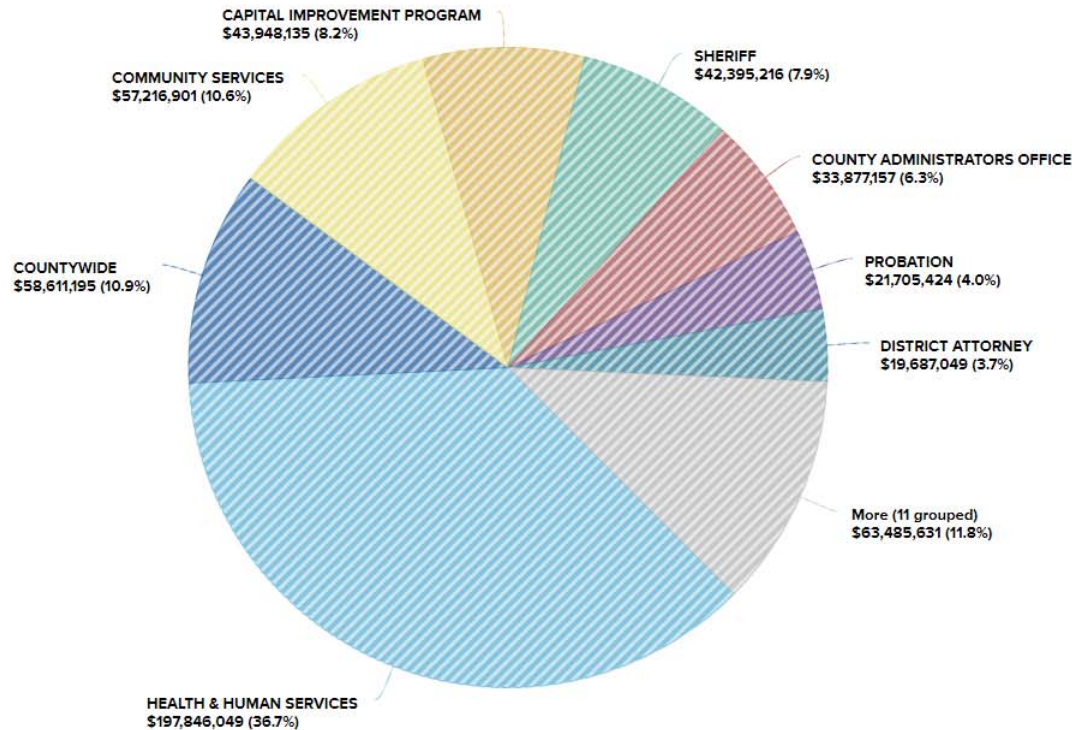
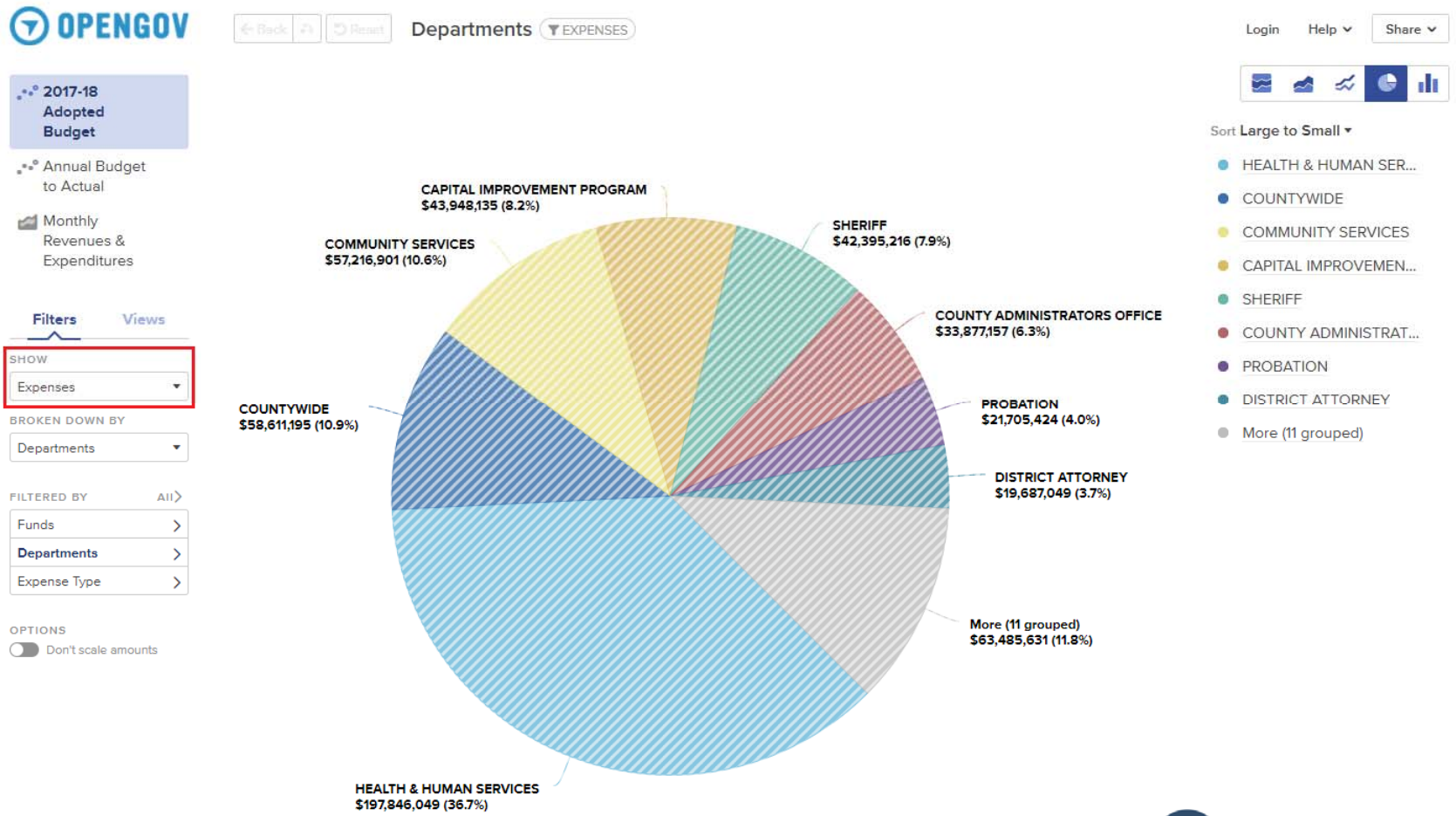# Yolo County Fiscal & Budget Transparency Tool: User Guide

Use the various **Filters** on the left panel to build the view you want and understand the data in different ways.


