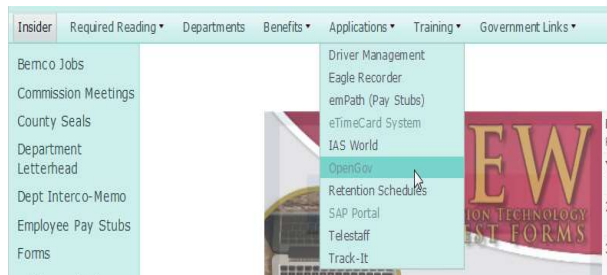


Login

To enhance the functionality of OpenGov, it is recommended to use the Google Chrome web browser. If you currently do not have Google Chrome installed on your computer, click on <https://www.google.com/chrome/> to download the free software. To access OpenGov, you can follow the link: <https://controlpanel.opengov.com> or <https://opengov.com> and click on the login button located on the upper right hand corner of the screen.



You can also access OpenGov from BC Insider by clicking on the Applications tab and clicking on OpenGov within the submenu.



You will then be asked to input your credentials to access any reports. To do this, login using your email address and password. If you need help logging in, the Business Improvement & Performance Office contact information is located at the end of this document.



Email

Password

Remember me

Sign in

[Forgot your password?](#)

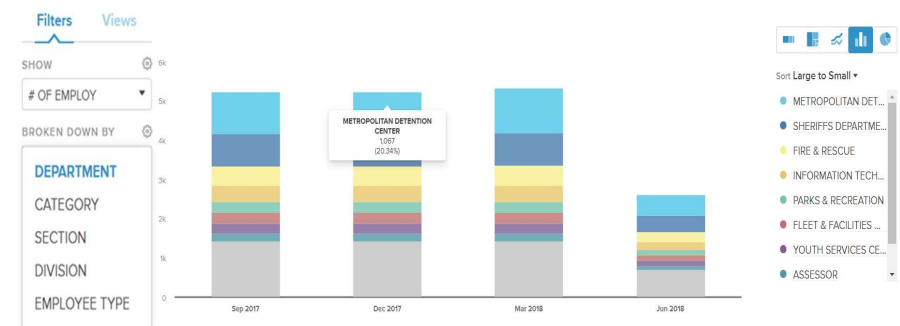
OpenGov Navigation

Once you have logged in, click on the Reports tab which is located on the left side of the screen to view any reports or dashboards. In the search bar, type in the business area of the department (Example: 330 for Housing) or the name of the report you are looking for. If you are looking for a dashboard, click on the dashboard tab and use the CTRL + F function to search the business area of the department or the name of the dashboard within the dashboard selection. After you have found the report or dashboard, click on it to open it.



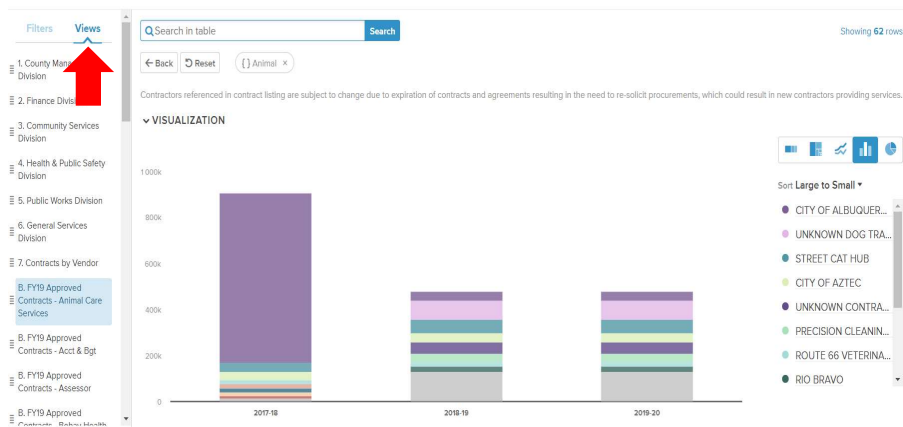
Report Filtering

When viewing a report, you can analyze specific data within the report by using the "Broken Down By" button within the filter tab to dissect information by vendor, fund, department, etc. In the example below, we are breaking down the Positions FTE Report by department. The departments will be listed on the right side of the screen along with a more detailed table under the graph.



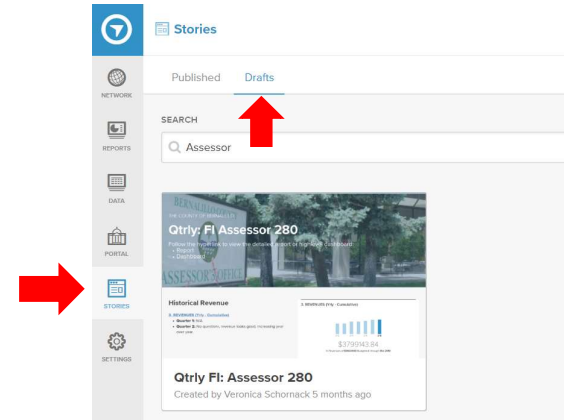
Report Views

In each report, you can click on the views tab to find department specific data or other in-depth views within that report. In the views tab, departments are placed in alphabetical order to ease the navigation within the menu. In the example below, we have used the views tab to find the contracts approved for Animal Care Services.



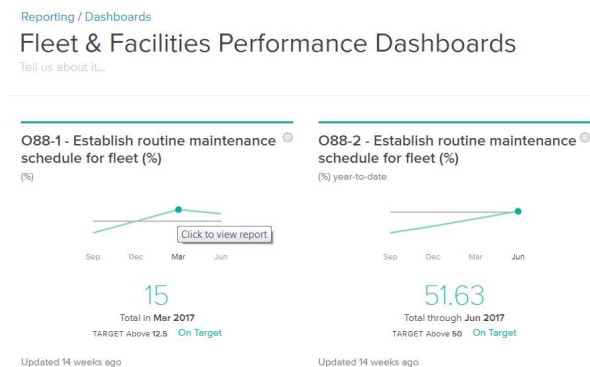
Stories

If you are looking for OpenGov Stories, click on the stories button located on the bottom left corner of the screen. After you have clicked on the stories button, click on the drafts tab located on upper left hand of the screen. When you are in the drafts tab you may now type in the business area or name of the desired department you are searching for and click on the story to view the publication. In this example we have searched for Assessor's OpenGov Story.






Dashboard

When viewing a dashboard, you can hover over specific quarters within the individual tiles to see the actuals of the report. Using O88 as an example, we can hover over March 2017 in the line graph to see the actual data given for that time period (15%). Additionally, you can click on the tile to open the graph within the designated report.



Contact Information

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