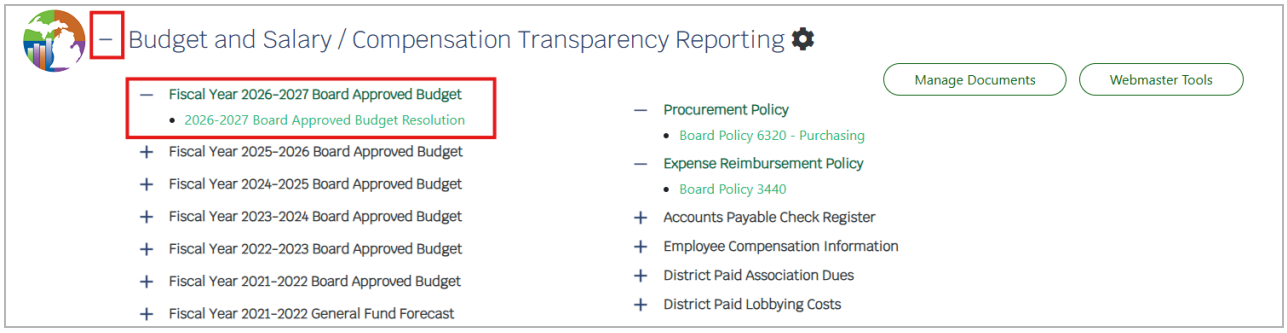
EPIC Analytics: Manage District Transparency Documents

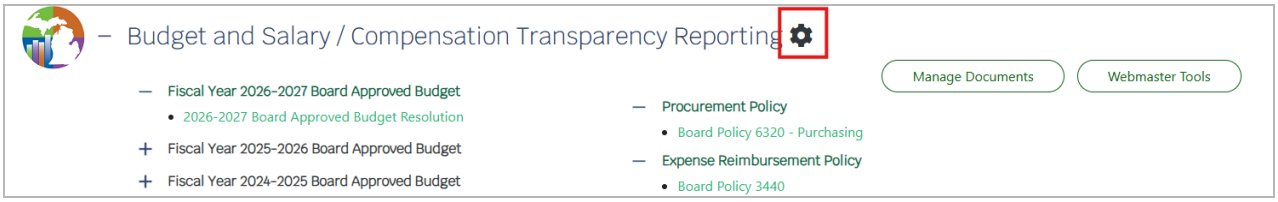
The EPIC Analytics homepage allows users to post documents for public transparency reporting in the Budget and Salary/Compensation Transparency Reporting section.

View Existing Documents

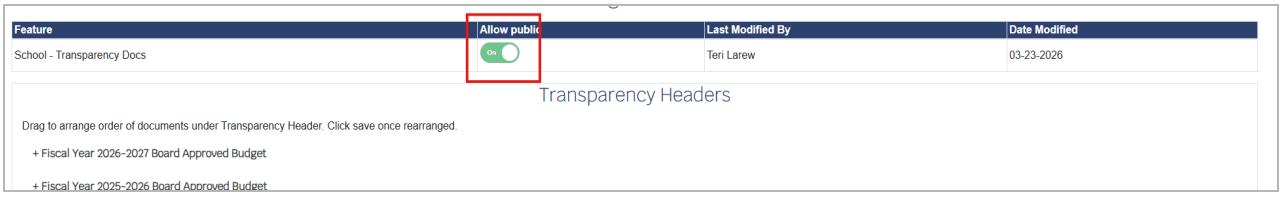
1. Click the **"+" or "-" icon** to the far left to expand and hide options to view reports.
    a. Click the **report name** to open it.
    b. Documents here are available as downloadable, printable PDFs or links to publicly accessible websites or documents.



2. Click the **Gear icon** to the right of the **Budget and Salary / Compensation Transparency Reporting** to manage the visibility settings and order of documents under a header.



