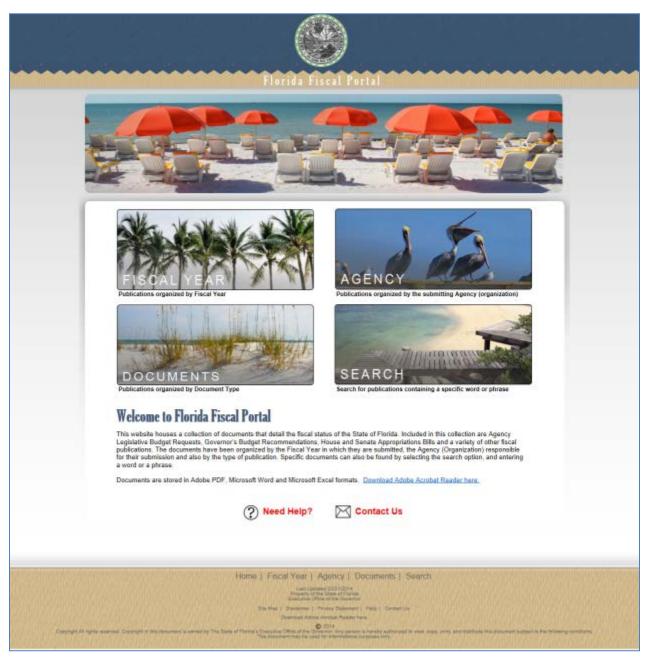
FLORIDA FISCAL PORTAL - HELP

The Florida Fiscal Portal is a public website containing a collection of documents that details the fiscal status of the State of Florida. Enter the following URL to go to the website's Home page.

URL: http://floridafiscalportal.state.fl.us/



Florida Fiscal Portal Home Page

Documents are organized by three categories: the Fiscal Year in which they were submitted, the Agency (organization) that submitted the information, and by the type of publication. The pictures on the left side of the home page are hyperlinks that allow you to sort the documents by each category.

Organize by Fiscal Year

To display the documents by fiscal year, click on the Fiscal Year picture on the left side of the page.



Publications organized by Fiscal Year

Documents for the most recent fiscal year will be listed in alphabetical order by agency. Click on the **Publications** hyperlink beneath the agency's name to view the list of documents submitted by that agency.



Click on the corresponding hyperlink to open a document in the PDF, Word, or Excel format.



To view publications for a previous fiscal year, select the year from the dropdown list and click the **Update** button.

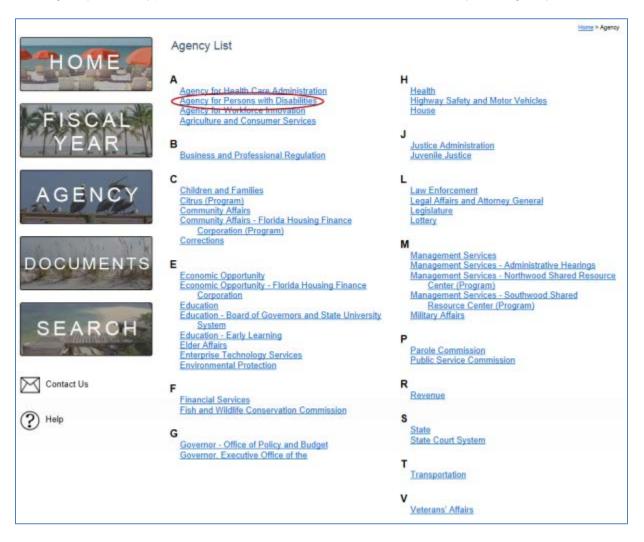


Organize by Agency

To display the documents by agency, click on the **Agency** picture on the left side of the page to view the Agency List.



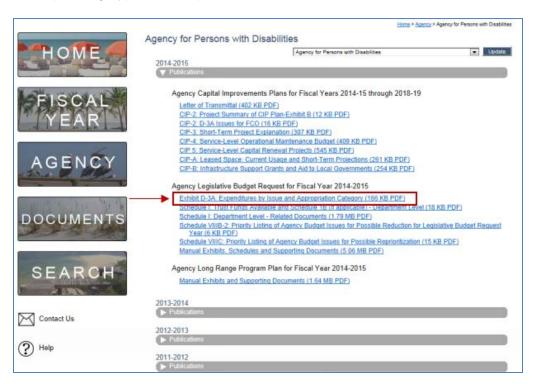
Click the agency name hyperlink to view the list of documents submitted by that agency.



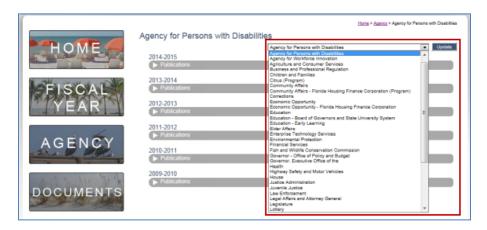
The documents will be listed by the fiscal year for which they were submitted. Click on the **Publications** hyperlink beneath the fiscal year to view the documents list.



