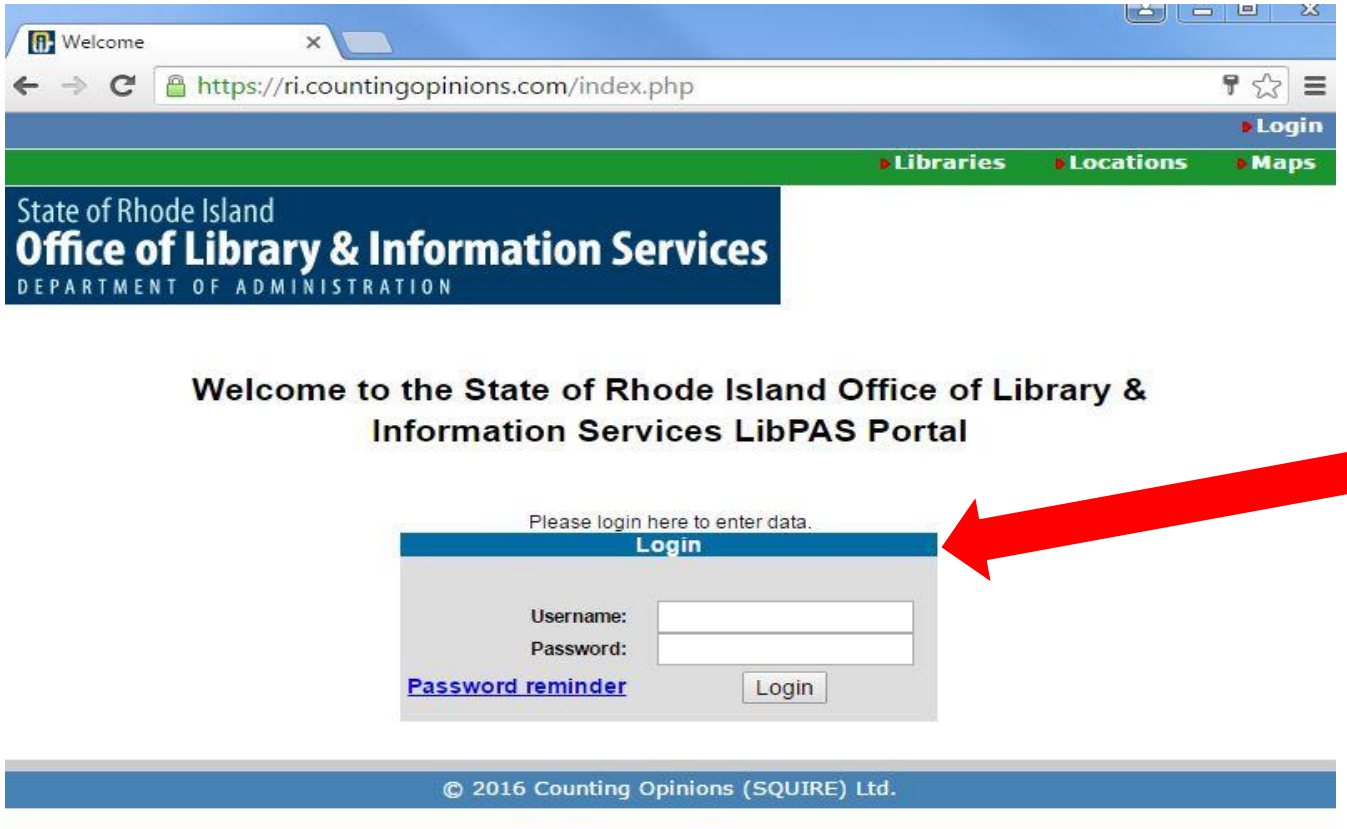
Using LibPAS to Run FY 2015 Summary Report in Word

What is the Word Doc FY 2015 Summary Report?