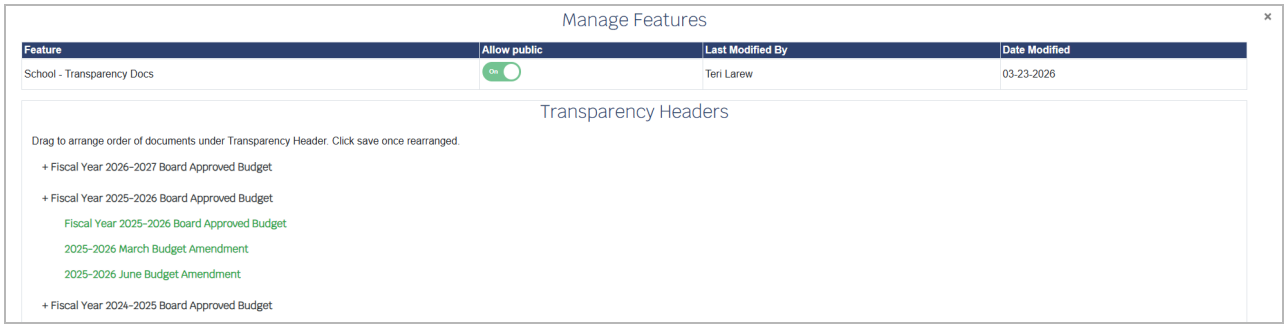
3. Under the **Allow Public column,** toggle to the **"On"** position to make the transparencies listed below visible to the public. Toggle to the "**Off**" position to turn off visibility to the public.



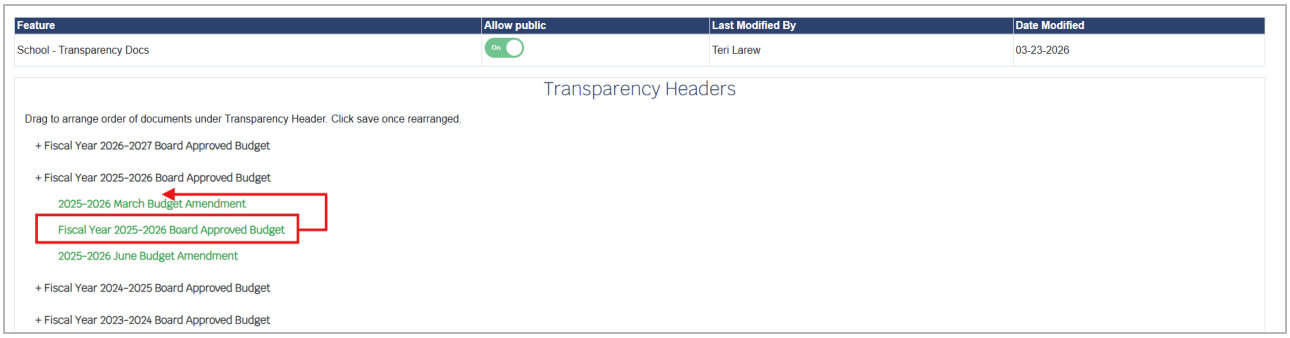
Manage Document Order

The order of section headers and sub-headers (in dark grey text) are prescribed by the system and cannot be altered. The order of document files or links (in green text) can be changed. Embedded documents are uploaded in alphabetical order under their header, but may be reordered.

1. Click the **"+" or "-" icon** to the far left of the section header to expand or hide the documents listed below it.



2. Drag the document title and drop it in the new position to reorder the documents under the **transparency header.**



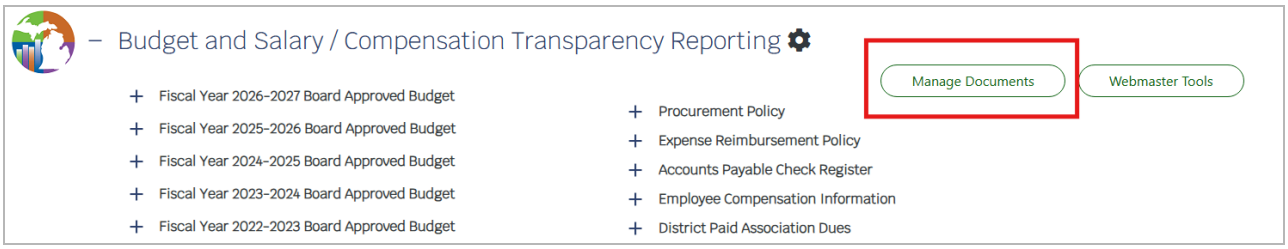
3. Scroll to the bottom of the page and click Save.

