# Completing your annual report Using LibPAS Online

The library will receive a letter or an email from the Alaska State Library via the vendor announcing when the form is ready to use, and the message will include the link to access the site, <a href="http://ak.countingopinions.com">http://ak.countingopinions.com</a>, as well as the *username* and *password* to be used. Bookmark the site so that you can return to it in the future. If you misplace the username and password, please contact Kate Enge by email <a href="mailto:eed.library.grants@alaska.gov">eed.library.grants@alaska.gov</a>.



Once on the login page login by entering your Username and Password.

After login, you will be taken to the Alaska "Member" screen, which provides links to the Data Input screen, and provides updated or timely information on completing the annual report. After reviewing the Portal screen, select "Enter" to be taken to the Data Input screen where you can begin entering data.



## Welcome ANCHOR POINT PUBLIC LIBRARY

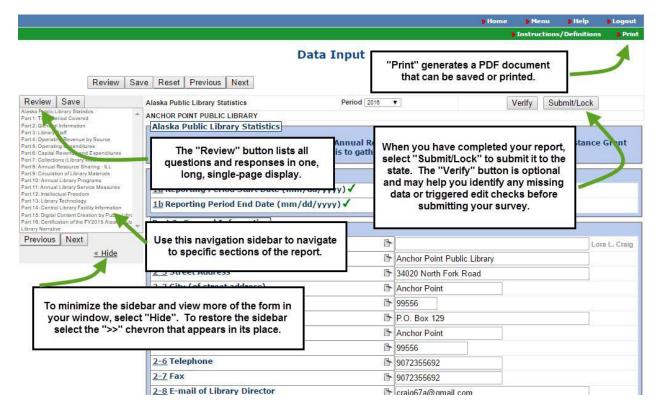
Enter

Questions? Contact Julie Niederhauser at julie.niederhauser@alaska.gov

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# **Navigating the Form**

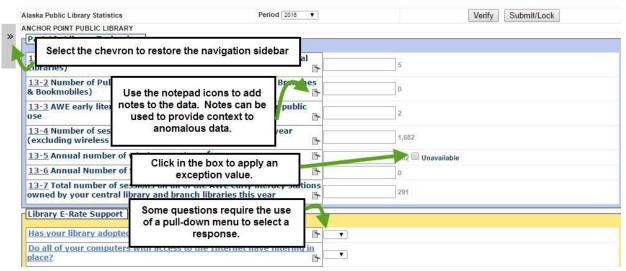
After logging in you will be presented with a screen similar to the one below showing the statistical data collection for your library for the reporting period. Before entering data, review the two screen shots below to familiarize yourself with navigation features:



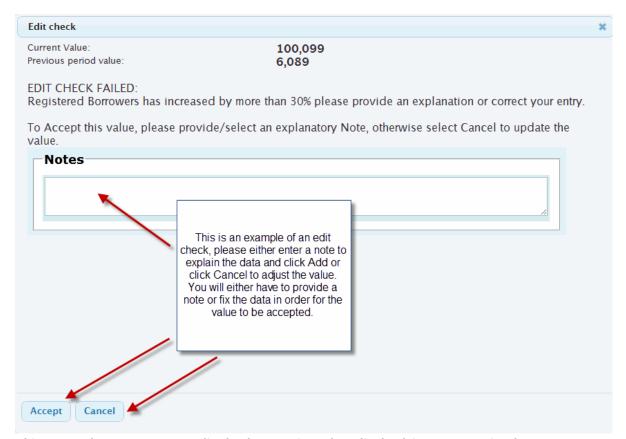
The Navigation Sidebar allows you to go to and work on individual sections. You do not have to complete the sections chronologically. Nor do you need to complete individual sections before moving on

to other sections. Note that there are empty "check boxes" to the left of most field names. These are entirely for your use and do not affect the completion of the forms. You can use them to keep track of questions you want to return to, or questions you have completed, or you can ignore them entirely.

Data will be saved as you go. You can login and out as many times as you like. There are several links that you might find useful; "Instructions" lists all of the questions and definitions; "Print" merges the data entered in the form into a PDF file that can be saved or printed.



This screen shot shows features of the data entry screen for statistical data, as well as explanations of the icons and data entry points.



This screen demonstrates an edit-check exception. The edit check is to prevent inadvertent changes in typically fixed information. Please provide justification for the change.