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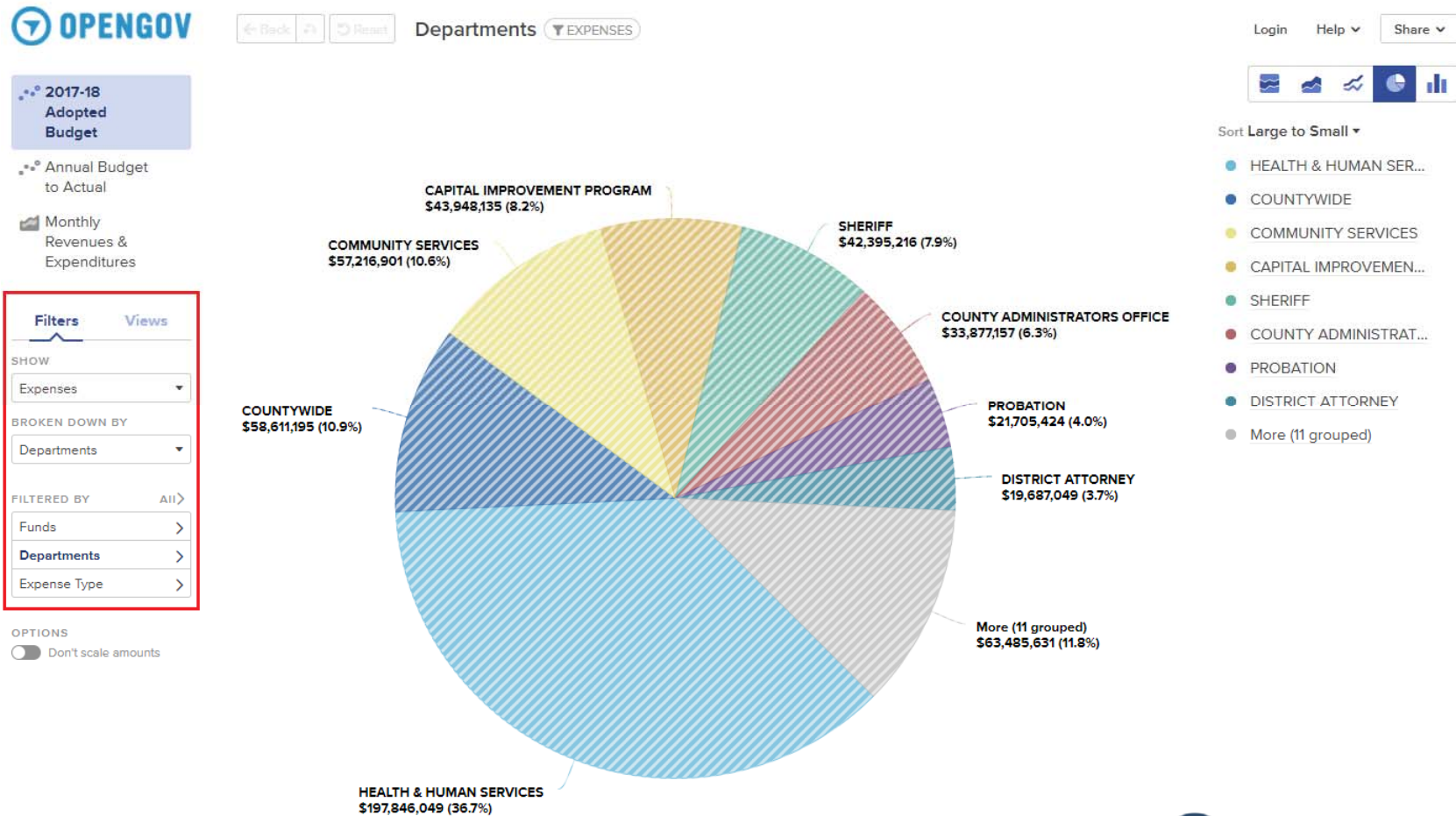
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The **Show** drop-down allows you to see the data that is of most interest to you. You can filter by expenses, revenues, or select both for comparison.

