

# Campaign Finance System Public Guide

# Table of Contents

Public Dashboard	2
View a Summary of Campaign Contributions	
Search Candidates	
Candidates	
Search Transactions	
Contributions	
Expenditures	5
See All Candidates	6
Calendar	7
Ouestions	8



## Public Dashboard

Using the Public Dashboard members of the public can search and view publicly available information about candidates, campaign finance contributions, and expenditures.

From the Public Dashboard, you can do the following:

- View summaries of <u>campaign contributions</u>
- Search for information about candidates
- · Search transactions, including contributions and expenditures
- View a list of all candidates
- View a calendar of filing deadlines

# View a Summary of Campaign Contributions

The bar chart below the search box provides a view of data about campaign contributions to candidates.

#### **Candidates**

To view contributions to candidates, select an election cycle, office, and district (if applicable). The chart will list all candidates running for the selected office during the chosen election cycle. When more than five candidates ran for the selected election cycle and office, you can click See More to view the other candidates.

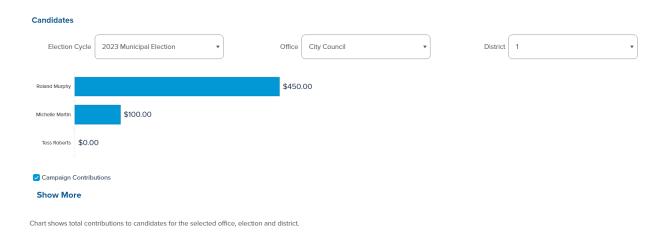


Figure 1 Candidates Summary

# Search Candidates

To search for a candidate, enter a name or a partial name in the Search field. Matching candidates appear as you type. Click the name of a candidate to view their page.

#### Candidates

If a candidate has been active for more than one election cycle, you can select different election cycles from the Election Cycle dropdown to view the information corresponding to your selection.



Figure 2 Candidate Financial Overview

#### Overview

The overview section shows a financial overview for the candidate including the total cash on hand for the candidate, the total funds in support of the candidate, and the total funds supporting other candidates.

To see information about the transactions summarized in the overview, click Search Transactions.

#### Support

The support section shows the top contributors to the selected candidate.

#### **Other Candidates**

The other candidates section shows the names of the candidates running for the same office as the selected candidate. Click the name of any of the other candidates to view their page.

#### **Expenditures**

The expenditures section shows the total expenditures by the selected candidate's campaign. This section also displays a list of the largest expenditures made by the candidate's campaign.

#### **Filings**

The filings section lists all of the campaign finance reports that have been submitted by the candidate's campaign. Select a year from the **Report Year** dropdown menu to see only the reports associated with that specific year.

Click **View** for any filing to see the complete filing.

When a candidate has submitted amendments for a particular filing, you can click the small arrow to expand the row and see previous versions of the report.

## Search Transactions

To find specific campaign finance transactions, click **Search Transactions** on the dashboard. The search results on the transaction search page will update whenever a dropdown filter is changed or when you click **Go**. To remove all filters on the current search, click the **Reset All** button at the top or bottom of the left-hand column. Use the filter labeled Transaction Type at the top of the left-hand column to view only contributions or only expenditures in the transaction search results.



#### Contributions

When searching for contribution transactions you may choose filters to narrow your search results by transaction type, by contributor, by recipient, and/or by date.

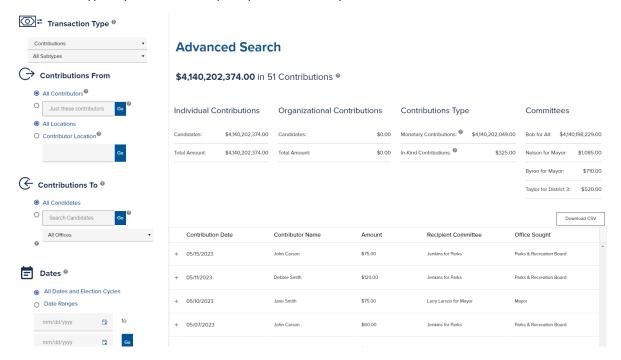


Figure 3 Contribution Search

At the top of the results panel, contributions are summarized by type. Below the summary is a table with all of the individual transactions. You may sort the list of results by clicking on any column header. For additional information about an individual transaction click the + button located at the far left of each row.

To download the current list of the results, click **Download CSV**.

#### **Transaction Type**

To filter the results by their contribution subtype, locate the **Transaction Type** dropdown, select Contributions, and choose a subtype.

Transactions for contributions have the following two subtypes: The Monetary subtype filters for monetary contributions such as cash, check, credit, or debt contributions. The In-Kind subtype filters for contributions to the campaign in the form of donated goods or services.

#### **Contributions From**

To filter the results by the contributor, locate the **Contributions From** header, enter a name or part of a name in the **Just these contributors** field, and click **Go.** By default, All Contributors will be selected.

To filter the results by the contributor location, enter a city name or part of a name in the **Contributor Location** field. Select one of the suggested locations and click **Go**.