- A template has been developed to allow you to quickly download some of your library's FY 2015 survey data into a word doc
- The document is automatically populated with your data
- You can then use that document and the data in it and format it any way you chose
- The following document provides the steps to executing this report in LibPAS

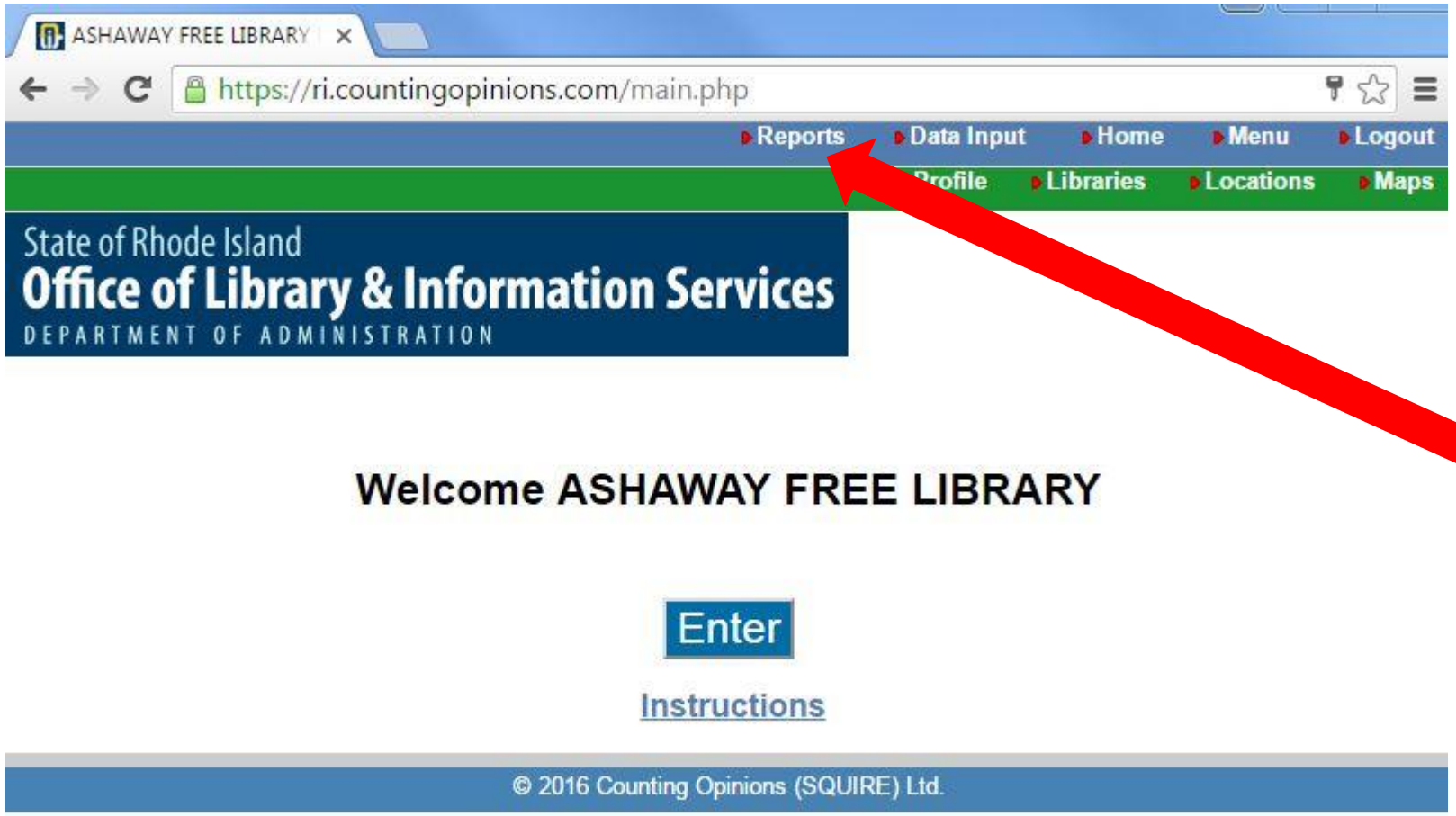
Step 1: Log into your LibPAS account

- Visit https://ri.countingopinions.com/index.php



Enter your username and password and click Login.

