

Using LibPAS to Run FY 2015 Summary Report in Word



State of Rhode Island

Office of Library & Information Services

DEPARTMENT OF ADMINISTRATION

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>



Welcome to the State of Rhode Island Office of Library & Information Services LibPAS Portal

Please login here to enter data.

Login

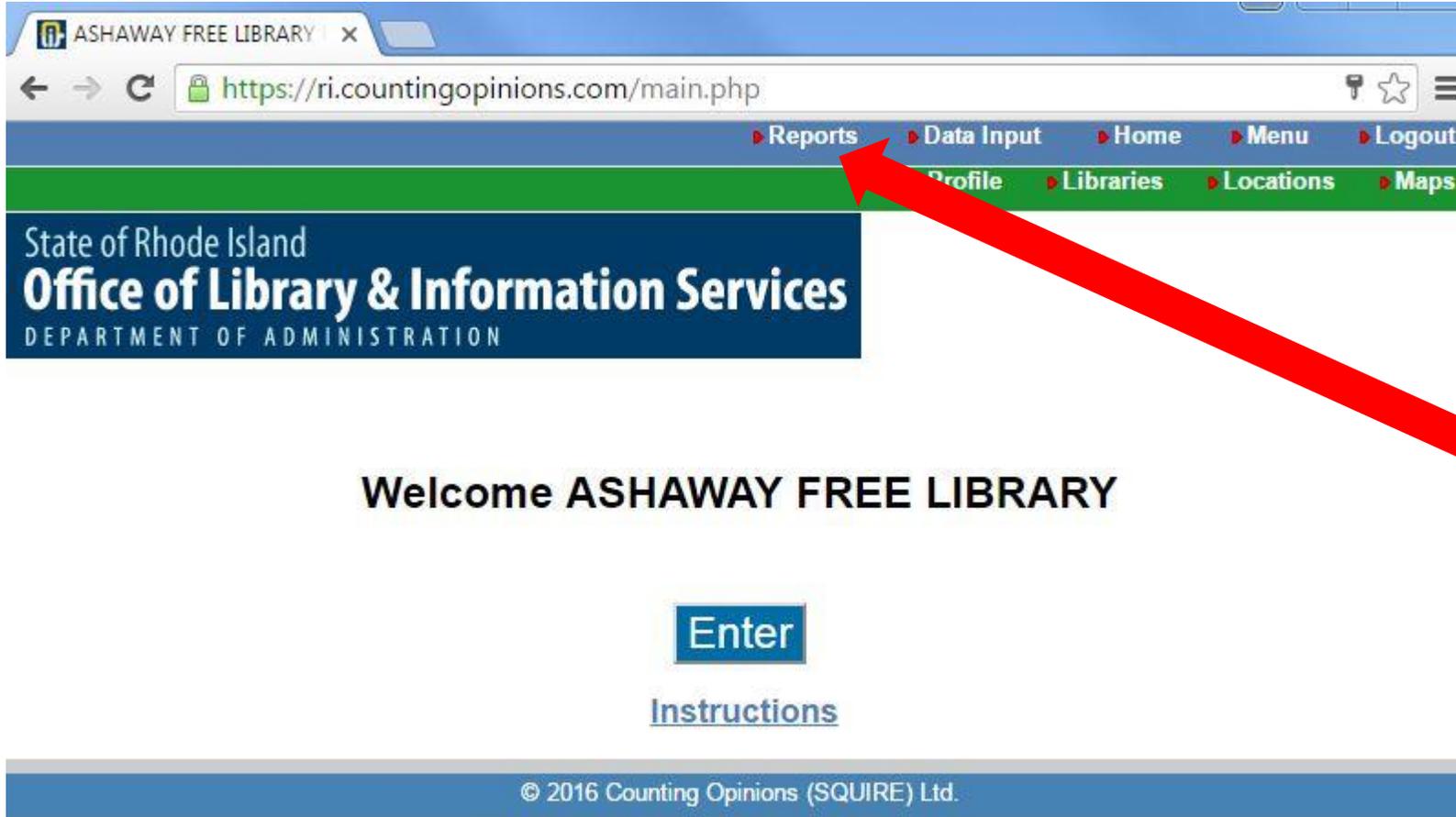
Username:

Password:

[Password reminder](#)

Enter your username and password and click Login.