Figure 4 Search by Contributor Location

#### **Contributions To**

To filter the results by specific candidates, locate the **Contributions To** header on the left panel. Enter a name or a partial name of a candidate or select the office for which a candidate is running.

#### **Dates**

To filter the results by date, locate the **Dates** header on the left panel. Select a date range or select a specific election cycle. By default, All Dates and Election cycles will be selected.

### **Expenditures**

When searching for expenditures you may choose filters to narrow your search results by the candidate campaign that made the expenditure or by date.

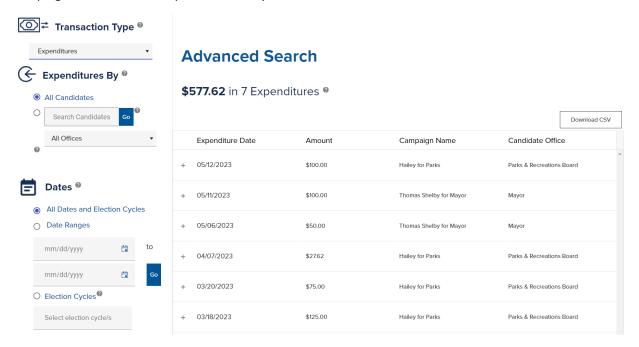


Figure 5 Expenditure Search

At the top of the results panel you can see the total amount of expenditures in the search results. Below the total is a search results table with all of the individual transactions. You may sort the list of results by click on any column header. For additional information about an individual transaction click the + button located at the far left of each row.



To download a list of the results, click **Download CSV**.

#### **Expenditures By**

To filter the results by specific candidates, locate the **Expenditures By** header on the left panel. Enter candidate's name in the **Search Candidates** field or select a specific office from the drop down.

#### **Dates**

To filter the results by date, locate the **Dates** header on the left panel. Select a date range or select a specific election cycle. By default, All Dates and Election cycles will be selected.

# See All Candidates

To see a list of all current candidates click See All Candidates on the dashboard.

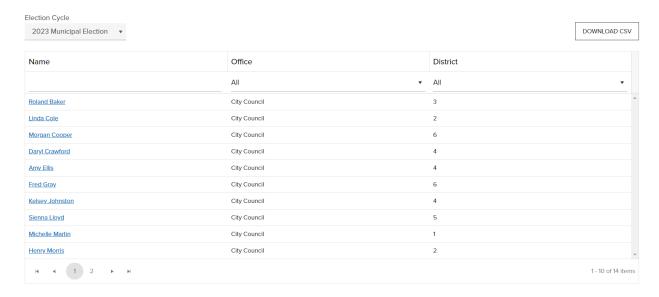


Figure 6 All Candidates

To see detailed information about a candidate, click the candidates name to go to their candidate page. On the candidate page you can view all publicly available information about the candidate including a financial overview, support, opposition, expenditures, and filings. See <u>candidates</u> to learn about the information displayed on the candidate page.

# **Election Cycle**

To see all of the candidates for a specific election locate the Election Cycle dropdown above the results table and select an election from the the dropdown list.

#### Office

To filter the results by a specific office you can select an office from the dropdown directly below the Office column header in the results table.

#### **District**



To filter the results by a specific district you can select a district from the dropdown directly below the District column header in the results table.

#### Name

To filter the results by a candidate's name, type a name or a part of a name in the text box directly below the Name column header in the results table.

# Calendar

To find more information about campaign finance disclosure requirements and to see a filing calendar, click **Report Calendar** in the page header.

To view events associated with a specific type of filter select a filer type from the **Filer Types** dropdown above the calendar. By default, events for all filter types are shown.

To download a calendar file (.ics) that you can add to an external calendar app (e.g. Google calendar, iCal, Outlook), click **Download Calendar** in the bottom right.

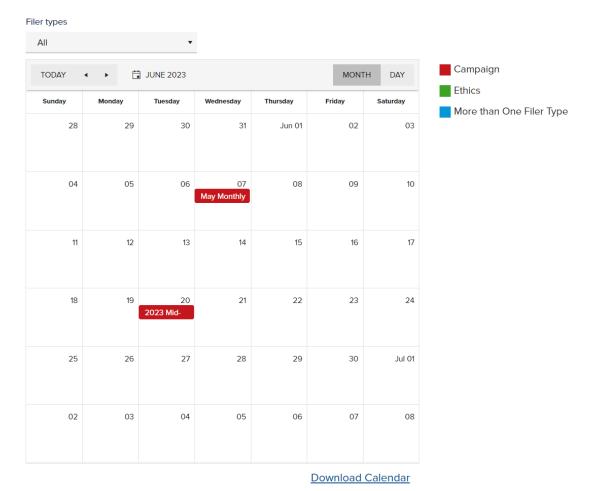


Figure 7 View Filing Calendar



# Questions

If you have questions or need help, reach out to us by sending a system message, emailing <a href="mailto:mpls.campaigns@minneapolismn.gov">mpls.campaigns@minneapolismn.gov</a>, or calling 612.331-8683 for support.