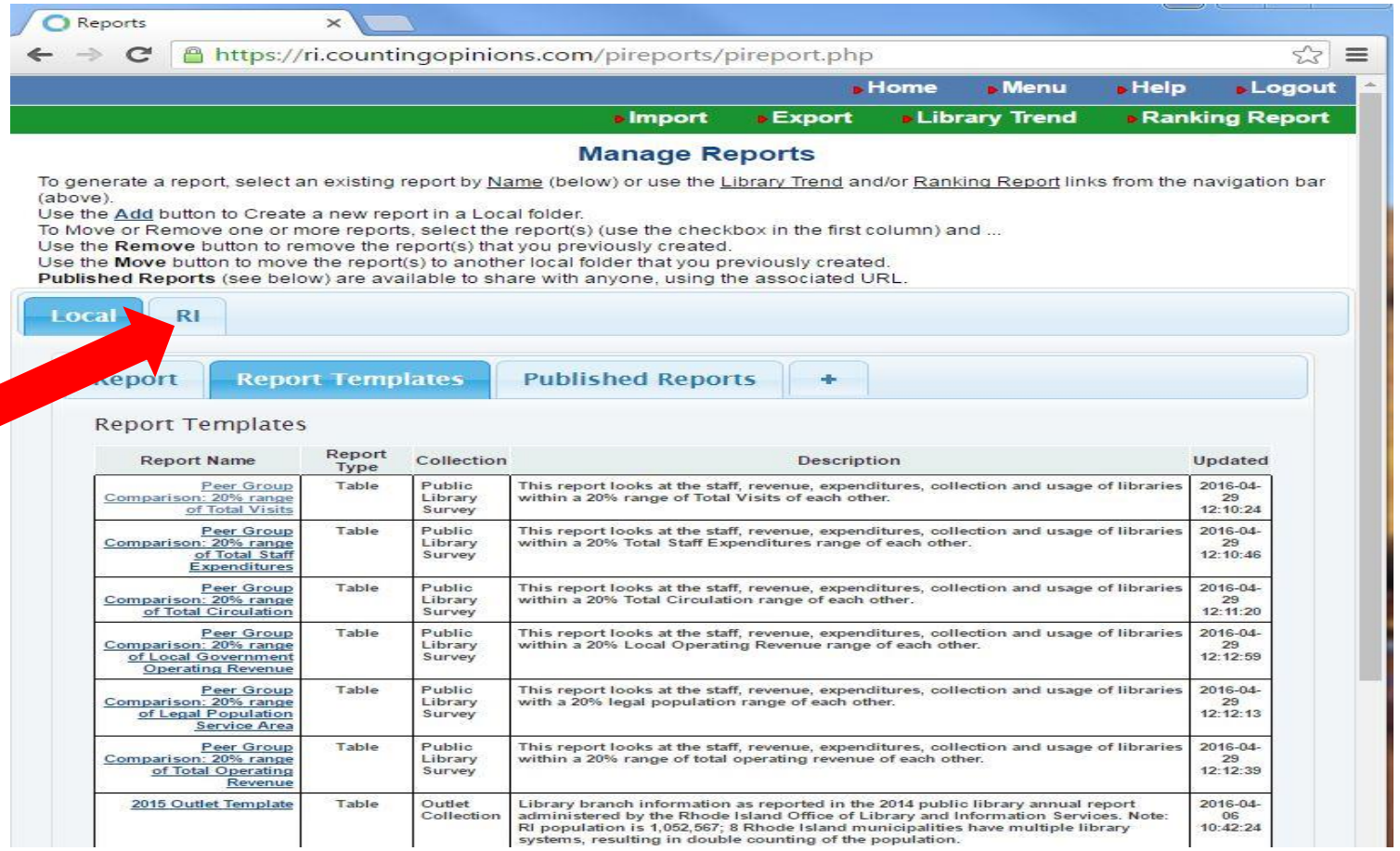
Step 2: Click on Reports



Click on Reports in the top menu

Step 3: Select RI tab