Step 2: Click on Reports



The screenshot shows a web browser window with the address bar displaying <https://ri.countingopinions.com/main.php>. The browser tab is labeled "ASHAWAY FREE LIBRARY". The website's navigation menu is located at the top, with "Reports" highlighted in a blue bar. Below the navigation menu is a dark blue banner with the text "State of Rhode Island Office of Library & Information Services DEPARTMENT OF ADMINISTRATION". The main content area features the text "Welcome ASHAWAY FREE LIBRARY" and a blue button labeled "Enter". Below the button is a link labeled "Instructions". At the bottom of the page, a blue footer bar contains the copyright notice "© 2016 Counting Opinions (SQUIRE) Ltd.".

ASHAWAY FREE LIBRARY

<https://ri.countingopinions.com/main.php>

▶ Reports ▶ Data Input ▶ Home ▶ Menu ▶ Logout

▶ Profile ▶ Libraries ▶ Locations ▶ Maps

State of Rhode Island
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Welcome ASHAWAY FREE LIBRARY

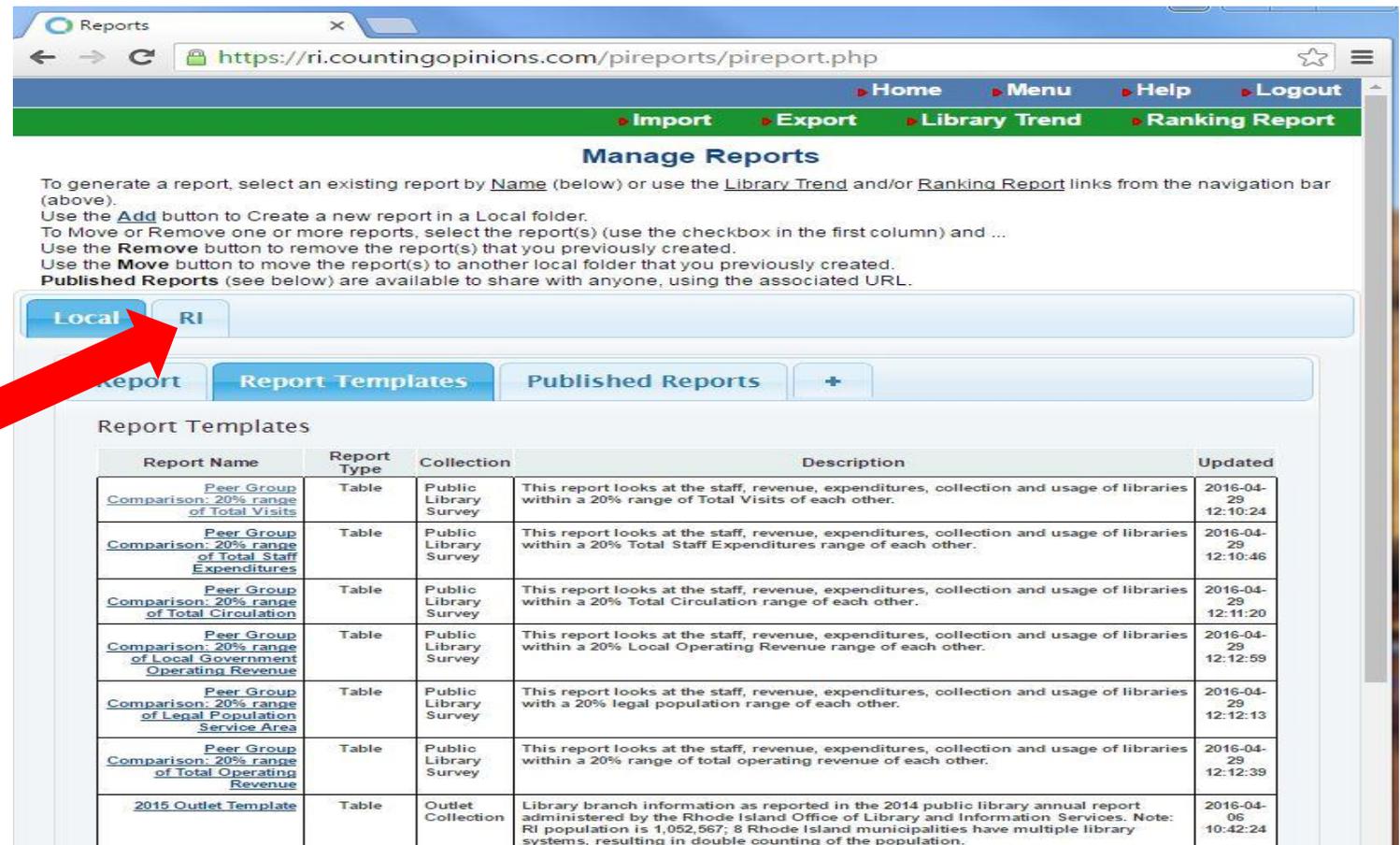
Enter

[Instructions](#)

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Click on Reports in the top menu

Step 3: Select RI tab



The screenshot shows a web browser window with the URL <https://ri.countingopinions.com/pireports/pireport.php>. The page has a navigation bar with links for Home, Menu, Help, Logout, Import, Export, Library Trend, and Ranking Report. Below the navigation bar is a section titled "Manage Reports" with instructions on how to generate, add, move, or remove reports. At the bottom of the page, there are tabs for "Local" and "RI". The "RI" tab is selected, and a red arrow points to it. Below the tabs is a "Report Templates" table with columns for Report Name, Report Type, Collection, Description, and Updated.

To generate a report, select an existing report by Name (below) or use the Library Trend and/or Ranking Report links from the navigation bar (above).
Use the **Add** button to Create a new report in a Local folder.