4. Click the **"X"** in the top right corner to exit the Manage Features function.

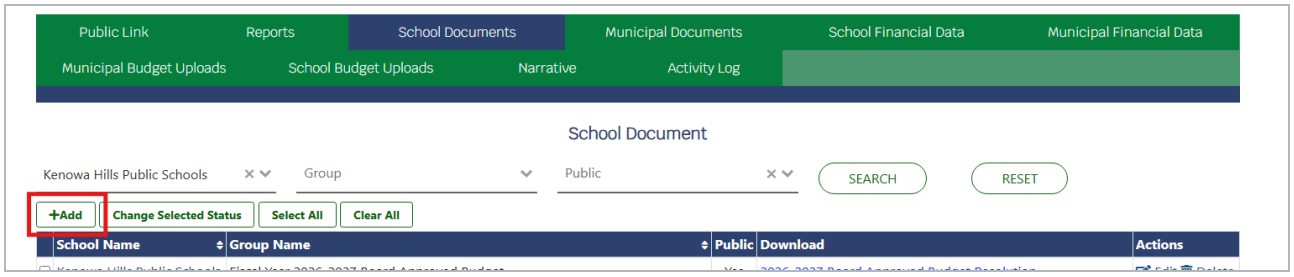


Upload Transparency Documents

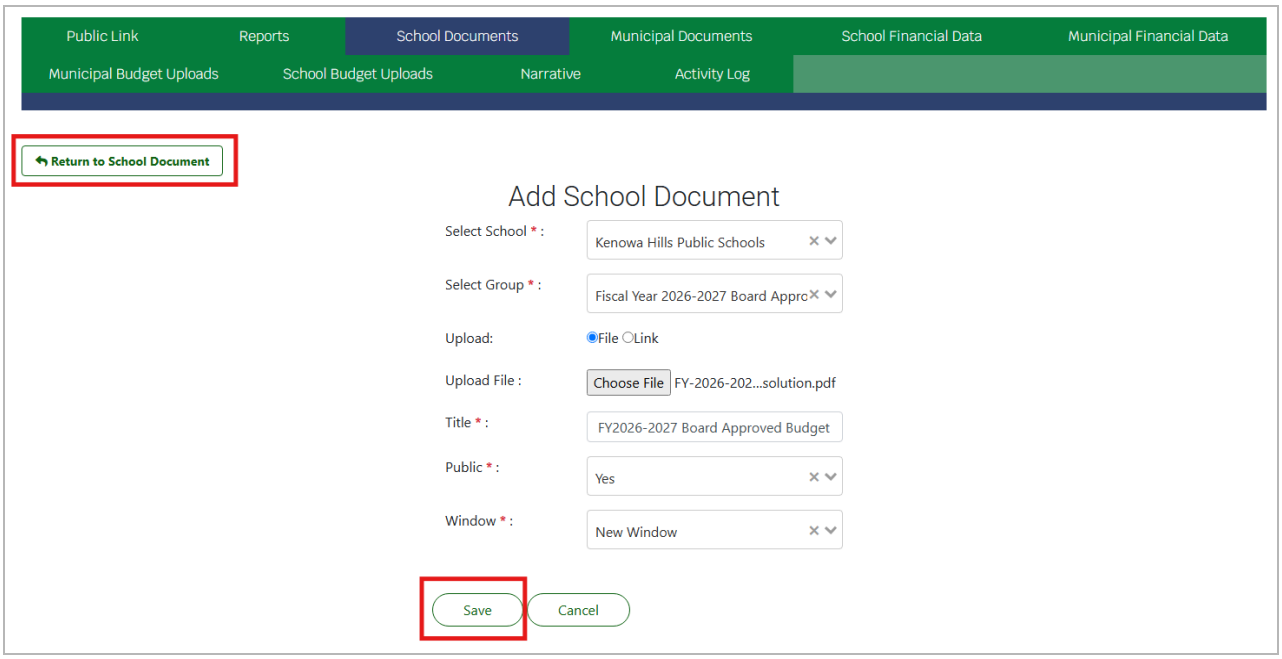
1. Click the **Manage Documents** button in the top right.