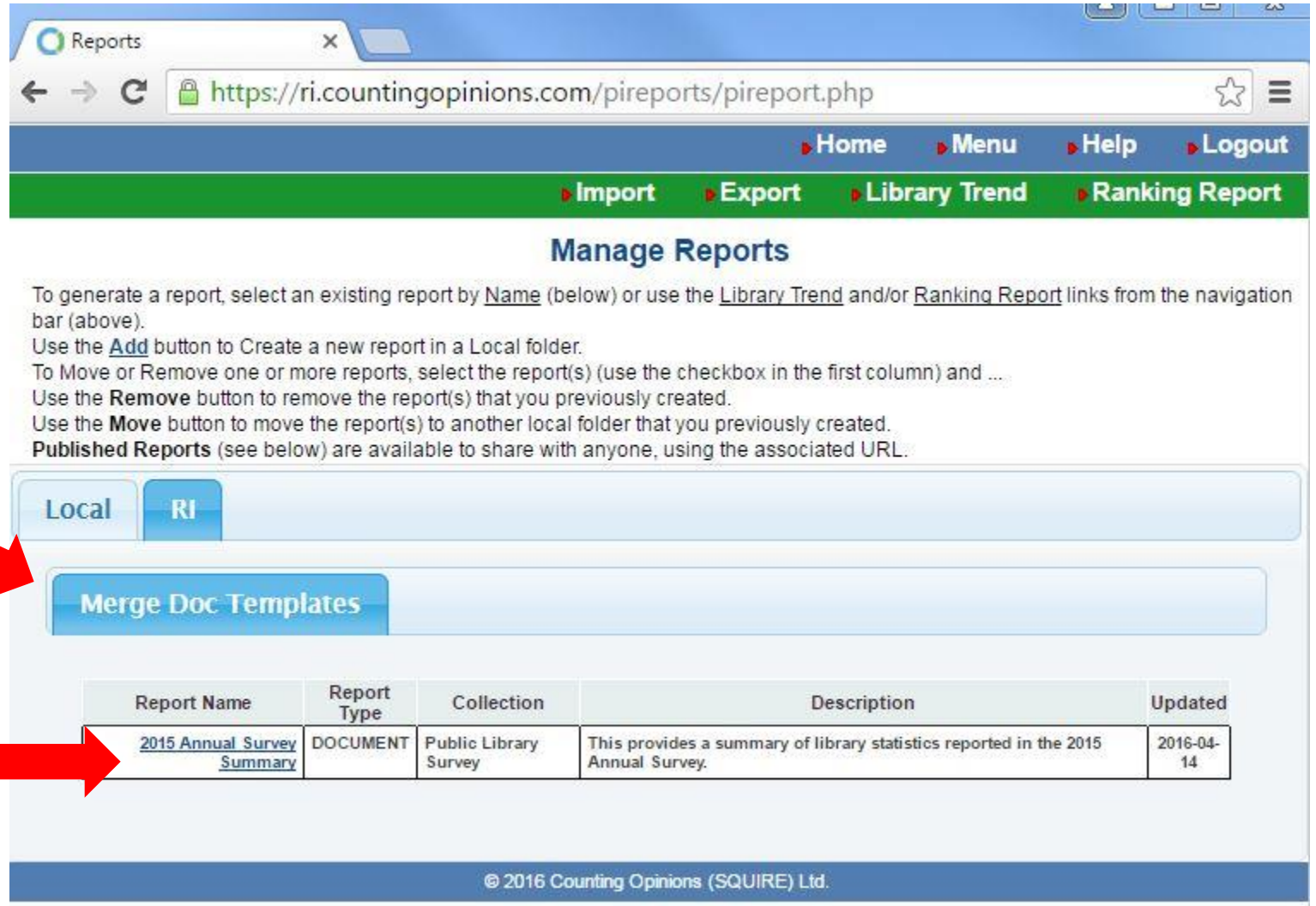
First make sure you are in the RI tab



Step 4: Click on the report name to execute the report

