# Quick Start Guide

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**WHAT IS GOVISTICS?**

*Govistics* is a database for researching financial information on:

- States
- Counties
- School Districts
- Cities
- Towns
- Villages
- Spending
- Payroll
- Income / Poverty
- Revenue
- Crime
- and more!
- Employment
- Population
- States
- School Districts
- Towns
- Villages
- States
- School Districts
- Towns
- Villages
- States
- School Districts
- Towns
- Villages
- States
- School Districts
- Towns
- Villages

*Govistics* pulls all its data from Federal sources, including the Population Census, the Census of Governments, the FBI and the SAIPE. This provides us with the largest datasets possible. It also ensures that everything is apples-to-apples comparable, since it is all collected at the same time, in the same way, by the same people.

You don’t have to be a technical expert to analyze the data *Govistics* provides. Using *Govistics’* built in tools, users can compare items side-by-side, view trends over time, drill down into data, and even account for the effects of inflation!
SEARCHING FOR A LOCATION

To find a desired location’s name, locate the search bar in the middle of Govistics’ home page (govistics.com).

As you begin to type a location name, Govistics will populate a list of suggested locations based on the characters you’ve entered. The more letters you enter, the more specific the list becomes.

- The list will be organized by the location type: states, then counties, then local governments, etc.
- At anytime, you can stop typing and scroll through the list. When you see what you are looking for, click on it!
Searching for a location Example
To find Monroe County, NY ...

Type “M-o-n” and Govistics will begin to populate a list of location names containing that combination of letters.

Type “M-o-n-r” and the list narrows even further.

Scroll through the list until you see “Monroe County, NY” and click on it!
DATA TYPE

After selecting a location, click on an available data type. You may change the type of data you’re viewing without changing the location.

Data Types

- **Spending**: Total government spending
- **Revenue**: Total government revenue
- **Employees**: Government employment
- **Payroll**: Total government payroll
- **Crimes**: Number of violent & non-violent crimes
- **Population**: Total area population
- **Other Info**: Socioeconomic indicators & race/ethnicity

*Spending, revenue, students and poverty are the set data types for school districts.*
SNAPSHOT

Use Snapshot to see a data type for a single year expressed as a pie chart.

*Spending Snapshot is the default output of all Govistics locations.*

Hover the cursor over unlabeled wedges to get detail. All charts can be printed and downloaded.
**Year**

Use the **Year** dropdown menu to change years.

*Default year is most recent year for which data is available.*
**CATEGORY**

Use the **Category** dropdown to see detailed data for individual categories within data types (spending, revenue, employees, crimes, etc.).

The pie chart and chart title will change to reflect the new category.

To get a definition for a category, select the particular item in the **Category** dropdown, and hover your cursor over the red underlined text, “Explain this category to me.”
**TREND**

Use **Trend** to view how a data type or category in a given location has changed over time, in relation to the rate of inflation.

**Monroe County, New York**

Use the **Year** tool to change the time period being measured. Inflation is always benchmarked to starting year.

To view trends for other **Data Types** or **Categories**, use the buttons to the left and right of the graph.

**Trend Example**

*To see how Monroe County’s tax revenues have changed overtime...*

1. **Click on the Revenue button in the list on the left**
2. **Click on Trend button**
3. **Select Taxes out of the Revenue Category dropdown on the right.**
**Compare**

Use **Compare** to see how items in multiple locations stack up side-by-side.

**Monroe County, New York**

To select specific locations for comparison:
Click on the **Customize Peers** button.
*By default, the Compare tool will show 9 locations similar to the selected location in terms of population, median household incomes and land area.

**Compare Example**

- To compare the size of Monroe County’s Public Safety workforce to that of its peers
  1. Hit the Employees button in the list on the left
  2. Hit the Compare button
  3. Select Public Safety in the dropdown on the right.
**CUSTOMIZING PEERS**

Use **Customize Peers** to change the default locations for comparison.

Peers can be changed by clicking either **Remove All** or can remove one at a time with **Remove Peer**. Once changes are made click on **Use Selected Peers** to see them update in the compare graph.

**Search for Peers** that you would like to compare.
When you’ve found a location you’d like to use in the list, click on it. That location will be added to the **Selected Peers** list.

- To add more locations: keep searching for the location in the **Search for Peers** box, and click on the place names to add them to the **Selected Peers** list.
- You can add up to 9 peers.

Click **Use Selected Peers** when your list is set.
**CHANGE LOCATION**

Use **Change Location** if you are interested in analyzing a neighboring location or drilling down into a geography within your current location.

Monroe County, New York

<table>
<thead>
<tr>
<th>Change to a Neighbor</th>
<th>Geographic Drill Down</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany, NY</td>
<td>Barnard Fire District, Monroe, NY</td>
</tr>
<tr>
<td>Allegany, NY</td>
<td>Brighton Central School District, Monroe, NY</td>
</tr>
<tr>
<td>Broome, NY</td>
<td>Brighton Fire District, Monroe, NY</td>
</tr>
<tr>
<td>Cattaraugus, NY</td>
<td>Brighton Town, Monroe, NY</td>
</tr>
<tr>
<td>Cayuga, NY</td>
<td>Brockport Central School District, Monroe, NY</td>
</tr>
<tr>
<td>Chautauqua, NY</td>
<td>Brockport Village, Monroe, NY</td>
</tr>
<tr>
<td>Chemung, NY</td>
<td>Chili Town, Monroe, NY</td>
</tr>
<tr>
<td>Chenango, NY</td>
<td>Churchville Village, Monroe, NY</td>
</tr>
<tr>
<td>Clinton, NY</td>
<td>Churchville-Chili Central School District, Monroe, NY</td>
</tr>
<tr>
<td>Columbia, NY</td>
<td>Clarkson Town, Monroe, NY</td>
</tr>
<tr>
<td>Cortland, NY</td>
<td>East Irondequoit Central School District, Monroe, NY</td>
</tr>
<tr>
<td>Delaware, NY</td>
<td>East Rochester Union Free School District, Monroe, NY</td>
</tr>
<tr>
<td>Dutchess, NY</td>
<td>Enie, NY</td>
</tr>
</tbody>
</table>

**DOWNLOADING DATA**

If you want to download a dataset, click on the **Download Excel File** button.
Use the **Filter Data** button to specify the information you want to appear in the sheet.

*Note: If you select no filters, all the years and information from the category and location selected will be downloaded.*
To download a dataset with information limited to one year and category, and when downloading data from peers (if using the Compare tool), use Quick Download.

When using Quick Download, there are no filter options.

**IMPORTANT NOTES**

Keep checking the notes on your Snapshot, Trend and Compare graphs. They provide information vital to understanding the data!