

Adding Views in the Arizona Transparency Portal

After logging in to the OpenGov portal, click on reports and then click in to the OpenBooks report:



Reports

Welcome to Reports!

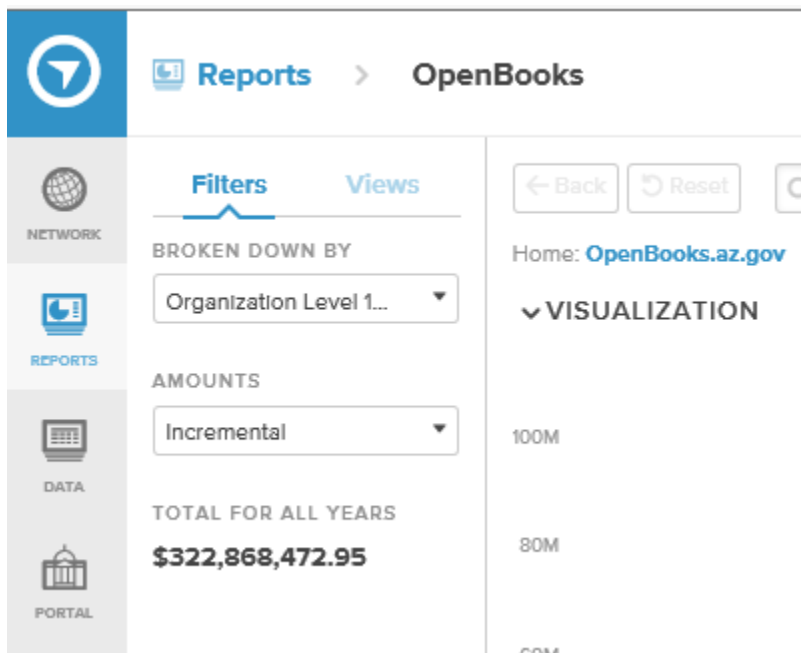
This is where the reports you create are stored. Explore these example report templates to see what you can create with OpenGov, then download the template to make your own. When you're ready to add a report, click on **Create Report** in the upper right hand corner.

7	\$869	\$4,263	\$2,167	
2	\$816	\$1,144	\$3,162	\$
3	\$8,416	\$2,815	\$1,729	\$
7	\$12,516	\$2,471	\$329	
9	\$6,286	\$16,461	\$7,281	
9	\$21,153	\$6,723	\$1,941	
9	\$1,816	\$4,244	\$951	
3	\$8,416	\$4,195	\$129	

OpenBooks
Updated April 10, 2017

REPORT TEMPLATES

It will bring you up to a screen that looks like this:



Reports > OpenBooks

Filters Views

← Back Reset 🔍

Home: OpenBooks.az.gov

✓ **VISUALIZATION**

100M
80M
60M

BROKEN DOWN BY
Organization Level 1... ▾

AMOUNTS
Incremental ▾

TOTAL FOR ALL YEARS
\$322,868,472.95

Then you can search for your data until you find what you are looking for, ie. How much does our Police Department Spend? When you are comfortable with the data that you have pulled, click on "+ Save View"

Reports > OpenBooks

Filters Views

← Back Reset QS

Home: OpenBooks.az.gov

VISUALIZATION

Record Number	Pos
36531	201
36530	201
36529	201
36528	201
36527	201
36526	201
36525	201

+ Save view

CONFIGURE REPORT

The screen will go blank and this box will appear. Just enter the title for this new view and click “Add Saved View” (Note, it is recommended to keep your title short and less than 70 characters):


Add Saved View ✕

Title 21

Give this saved view a title.
For example: "How much does our Police Department spend?"

[Cancel](#) [Add Saved View](#)

Now your new view will show up on your "Views" tab:



Reports > **OpenBooks**

Filters **Views**

Home: OpenBooks.az.gov

VISUALIZATION

1000k

800k

600k

400k

- Expenses by Organization
- Expenses by Category
- Expenses by Fund
- Expenses by Vendor
- Revenues by Organization
- Revenues by Category
- Revenues by Fund
- Revenues by Vendor
- Hello New Saved View!**