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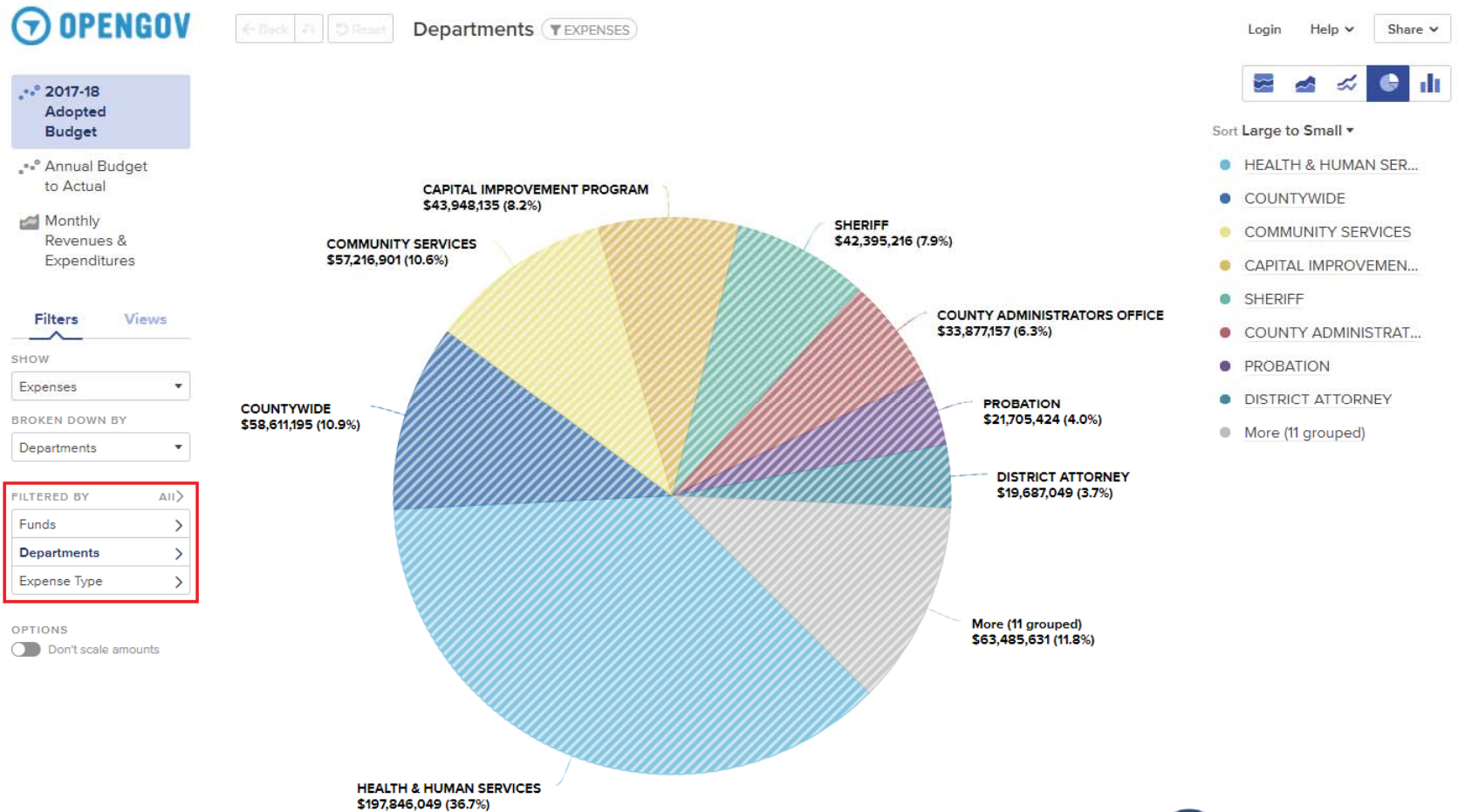# Yolo County Fiscal & Budget Transparency Tool: User Guide

The **Broken Down By** drop-down allows you to specify the category you would like the data to be organized by in your view. You are able to select funds, departments, or type.


