Using the FHI Search Function

1. **Reviewing the details of an entity’s FHI report**
   Under the “City or County Name(s)” tab, select the entity you are interested in and click “Search.”
   On the results page, click the “Report” hyperlink on the right side of the entity’s report.
   To see the underlying data used to calculate the FHI, click “Data.”

2. **Selecting specific cities or counties**
   Under the “City or County Name(s)” tab, click on all entities to compare, then click “Search.”

3. **Selecting all cities in a county**
   Under the “Entity Type” tag, click on “City.” Under “County(s),” either type the name of the county(s) you’re interested in or follow the drop-down window and click on the county(s) of interest.
   Click “Search.” This allows you to look at cities or counties in a region.

4. **Comparing an entity for one or two years**
   The search results will default to two years. If you want to review just a single year’s FHI report, click the preferred year under the “Filing Year” tab.

5. **Grouping by like size**
   The FHI tool allows you to compare similar-size cities or counties. In the Population or Budget field, type the range you are looking for and click “Search.”
   The results can be sorted by any of the indicators or data points.

6. **Sorting by Indicator**
   Any search result can be sorted based on a specific Indicator. Click the “Trend Search” button on the main page, then choose a specific indicator under the “Indicator Number” tab. To sort by indicator, click the arrow next to the resulting Indicator number.

7. **Specifying Indicators**
   To view all counties, click on “County” and then “Search.” To view all cities, click “City” and then “Search.” The results will default to two years. To narrow to one year only, click the tab for “Select Output Years” and modify to reflect the proper year.