To Move or Remove one or more reports, select the report(s) (use the checkbox in the first column) and ...
Use the **Remove** button to remove the report(s) that you previously created.
Use the **Move** button to move the report(s) to another local folder that you previously created.
Published Reports (see below) are available to share with anyone, using the associated URL.

Local RI

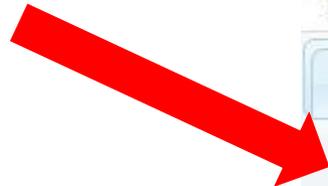
Report Report Templates Published Reports +

Report Name	Report Type	Collection	Description	Updated
Peer Group Comparison: 20% range of Total Visits	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% range of Total Visits of each other.	2016-04-29 12:10:24
Peer Group Comparison: 20% range of Total Staff Expenditures	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Total Staff Expenditures range of each other.	2016-04-29 12:10:46
Peer Group Comparison: 20% range of Total Circulation	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Total Circulation range of each other.	2016-04-29 12:11:20
Peer Group Comparison: 20% range of Local Government Operating Revenue	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Local Operating Revenue range of each other.	2016-04-29 12:12:59
Peer Group Comparison: 20% range of Legal Population Service Area	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries with a 20% legal population range of each other.	2016-04-29 12:12:13
Peer Group Comparison: 20% range of Total Operating Revenue	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% range of total operating revenue of each other.	2016-04-29 12:12:39
2015 Outlet Template	Table	Outlet Collection	Library branch information as reported in the 2014 public library annual report administered by the Rhode Island Office of Library and Information Services. Note: RI population is 1,052,967; 8 Rhode Island municipalities have multiple library systems, resulting in double counting of the population.	2016-04-06 10:42:24