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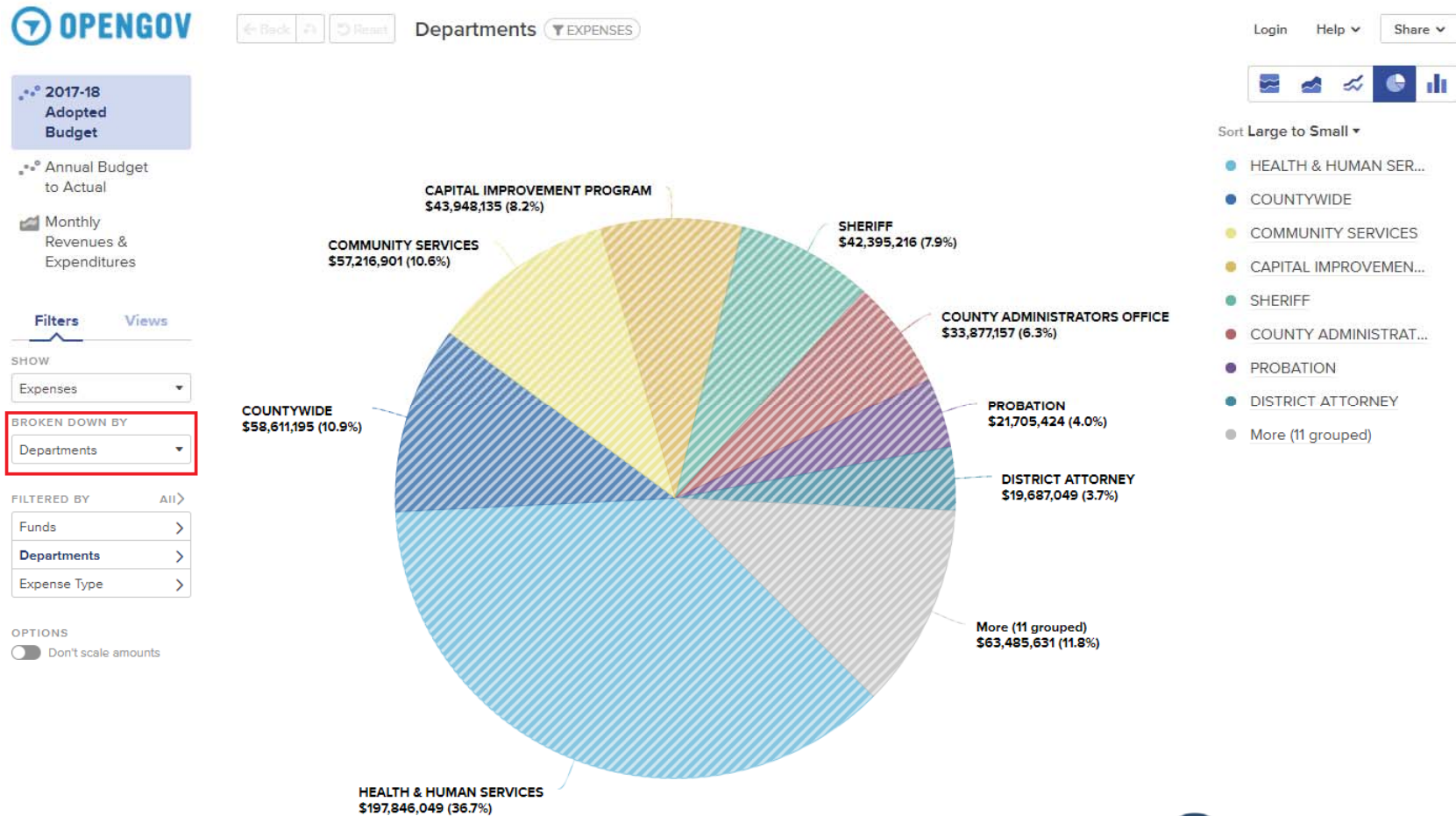
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Use the **Filtered By** option to view the data filters. These filters allow you to select exactly which data you want to include and exclude in your graph.
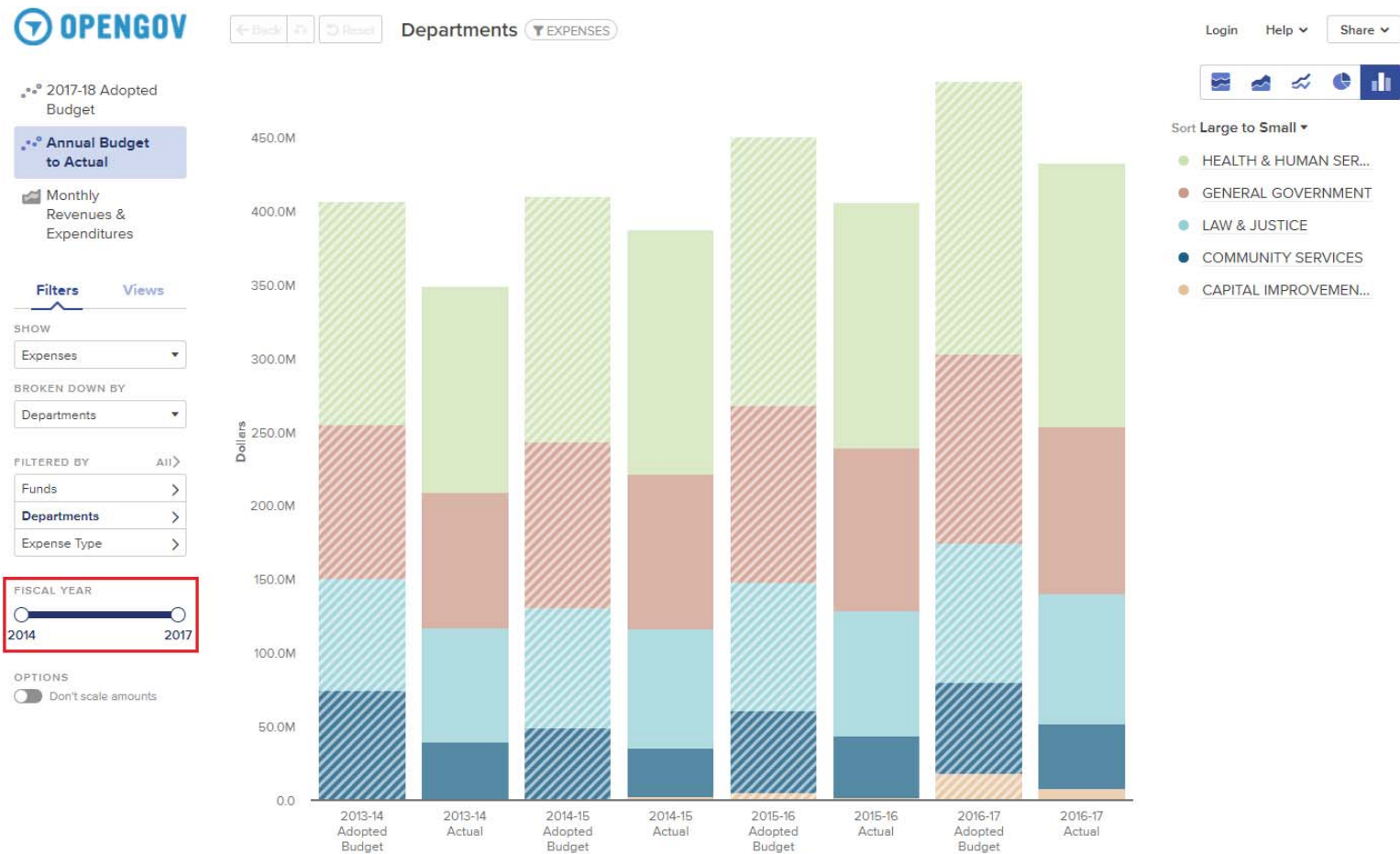