2. Click **+Add**.



3. Complete each of the fields.
    a. The **school district name** will be displayed by default.
    b. Select the **Group** (header) the document should be uploaded under. Some Groups contain sub-groups (sub-headers). Select the appropriate one for the document.
    c. To upload a file, click **File**. To add a hyperlink to an online document, select **Link**.
    d. Select the **document file or link**.
    e. Add the **Title** that you would like to appear publicly for the document.
    f. For **Public**, select **Yes**.
    g. For **Window**, select **New**. This will allow the users to view the document in a new window without losing access to the district page in EPIC Analytics.
    h. Click **Save**.
    i. Click **Return to School Documents**.



4. Upload additional documents or return to the **Homepage** .

Transparency Audit

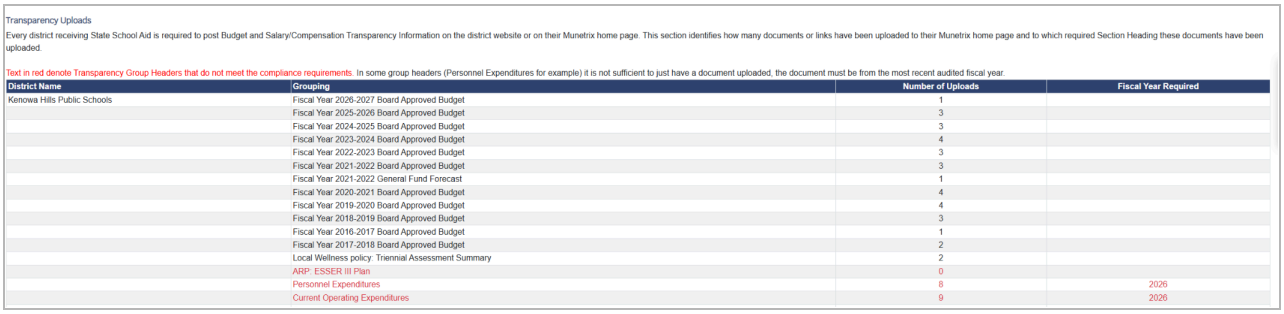
Use the Transparency Audit to identify documents that may be missing or out of date.

1. On the **district homepage** navigate to the **+Admin section** and expand it.

2. Select **Transparency Compliance.**



3. The audit will display any documents that are missing or outdated in **red**. *Note: Some documents (outside of those required for Budget and Salary Compensation Transparency Reporting may be considered optional based on district initiatives or reporting requirements with the state.*



Transparency Uploads

Every district receiving State School Aid is required to post Budget and Salary/Compensation Transparency Information on the district website or on their Munetrix home page. This section identifies how many documents or links have been uploaded to their Munetrix home page and to which required Section Heading these documents have been uploaded.

Text in red denote Transparency Group Headers that do not meet the compliance requirements. In some group headers (Personnel Expenditures for example) it is not sufficient to just have a document uploaded, the document must be from the most recent audited fiscal year.

District Name	Grouping	Number of Uploads	Fiscal Year Required
Kenowa Hills Public Schools	Fiscal Year 2026-2027 Board Approved Budget	1	
	Fiscal Year 2025-2026 Board Approved Budget	3	
	Fiscal Year 2024-2025 Board Approved Budget	3	
	Fiscal Year 2023-2024 Board Approved Budget	4	
	Fiscal Year 2022-2023 Board Approved Budget	3	
	Fiscal Year 2021-2022 Board Approved Budget	3	
	Fiscal Year 2021-2022 General Fund Forecast	1	
	Fiscal Year 2020-2021 Board Approved Budget	4	
	Fiscal Year 2019-2020 Board Approved Budget	4	
	Fiscal Year 2018-2019 Board Approved Budget	3	
	Fiscal Year 2016-2017 Board Approved Budget	1	
	Fiscal Year 2017-2018 Board Approved Budget	2	
	Local Wellness policy: Triennial Assessment Summary	2	
	ARP: ESSER III Plan	0	
	Personnel Expenditures	8	2026
	Current Operating Expenditures	9	2026