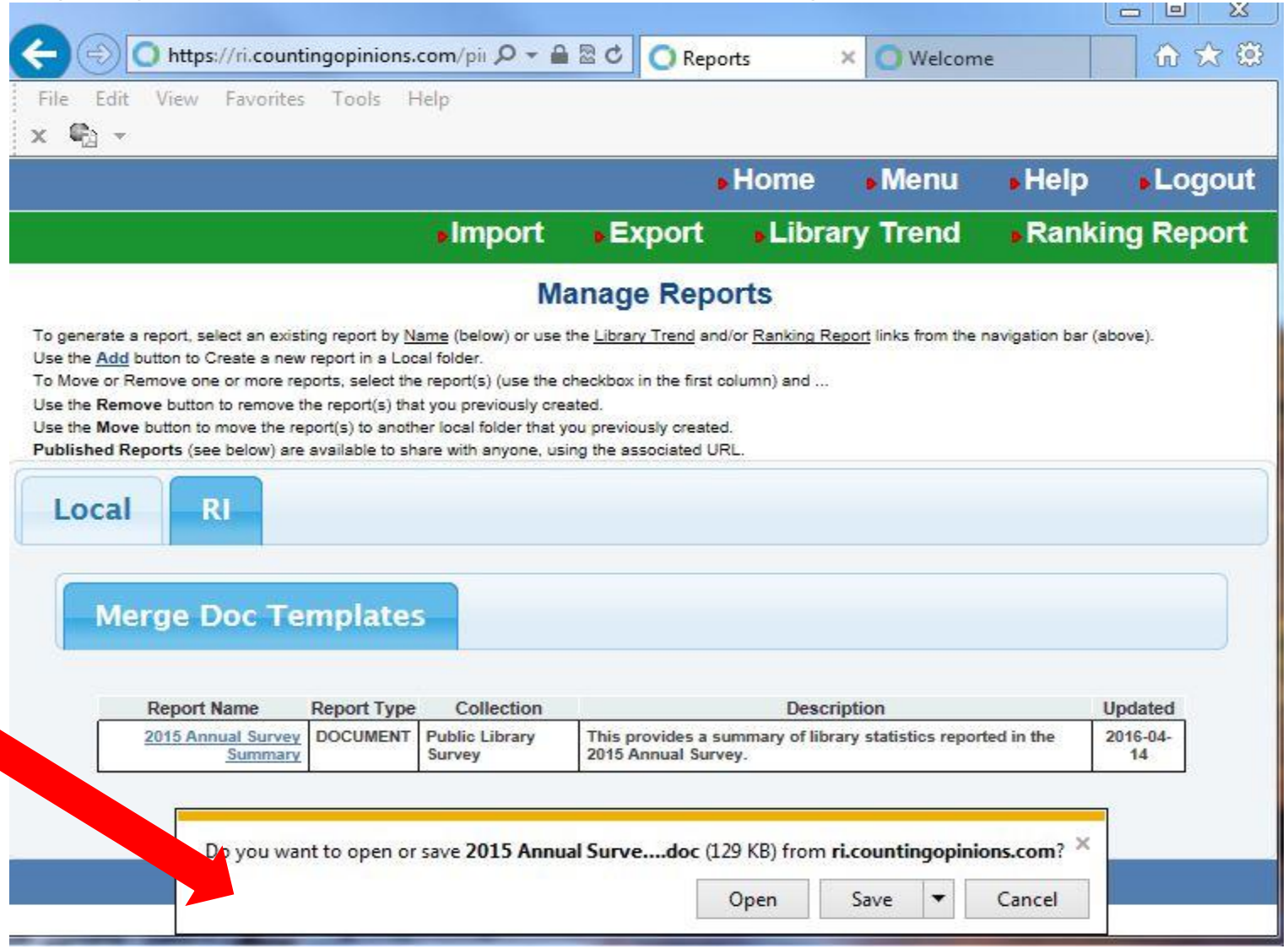
Now that you are in the RI tab you will be in the tab called Merge Doc Templates