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

A screenshot of a web browser showing the 'Manage Reports' page. The browser address bar shows 'https://ri.countingopinions.com/pireports/pireport.php'. The navigation bar includes links for Home, Menu, Help, Logout, Import, Export, Library Trend, and Ranking Report. The page title is 'Manage Reports'. Below the title, there is instructional text about generating reports. The interface has two tabs: 'Local' and 'RI', with 'RI' selected. Under the 'RI' tab, there is a button labeled 'Merge Doc Templates'. Below this button is a table with columns: Report Name, Report Type, Collection, Description, and Updated. The table contains one row with the report name '2015 Annual Survey Summary', Report Type 'DOCUMENT', Collection 'Public Library Survey', Description 'This provides a summary of library statistics reported in the 2015 Annual Survey.', and Updated date '2016-04-14'. The footer of the page reads '© 2016 Counting Opinions (SQUIRE) Ltd.'

Reports

https://ri.countingopinions.com/pireports/pireport.php

Home Menu Help Logout

Import Export Library Trend Ranking Report

Manage Reports

To generate a report, select an existing report by Name (below) or use the Library Trend and/or Ranking Report links from the navigation bar (above).
Use the Add button to Create a new report in a Local folder.
To Move or Remove one or more reports, select the report(s) (use the checkbox in the first column) and ...
Use the **Remove** button to remove the report(s) that you previously created.
Use the **Move** button to move the report(s) to another local folder that you previously created.
Published Reports (see below) are available to share with anyone, using the associated URL.

Local RI

Merge Doc Templates

Report Name	Report Type	Collection	Description	Updated
2015 Annual Survey Summary	DOCUMENT	Public Library Survey	This provides a summary of library statistics reported in the 2015 Annual Survey.	2016-04-14

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Step 5: Open up your word doc report

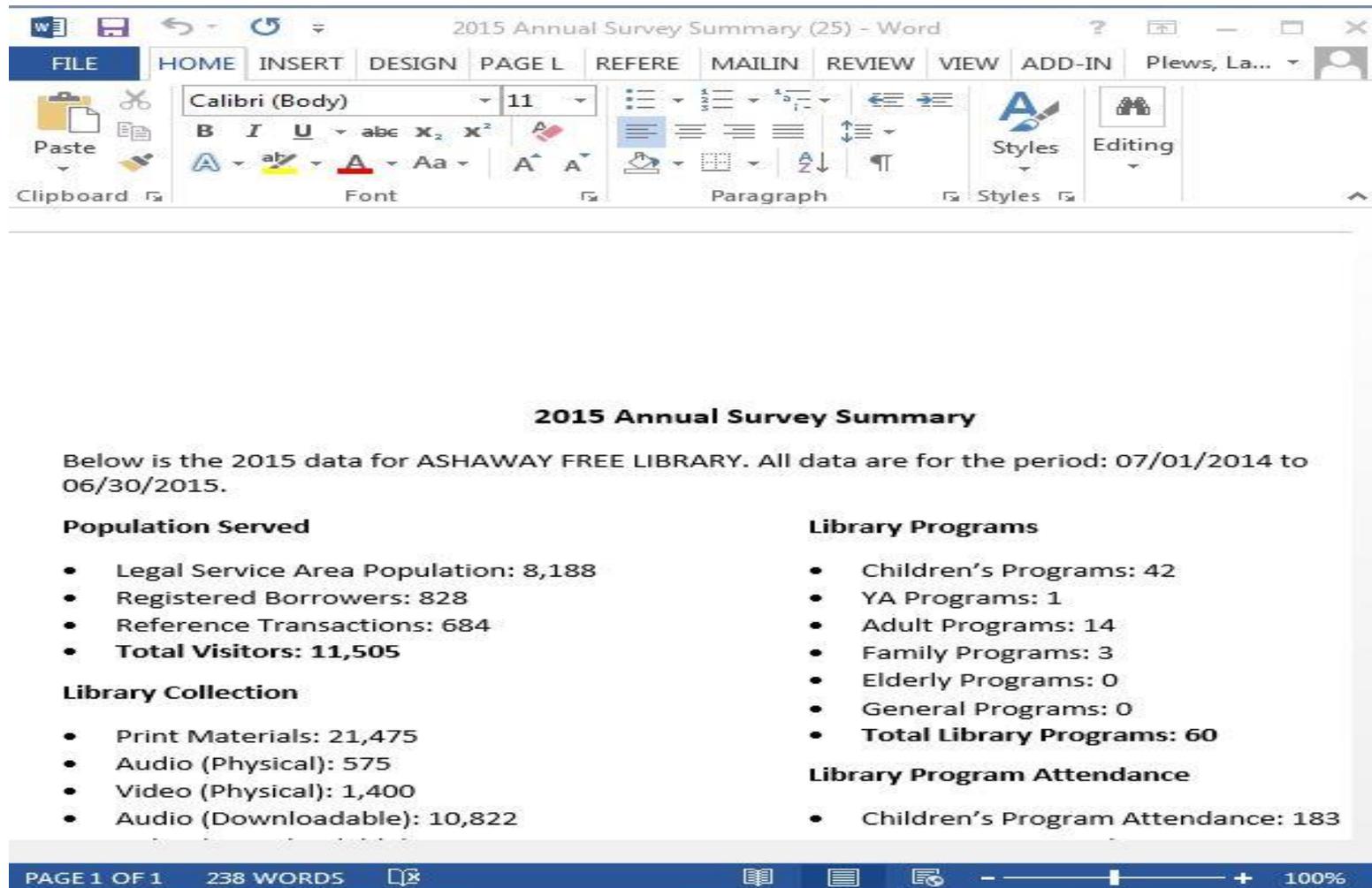
After you click on 2015 Annual Survey Summary you will be prompted to open or save your report