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Use the **Search** function within each filter to find something specific.
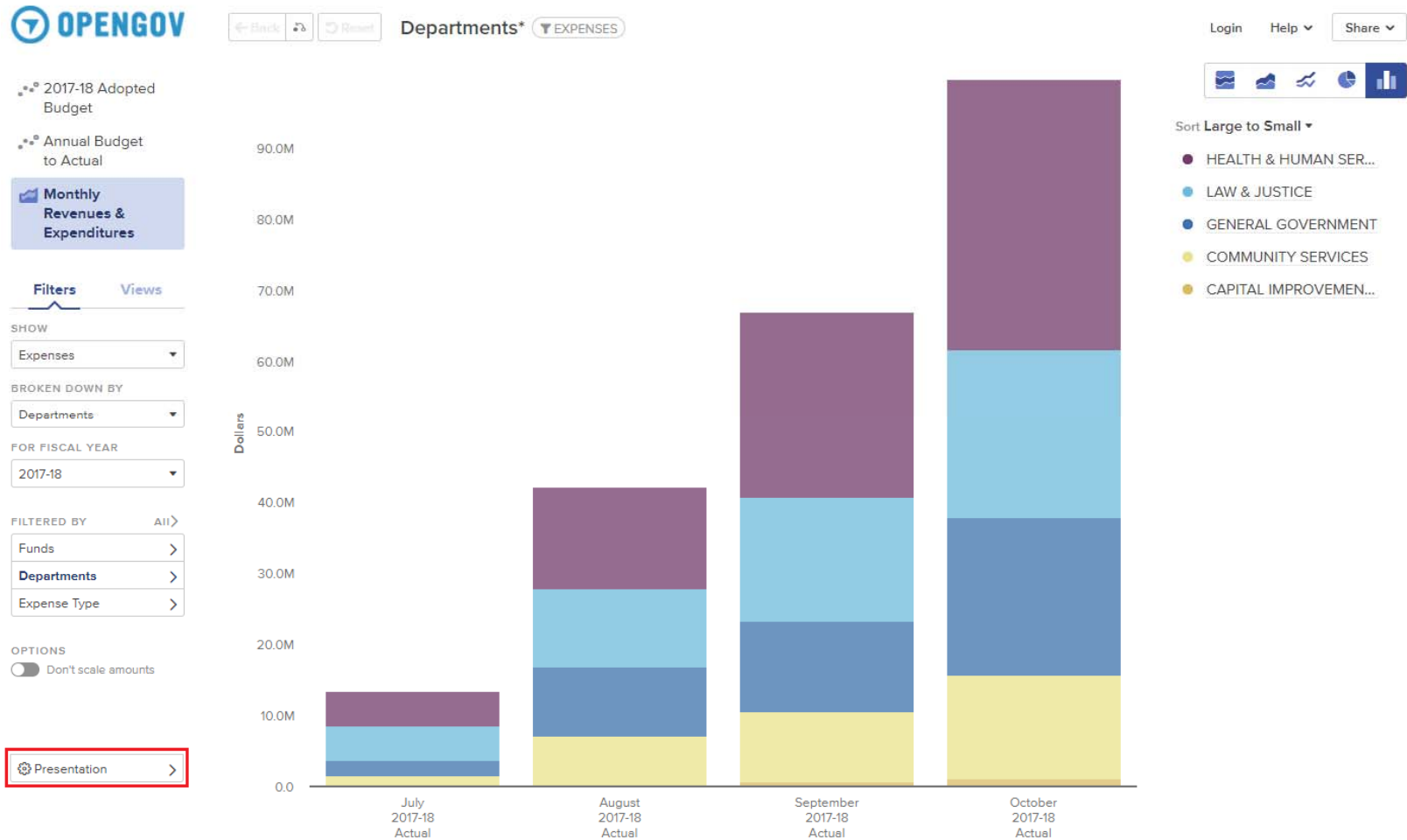

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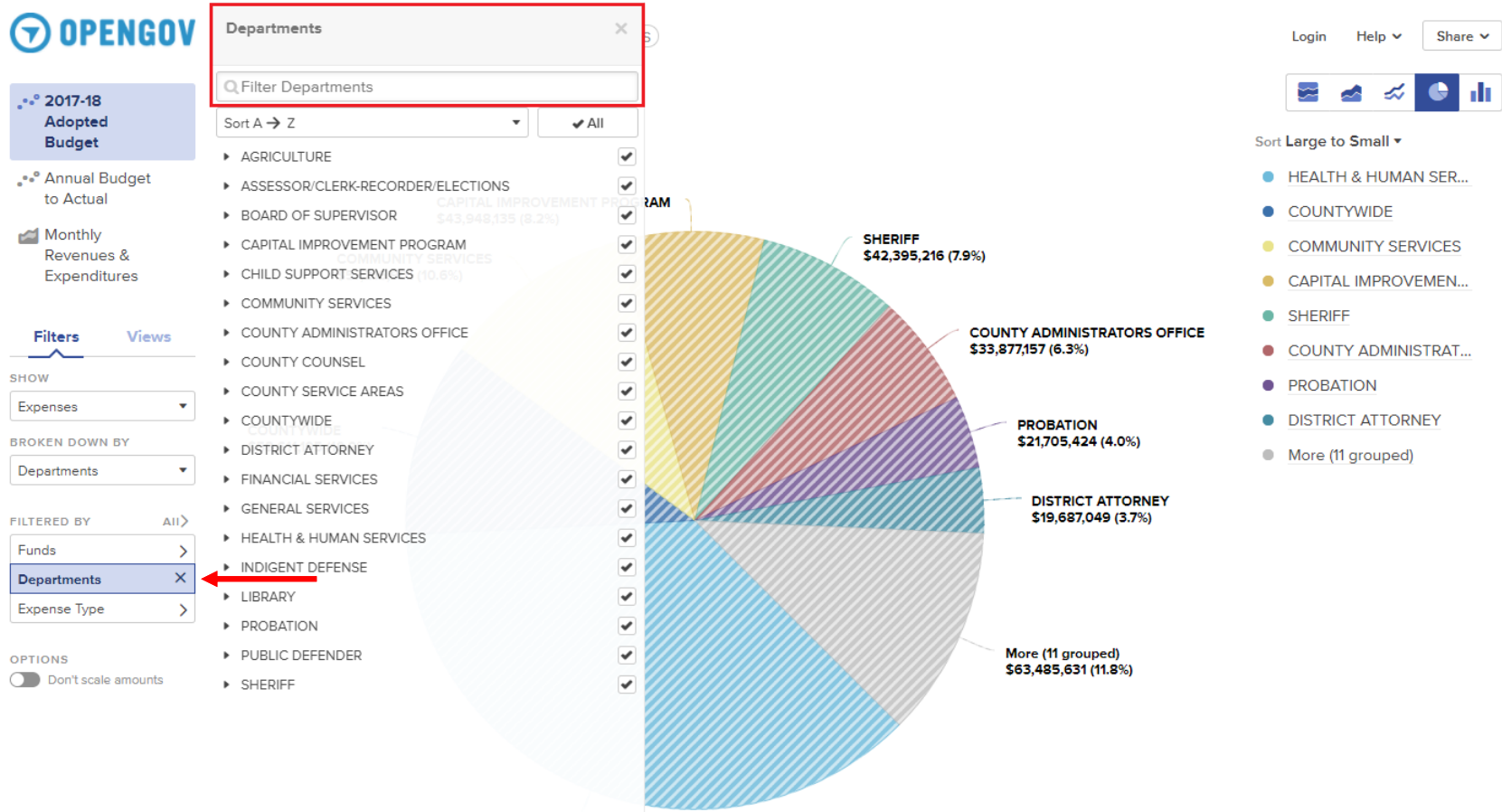
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In multi-year reports, the **Fiscal Year** slide bar allows you to select the range of years that you want to see.

