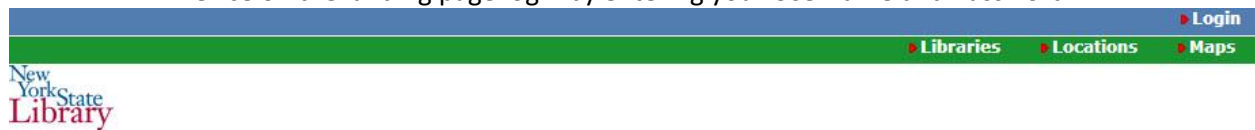


Completing your annual report Using LibPas Online

The library will receive a letter or an email from the New York 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://ny.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.



Welcome to LibPAS (Library Performance Assessment Solution)

Username: co&ny
Password:
[Password reminder](#) Login

For information on entering data, please review [Completing your annual report Using LibPAS Online](#).

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After login, you will be taken to the New York "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 the input form.



Welcome ADAMS CENTER FREE LIBRARY

Enter

[Data Entry Instructions](#) [Data Entry Webinar](#) [More Documentation](#)

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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 screenshot shows a web form interface for a 'Schools Survey'. At the top right, there are links for Home, Menu, Help, and Logout. Below these are links for Prompts and Print. The main header area includes 'Data Input', 'Review', 'Save', 'Reset', and 'Previous' buttons. A callout box explains that the 'Print' button generates a PDF document with a 'DRAFT' watermark that disappears after submission. The 'Review' button is highlighted with a callout stating it lists all questions and responses in a single-page display. A navigation sidebar on the left lists various sections like 'GENERAL INFORMATION', 'STAFFING', 'POLICIES', etc., with a 'Hide' button at the bottom. A callout explains that clicking 'Hide' minimizes the sidebar, and a '>>' chevron restores it. The 'Submit/Lock' button is also highlighted with a callout stating it is used to submit the report to the state after identifying errors. The main form area contains a table with fields for 'A01. School Name', 'A02. School Number', 'A06. City', 'A10. Zip', and 'A11. District Name', each with a checkbox and a dropdown menu.

Collection	Schools Survey	Period	2013	Verify	Submit/Lock
<input type="checkbox"/> A01. School Name	A.C.G.C.				
<input type="checkbox"/> A02. School Number	100				
	Regular				
	302 S 2ND				
	N/A				
<input type="checkbox"/> A06. City	ATWATER				
	56209				
	302 S 2ND STREET				
	ATWATER				
	56209				
<input type="checkbox"/> A10. Zip					
<input type="checkbox"/> A11. District Name	A.C.G.C.				

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.

Collection	Schools Survey	Period	2013	Verify	Submit/Lock
Library	A.C.G.C. NORTH ELEMENTARY				
<p>Select the chevron to restore the navigation sidebar</p>					
GENERAL INFORMATION					
<input type="checkbox"/>	<input type="checkbox"/>	A.C.G.C. NORTH ELEMENTARY	<input type="checkbox"/>	A.C.G.C. NORTH ELEMENTARY	
<input type="checkbox"/>	<input type="checkbox"/>	100	<input type="checkbox"/>	Regular	
<input type="checkbox"/>	<input type="checkbox"/>	302 S 2ND STREET	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/>	<input type="checkbox"/>	ATWATER	<input type="checkbox"/>	ATWATER	
<input type="checkbox"/>	<input type="checkbox"/>	56209	<input type="checkbox"/>	56209	
<input type="checkbox"/>	<input type="checkbox"/>	302 S 2ND STREET	<input type="checkbox"/>	ATWATER	
<input type="checkbox"/>	<input type="checkbox"/>	ATWATER	<input type="checkbox"/>	56209	
<input type="checkbox"/>	<input type="checkbox"/>	A.C.G.C.	<input type="checkbox"/>	A.C.G.C.	
<input type="checkbox"/>	<input type="checkbox"/>	2396	<input type="checkbox"/>	2396	
<input type="checkbox"/>	<input type="checkbox"/>	Kandiyohi	<input type="checkbox"/>	Kandiyohi	
<input type="checkbox"/>	<input type="checkbox"/>	KODI GORACKE	<input type="checkbox"/>	KODI GORACKE	

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

<p>If an edit check is triggered and the values are correct please provide an explanation in the notepad icon, otherwise update the value(s).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.0
EDIT CHECK FAILED:	Please explain why the variation between S01 and S07 is greater than 2 hours.			
	(BLD_LMS_HRS <= TOT_WKLHRS + 2) && (BLD_LMS_HRS >= TOT_WKLHRS - 2)			
	(10 <= 4.00000 + 2) && (10 >= 4.00000 - 2)			

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 ✕

[P07e.] Collaboration Planning with Teachers

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

[2013-01-09] Test ✕

Select the note to push it into the text box above for editing.

The red arrow enables 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 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.