# **Navigating the Data Input Form**

Most Collection Forms are divided into sections. Typically, there are three ways to navigate through the Data Input form.

- Select the name of the section from the list down the left side of the screen. You can "hide" that list by clicking on the "Hide" link. To restore the section navigation box, click the >> chevron symbol.
- Use the Next and Previous buttons to proceed through the form, once section at a time.
- Select the Review button. This displays the entire form on one web page. This is the same as the initial view when you first load a Data Input form.

You can proceed through each field on the Data Input form by selecting the target field using your mouse, or by using the Tab and/or Enter key to proceed through fields one at a time. To see details for any item in the form, select the Name of the Data Input field to reveal more information.

### **Entering Data**

The Data Input forms support many features for ensuring the quality and integrity of the data. Not all entries incorporate these features so you may or may not encounter the following:

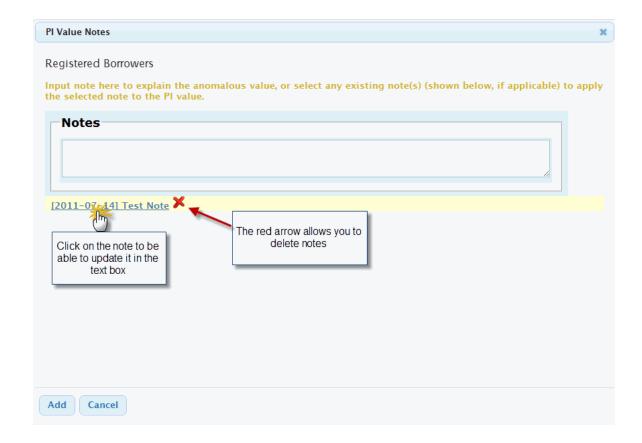
- Edit Checks that typically check to ensure that entered values are within an acceptable range, otherwise the user will be prompted to provide a detailed explanation.
- Field length limits ensuring values contain at least the minimum and no more than the maximum number of characters specified
- Select lists a limited set of valid values, presented in a pull-down selection for the user's choice
- Pre-filled values Data Input fields may already contain data, especially when data for previous Periods is available and the data often does not change from period-to-period
- Previous Period values typically displayed to the right of the data input field

# **Adding Notes to Definitions**

By selecting the item number of any item, you can view more information about the data input field, including a complete definition for the value and other details. Users can enter Notes that are used to assist with understanding or localizing the definitions provided. For example, these Notes might explain where the values are locally sourced, who can provide the data or anything else that would assist users involved in approving data sets or entering data in subsequent periods. You can record as many Notes as required. Each Note is date and times stamped for ease of reference.

# **Adding Annotations to Explain Data**

Using the Annotations icon ( ), explanations can be added for Data values, and are required when your response invokes an Edit Check (the value is outside an acceptable range, or information that typically doesn't change, such as library address, is altered). Explanatory Annotations are designed to help people understand and interpret the data and should be used whenever the data is anomalous or abnormal. For instance, when the data represents a significant change from the values previously reported there is typically one or more reasons. Providing explanations is useful to those responsible for approving or vetting the data submitted and also for those that might later reject or discount the results without a plausible explanation.



#### **Edit Checks**

All edit checks that are triggered will either need to be satisfied with a) an explanation/note or by b0 updating the data.

There are two types of edit checks on the annual survey; data-entry and submit-time. In some cases you will be prompted to add a note explaining the data as soon as you've exited a field (data-entry), in other instances you will be prompted to add in an explanations before you Submit/Lock your form. The submit-time edit checks rely on data from more than one field which is why they are triggered at the end of the survey.

# **Verify Data**

The Verify button is an optional step. Verifying will highlight all required fields that do not contain data and any submit-time edit checks. If you decide not to use the Verify button these questions will be listed on a review screen when you attempt to Submit/Lock your report. You will be required to satisfy these questions by entering a vault (even if that value is 0 or N/A). In the case of edit checks you will be required to either a) updated the figure, or b) add a note explaining the reason for the value.

### **Locking Data**

Users should use the Lock button to signify when the Data Input process is complete. If a change is required, only the state can Unlock the data to make changes or enable the submitting Location to modify its data. If you need your form unlocked, contact the state library.