

Creating a Report in LibPAS

One of the features in LibPAS is the ability to quickly generate reports. Follow these steps:

1. Login to your LibPAS Account

Welcome ▼ ▶ Login

▶ Locations ▶ Maps

Utah State Library
Division

Utah Department of
Cultural & Community Engagement

Welcome to the Utah State Library

Division LibPAS Portal

The Annual Statistical Report opens September 2023

Login

Username:

Password:

[Password reminder](#)

Enter your Username and Password.

Instructions for Creating Reports in LibPAS

[Instructions for Entering Data in LibPAS](#)

2. Go to “Reports”

Page Home ▶ Reports ▶ Data Input ▶ Home ▶ Menu ▶ Logout

▶ Upload File ▶ Accounts ▶ Collection Management ▶ Page Editor ▶ Portal Configuration ▶ Help Editor ▶ Profile ▶ Locations

Utah State Library
Division

Utah Department of
Cultural & Community Engagement

Welcome Utah State Library Division

[General Instructions](#) [Data Definitions](#) [Data Input Form](#)

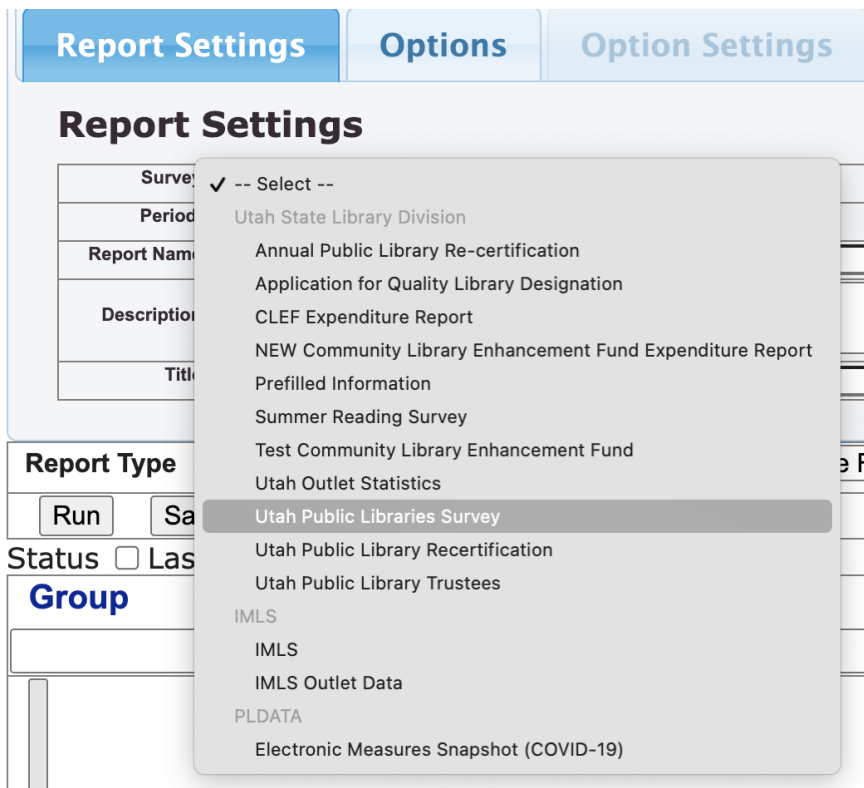
[Instructions for Creating Reports in LibPAS](#)

[Instructions for Entering Data in LibPAS](#)

3. This will bring you to the report management screen. To create a report, click "Create Report."



4. Choose the Utah Public Library Survey from the "Survey" dropdown menu. You can explore the "Options" and "Format" tabs later.



5. Name your report and select the type of report you want to generate. In this example, we'll do a trend report:

The screenshot shows the 'Report Settings' tab of a software interface. The 'Report Name' field is highlighted with a yellow callout box that says 'Enter a name for your report.' with a red arrow pointing to the text 'Un-named Report'. The 'Report Type' dropdown menu is also highlighted with a yellow callout box that says 'Depending on the type of report you need, select the appropriate report type.' with a red arrow pointing to the 'Trend/PI' selection. Other visible fields include 'Survey' (Utah Public Libraries Survey), 'Period' (2022), and 'Start Period' (2022). Below the form are sections for 'Locations', 'Indicators', and 'Status' with various checkboxes.

