

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, <http://ak.countingopinions.com>, 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 eed.library.grants@alaska.gov.

Once on the landing page select the Login button or link.



Welcome to the Alaska Public Library Report System

Deadline for submitting your data: November 4, 2016

Please login here to enter data.

Login	
Username:	<input type="text"/>
Password:	<input type="password"/>
Password reminder	<input type="button" value="Login"/>

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

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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



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:

Data Input

Review Save Reset Previous Next

Alaska Public Library Statistics

Period: 2018

Verify Submit/Lock

Review Save

Alaska Public Library Statistics

ANCHOR POINT PUBLIC LIBRARY

1a Reporting Period End Date (mm/dd/yyyy) ✓

1b Reporting Period End Date (mm/dd/yyyy) ✓

2-3 Street Address

2-3 City (of street address)

2-6 Telephone

2-7 Fax

2-8 E-mail of Library Director

Anchor Point Public Library

34020 North Fork Road

Anchor Point

99556

P.O. Box 129

Anchor Point

99556

9072355692

9072355692

lcraig67a@gmail.com

Lora L. Craig

« Hide

The "Review" button lists all questions and responses in one, long, single-page display.

When you have completed your report, select "Submit/Lock" to submit it to the state. The "Verify" button is optional and may help you identify any missing data or triggered edit checks before submitting your survey.

Use this navigation sidebar to navigate to specific sections of the report.

To minimize the sidebar and view more of the form in your window, select "Hide". To restore the sidebar select the ">>" chevron that appears in its place.

"Print" generates a PDF document that can be saved or printed.

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.

Alaska Public Library Statistics Period: 2018 Verify Submit/Lock

ANCHOR POINT PUBLIC LIBRARY

Select the chevron to restore the navigation sidebar

Use the notepad icons to add notes to the data. Notes can be used to provide context to anomalous data.

Click in the box to apply an exception value.

Some questions require the use of a pull-down menu to select a response.

Question	Response
13-2 Number of Public & Bookmobiles	5
13-3 AWE early literacy use	0
13-4 Number of sessions (excluding wireless)	2
13-5 Annual number of sessions	1,682
13-6 Annual Number of sessions	Unavailable
13-7 Total number of sessions on or off the AWE early literacy sessions owned by your central library and branch libraries this year	0
Library E-Rate Support	291
Has your library adopted...	
Do all of your computers with access to the Internet have Internet in place?	

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

Edit check

Current Value: 100,099

Previous period value: 6,089

EDIT CHECK FAILED:
Registered Borrowers has increased by more than 30% please provide an explanation or correct your entry.

To Accept this value, please provide/select an explanatory Note, otherwise select Cancel to update the value.

Notes

This is an example of an edit check, please either enter a note to explain the data and click Add or click Cancel to adjust the value. You will either have to provide a note or fix the data in order for the value to be accepted.


Accept Cancel

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.

Data Input

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.

PI Value Notes

Registered Borrowers

Input note here to explain the anomalous value, or select any existing note(s) (shown below, if applicable) to apply the selected note to the PI value.

Notes

[2011-07-14] Test Note

Click on the note to be able to update it in the text box

The red arrow allows you to delete notes

Add Cancel

Edit Checks

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