

Completing your annual report Using LibPas Online

The library will receive a letter or an email from the state library of Utah via the vendor announcing when the form is ready to use, and the message will include the link to access the site, <http://ut.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, you can click on "Password reminder," enter the email address for your account, and your login and password will be sent to you.

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

The screenshot shows the login page of the Utah State Library LibPAS Portal. At the top, there is a navigation bar with a "Welcome" dropdown menu and links for "Libraries", "Locations", "Maps", and "Login". The main content area features the Utah State Library logo on the left and the Utah Department of Heritage and Arts logo on the right. The central text reads "Welcome to the Utah State Library LibPAS Portal". Below this is a "Login" form with fields for "Username" (containing "co&ut") and "Password" (containing "*****"). A "Password reminder" link is located below the password field, and a "Login" button is at the bottom right of the form. At the bottom of the page, there are links for "Data Input Instructions" and "Video Tutorial". A footer section contains contact information for the State Data Coordinator and copyright information for SQUIRE Ltd.

After login, you will be taken to the Utah "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" after which you may need to use the Collection pull-down menu on the Data Input screen to select "Utah Public Library Statistics."

The screenshot shows the member screen of the Utah State Library LibPAS Portal. The navigation bar at the top includes a "Home" dropdown menu and links for "Data Input", "Home", "Logout", "Profile", "Libraries", "Locations", and "Maps". The main content area features the Utah State Library logo on the left and the Utah Department of Heritage and Arts logo on the right. The central text reads "Welcome American Fork City Library". Below this is a prominent "Enter" button. At the bottom of the page, there are links for "Data Input Instructions" and "Reports Instructions". A footer section contains contact information for the State Data Coordinator and copyright information for SQUIRE Ltd.

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 screenshot shows a web form titled "Data Input" for "Utah Public Library Statistics". The form includes a navigation sidebar on the left, a main data entry area, and a top navigation bar. Callout boxes provide instructions on how to use these features:

- Print:** "Print" generates a PDF document that can be saved or printed. Be sure the period is set to 2011.
- Review:** The "Review" button lists all questions and responses in one, long, single-page display.
- Navigation Sidebar:** Use this navigation sidebar to go to specific sections of the report.
- Submit/Lock:** When you have completed your report select Submit/Lock to submit it to the state. The "Verify" button may help you identify errors before submitting your survey.
- Hide Sidebar:** 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.

The form fields include:

- Collection: Utah Public Library Statistics
- Period: 2012
- Library: Utah Public Library Statistics Cities
- Location: Utah Public Library Statistics Cities
- 150 [checkbox]
- 151 Library Code [checkbox]
- 155 ZIP Code (of street address) [checkbox]
- 156 ZIP+4 (of street address) [checkbox]
- 157 Mailing Address [checkbox]
- 158 City (of mailing address) [checkbox]
- 163 Library's main website address [checkbox]

Additional fields shown include: UT0057, 84003, 2326, UTAH, 8017633070, and http://WWW.AFCITY.ORG/LIBRARY.

The new forms site has features to navigate and complete the form. Data is stored as entered, and permanently retained when you click "save."

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.

Select the Print link to print or save a PDF copy of your data. The Prompts link directs you to a summary screen of all of the questions including definitions.

Data Input Review Save Reset Previous Next

Collection: Utah Public Library Statistics Period: 2012 Verify Submit/Lock

Library Location: American Fork City Library

Utah Outlet Data

Location	700a WebPLUS Identification number	700b Unique ID suffix assigned by WebPLUS	701 State assigned identification number	702 Legal Name
American Fork City Library	UT0057	2 <input type="checkbox"/> Not Applicable	UTAHCO1201	✓ AMERICAN FORK CITY LIBRARY

Outlet Address

Location	704 City	705 ZIP Code	706 ZIP+4 Code	707 County
American Fork City Library	AMERICAN FORK	✓ 84003	2326	✓ UTAH

Outlet Information

Location	709 Outlet Type Code	710 Metropolitan Status Code
American Fork City Library	Central Library	✓ Metropolitan Area, but Not Within Central City Limits

Outlet Square Feet and Bookmobiles

Location	711 Area in Square Feet of outlet
American Fork City Library	✓ 38,200 <input type="checkbox"/> Not Applicable

Outlet Hours

Location	713 Public Service Hours Per Year	714 Number of Weeks Open
American Fork City Library	✓ 3,114 <input type="checkbox"/> Unavailable	✓ 52 <input type="checkbox"/> Unavailable

Review Save Reset Previous Next

Click this chevron to restore the navigation window.

You can 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.

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 [X]

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 Name 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

Locking Data

Users should use the Lock button to signify when the Data Input process is complete. If a change is required, only the vendor 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.