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Use the **Presentation** option to adjust how the data is displayed in Monthly reports.

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After selecting **Presentation**, use the **Monthly Report options** to display data month-over-month or year-over-year. You can also change the amounts to display as cumulative or incremental.
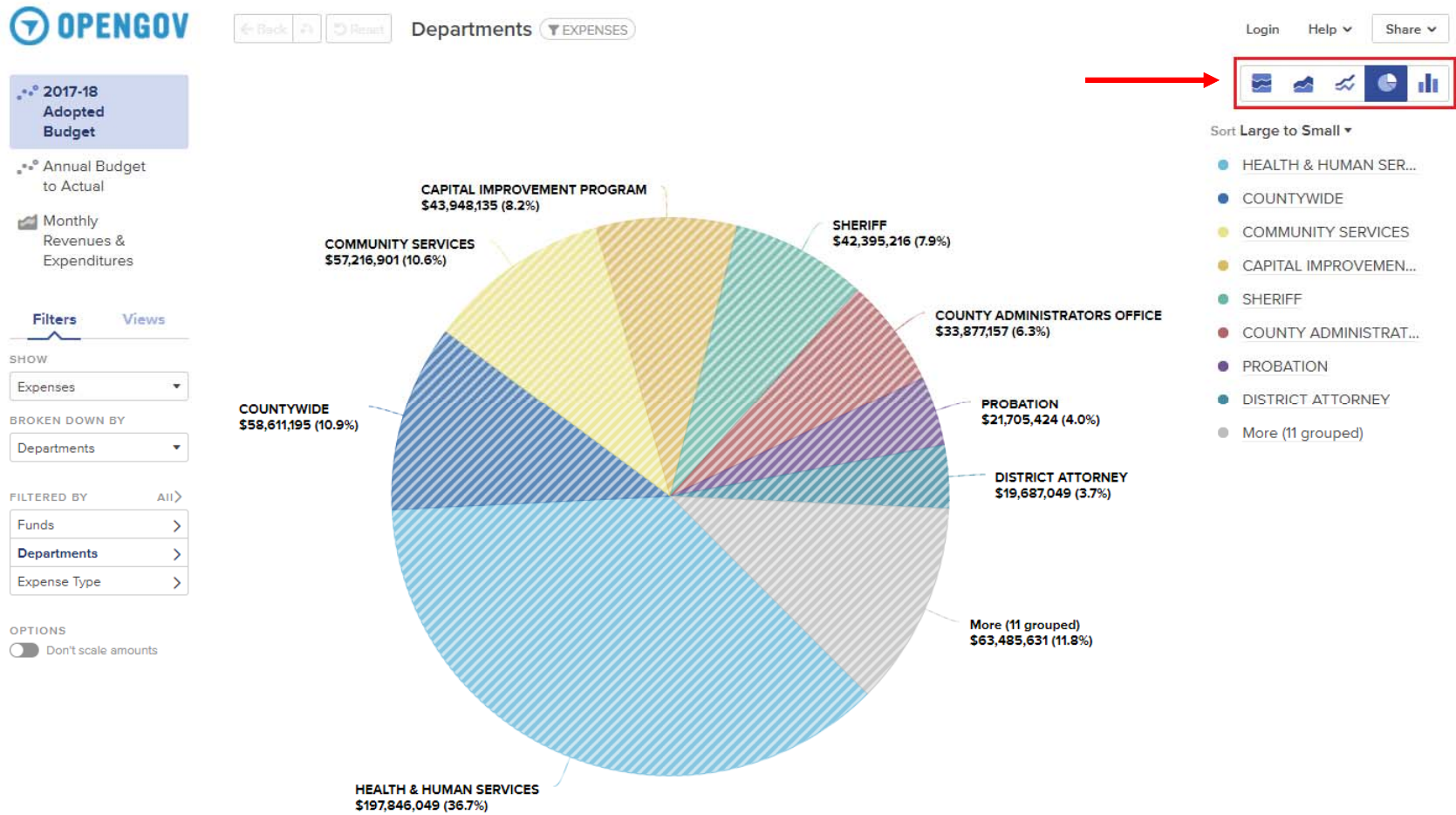