Click on the report 2015 Annual Survey Summary

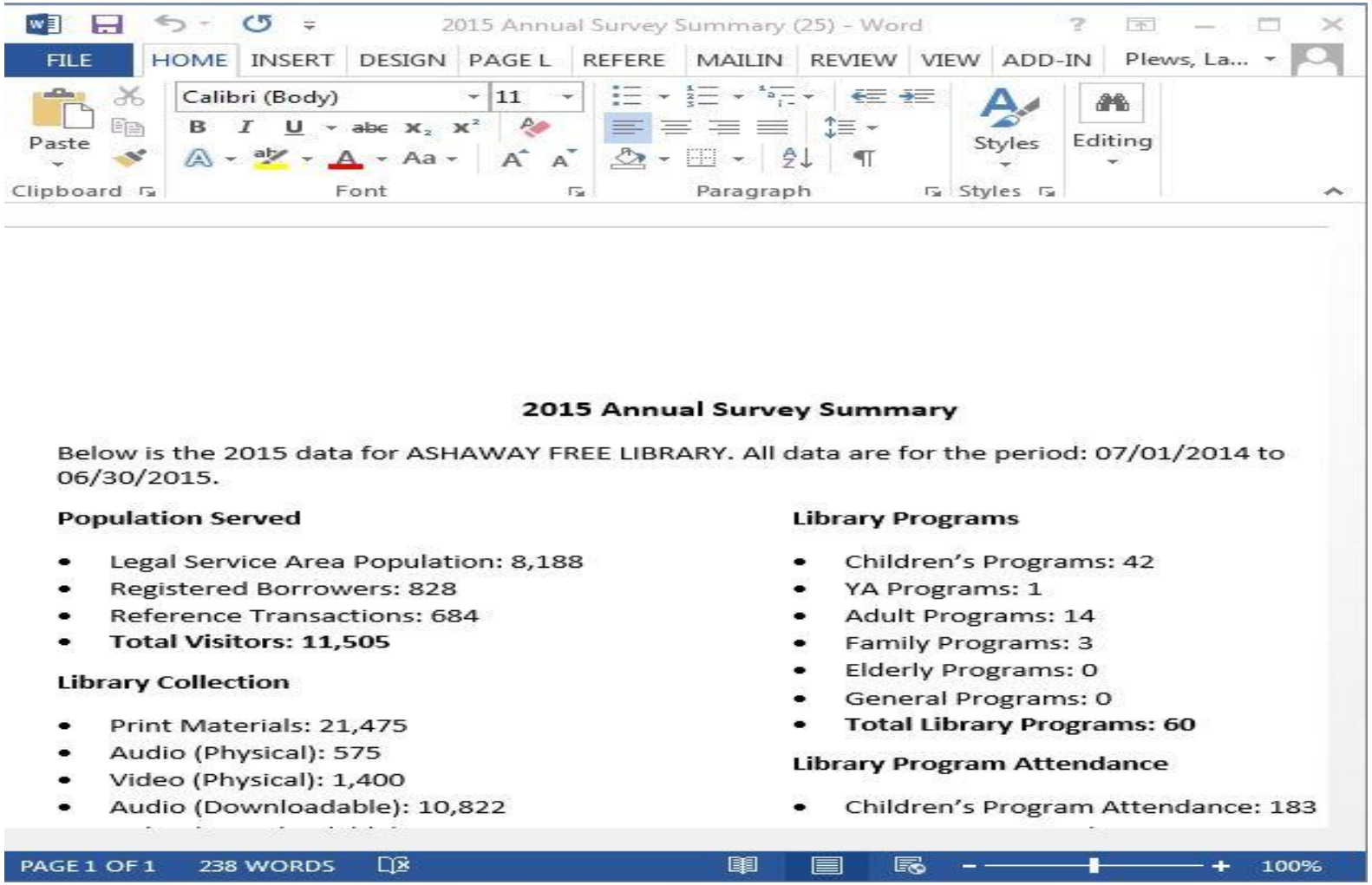


Step 5: Open up your word doc report

After you click on 2015 Annual Survey Summary you will be prompted to open or save you report



Step 6: Start using your report



If further assistance is needed:

- Email Lauren Plews at lauren.plews@olis.ri.gov
- Call Lauren Plews at 401-574-9305