6. Select the fiscal year of your report from the "Period" dropdown menu:

This screenshot is similar to the previous one but highlights the 'Period' dropdown menu with a yellow callout box that says 'For trend reports, select also the fiscal year for beginning of the period.' with a red arrow pointing to the '2022' selection. The 'Start Period' dropdown is now set to '2012'. The 'Report Folder' dropdown is also visible, set to 'CO Example Folder'. The rest of the interface, including the 'Indicators' and 'Status' sections, remains the same.

7. Decide which Performance Indicators or PIs (also known as data elements or survey questions) you wish to use, then click “Add.” In this example, we have selected #501 Library Visits and #550 Total Circulation (all formats):

The screenshot shows the 'Report Settings' tab in a software interface. At the top, there are tabs for 'Report Settings', 'Options', 'Option Settings', and 'Format'. Under 'Report Settings', there are fields for 'Survey' (Utah Public Libraries Survey), 'Period' (2022), 'Start Period' (2012), 'Report Name' (Un-named Report), 'Description', and 'Title'. Below these are 'Report Type' (Trend/PI) and 'Report Folder' (CO Example Folder). A row of buttons includes 'Run', 'Save', 'Save as New Report', 'Save as New Template', and 'Publish Report'. A 'Group' dropdown is set to '-- All groups --'. A list of PIs is shown, with '501 Library Visits' and '550 Total Circulation (all formats)' selected. An 'Add' button is highlighted with a red arrow.

If you don't click "Add," you'll get an empty report.

This screenshot shows the 'Indicators' section of the 'Report Settings' interface. It features a table with columns for 'Value', '% Filter Low >= <= Filter High', 'Sequence', and 'Remove'. Two indicators are listed: '501 Library Visits' with a value of 17,670 and sequence 1, and '550 Total Circulation (all formats)' with a value of 25,881 and sequence 2. A green arrow points from the 'Add' button in the previous screenshot to the '501 Library Visits' row. A 'Run' button is highlighted with a red arrow. A 'Group' dropdown is set to '-- All groups --'. Below the table is a list of PIs, with '501 Library Visits' and '550 Total Circulation (all formats)' selected.

The PIs you added will show here.

NOTE
By using the “filter” boxes, you can narrow down the peer libraries to those whose numbers come close to yours.

When you are ready to produce your report, click “Run.”

8. Your report appears with an option to download it as an Excel spreadsheet:

Logout Report Settings

Survey: [Utah Public Libraries Survey](#) Period [2012 - 2022](#) 

Click here to return to the Reports settings page.

600 Total Number of Library Programs	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
American Fork City Library	522	397	408	421	357	386	485	800	322	0	557
Beaver Public Library	114	123	146	161	157	96	107	109	103	2	121
Brigham City Library	381	336	351	293	392	422	721	524	721	6	431
Cedar City Public Library	243	303	326	238	259	246	281	315	212	7	191
Davis County Library	1,119	1,208	1,313	1,328	1,546	1,544	1,445	1,590	366	1,112	1,339
Delta City Library	66	62	76	63	66	78					
Duchesne County Library	120	110	106	169	253	238					
Eagle Mountain Public Library	77	81	89	222	516	543					
Emery County Library	1,007	1,037	930	854	909	1,026					
Escalante Public Library	117	120	111	100	73	88					

Click here to download a spreadsheet with your data.

9. Click “Save,” then “Publish Report” and then “Reports” to go back to the Manage Report screen:

Reports Help Logout

Report Settings Options Option Settings Format

Report Settings

Survey:

Period: Start Period:

Report Name:

Description:

Title:

Report Type: Report Folder:



9. Once saved your report will appear in the Manage Reports screen. If you publish it, it will show up under the “Published Reports” on your report management screen:

10. Click on the report name and you will get a unique URL that you can share with the public:

501 Library Visits	2009	2010	2011	2012	2013
American Fork City Library	184,000		190,060	207,660	175,344
Beaver Public Library	24,254	22,675	20,244	20,763	17,670
Brigham City Library	117,564	193,367	203,884	216,139	198,699
Cache County Bookmobile Library	37,954	38,071	46,460		
Carbon County Bookmobile Library	45,333				
Cedar City Public Library	209,897	242,198	238,658	236,271	248,939
Davis County Library				1,403,575	
Delta City Library	25,578	25,931	27,102	22,648	21,674
Duchesne County Library	48,299	54,886	49,657	45,498	
Eagle Mountain Public Library	40,060	41,262	54,993	61,592	68,983