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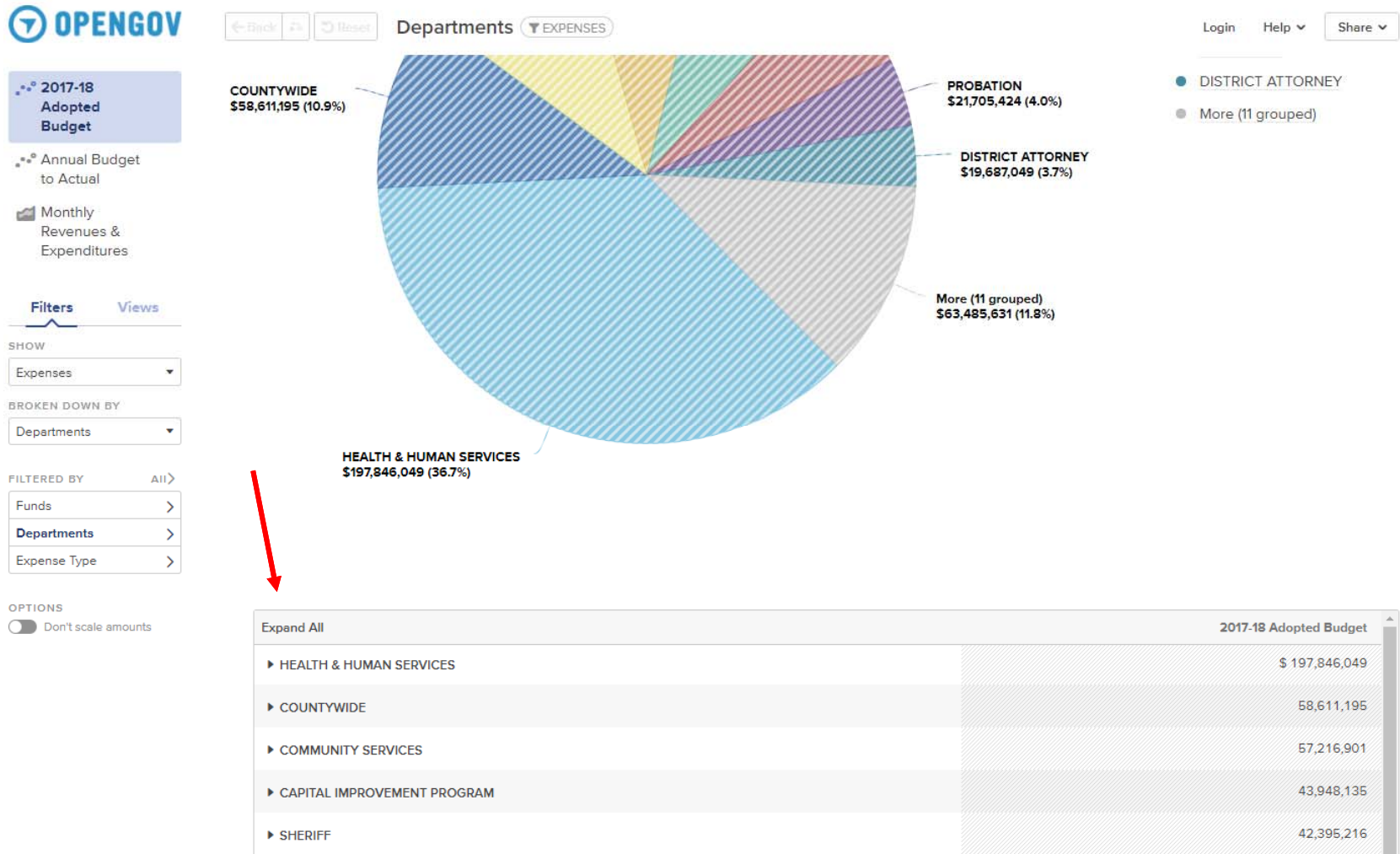# Yolo County Fiscal & Budget Transparency Tool: User Guide

There are **five different types of visual graphs** you can view: Stacked percentage graph, Stacked line graph, Line graph, Pie chart and Bar chart


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By scrolling down the page you will find the accompanying **Data Table**.


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Use the help drop-down to either: view a short **How-To Guide** with further tips on navigating or **Contact** the administrators of our site to provide feedback and ask questions.

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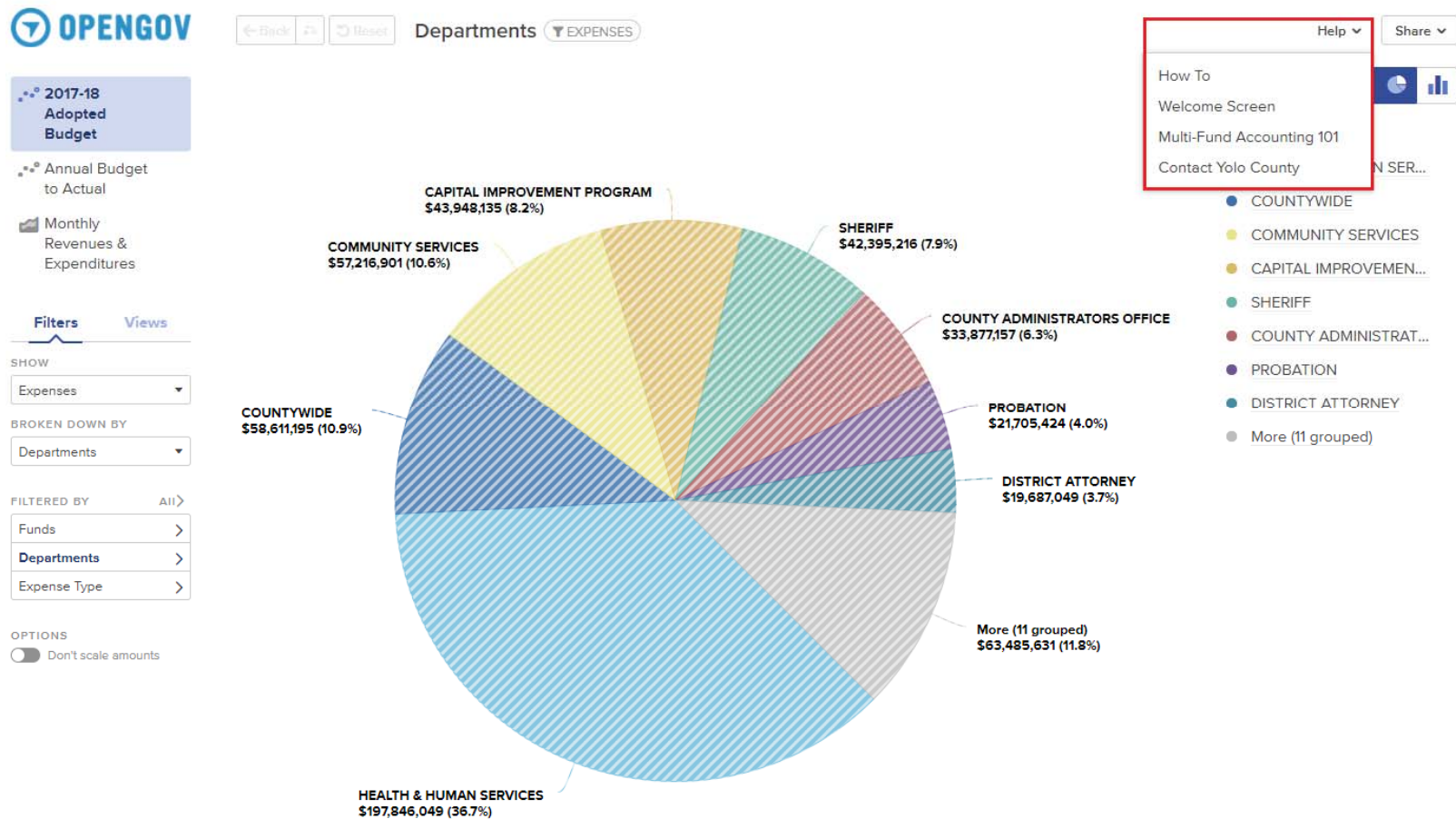
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Use the **Share** drop-down to share your customized graph through social media or through email.