Click on the corresponding hyperlink to open a document in the PDF, Word, or Excel format.



To see publications for a different agency, select the agency from the dropdown list and click the **Update** button.

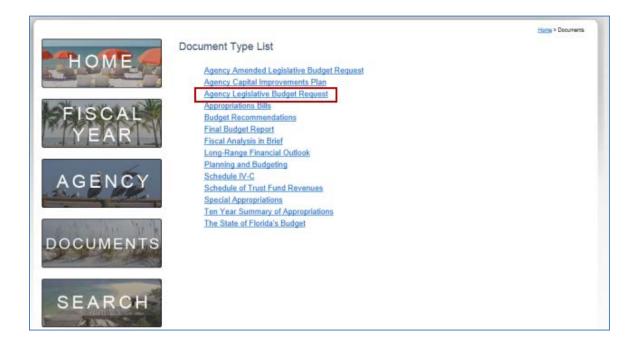


Organize by Document Type

To display the information by document type, click on the **Documents** picture on the left side of the page to view the Document Type List.



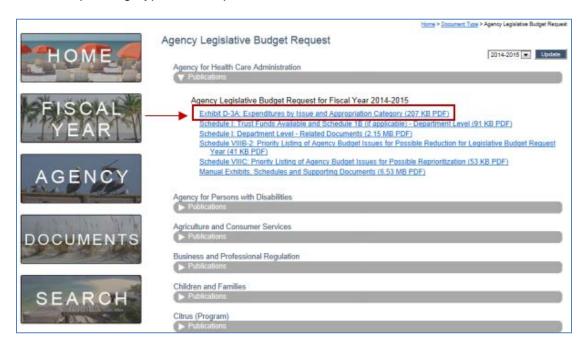
Click the document type hyperlink to view the list of agencies that submitted that type of publication.



The agencies will be listed in alphabetical order for the current fiscal year. Click on the **Publications** hyperlink beneath the agency name to view the documents list.



Click on the corresponding hyperlink to open the document in the PDF, Word, or Excel format.



To view publications for a previous fiscal year, select the year from the dropdown list and click the **Update** button.



Search

To search for documents that have a particular word or phrase, click the **Search** picture on the left side of the page.



To search <u>all</u> documents on the website, enter a word or phrase in the textbox and click the **Search** button.



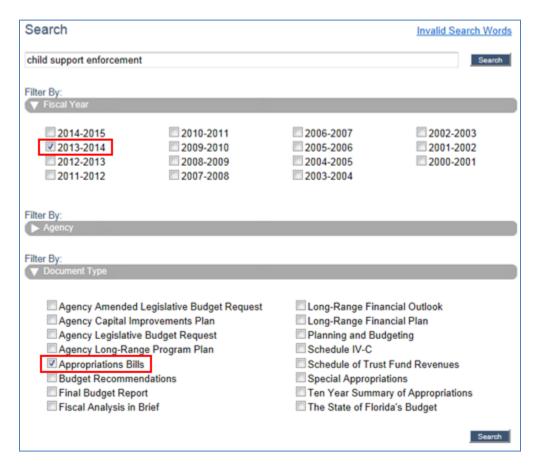
Note: Certain words are invalid for the search function. Click the **Invalid Search Words** hyperlink for a complete list of prohibited words.

Filtered Search

To narrow the search to a particular fiscal year, agency, and/or document type, enter the word or phrase in the textbox, click the appropriate **Filter By** hyperlinks, and make your selections. Click the **Search** button.



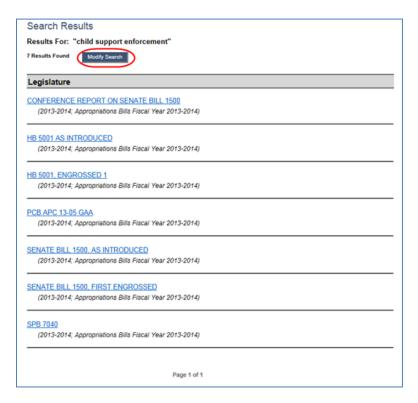
The following example demonstrates a search for the phrase "child support enforcement" in Appropriations Bills for Fiscal Year 2013-2014.



The search engine returns a list of Appropriations Bills for Fiscal Year 2013-2014 that contains the phrase "child support enforcement". Click each document's hyperlink to open the document and search for the phrase using the Windows **Find** feature (**Control + F**).



To modify your search, click the **Modify Search** button at the top of the list to return to the search criteria page.



Contact Us

If you would like to provide us with comments or feedback, the Contact Us button appears on each page of the website. Enter your name, email address and comments and click **Send Message**.