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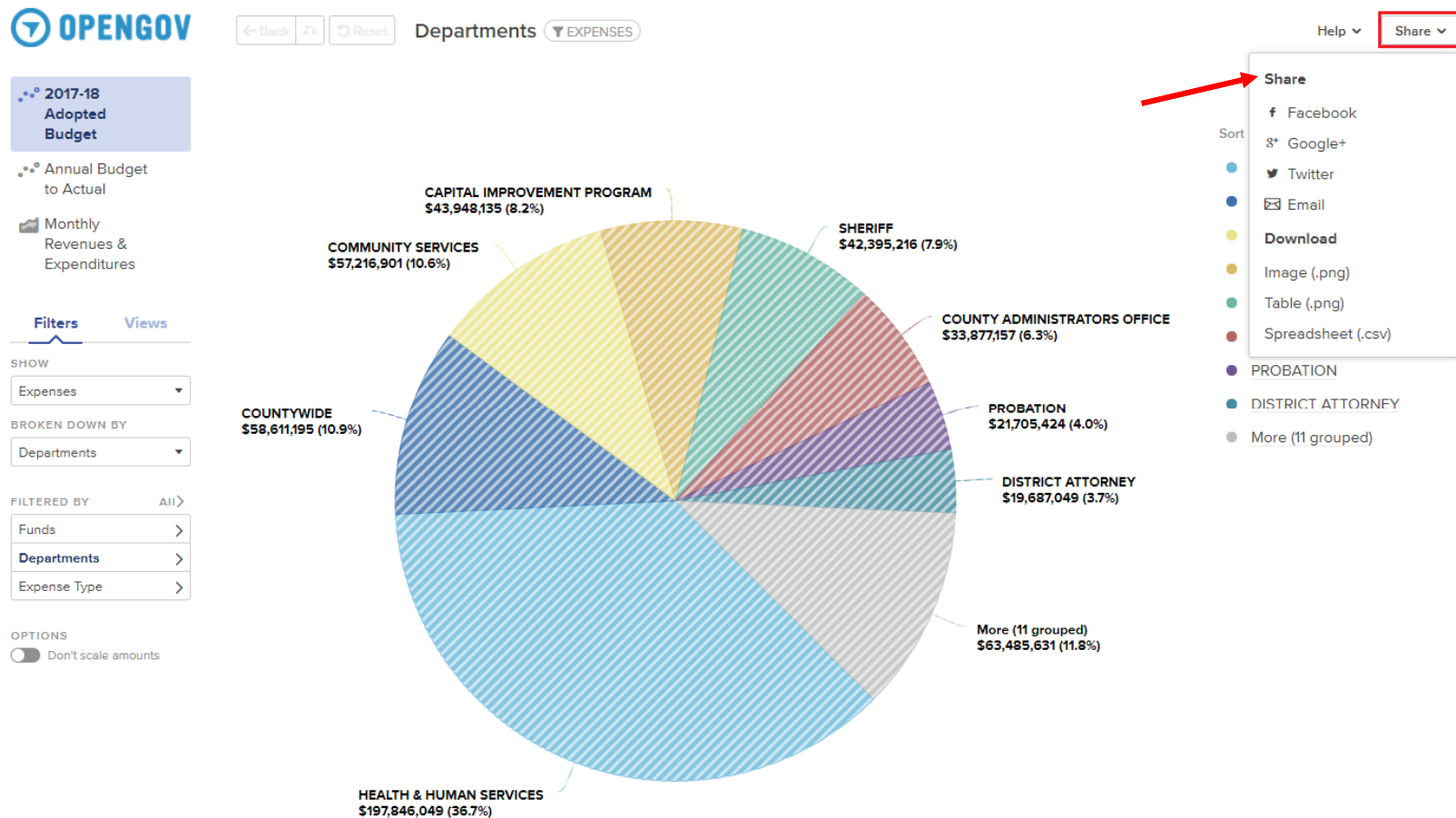
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The **Share** drop-down also allows you to download the customized graph or table directly to your computer.

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