The screenshot shows a web browser window with the URL <https://ri.countingopinions.com/pii>. The page title is "Reports" and the user is logged in as "Welcome". The navigation bar includes links for Home, Menu, Help, Logout, Import, Export, Library Trend, and Ranking Report. The main content area is titled "Manage Reports" and contains instructions on how to generate, add, move, or remove reports. Below the instructions are tabs for "Local" and "RI", and a "Merge Doc Templates" button. A table lists reports, with the first row highlighted:

Report Name	Report Type	Collection	Description	Updated
2015 Annual Survey Summary	DOCUMENT	Public Library Survey	This provides a summary of library statistics reported in the 2015 Annual Survey.	2016-04-14

At the bottom of the page, a file dialog box is open, asking: "Do you want to open or save 2015 Annual Surve....doc (129 KB) from ri.countingopinions.com?". The dialog has "Open", "Save", and "Cancel" buttons. A red arrow points from the text on the left to the "Open" button in the dialog box.

Step 6: Start using your report



2015 Annual Survey Summary (25) - Word

FILE HOME INSERT DESIGN PAGE L REFERE MAILIN REVIEW VIEW ADD-IN Plews, La...

Clipboard Font Paragraph Styles Editing

2015 Annual Survey Summary

Below is the 2015 data for ASHAWAY FREE LIBRARY. All data are for the period: 07/01/2014 to 06/30/2015.

Population Served

- Legal Service Area Population: 8,188
- Registered Borrowers: 828
- Reference Transactions: 684
- **Total Visitors: 11,505**

Library Collection

- Print Materials: 21,475
- Audio (Physical): 575
- Video (Physical): 1,400
- Audio (Downloadable): 10,822

Library Programs

- Children's Programs: 42
- YA Programs: 1
- Adult Programs: 14
- Family Programs: 3
- Elderly Programs: 0
- General Programs: 0
- **Total Library Programs: 60**

Library Program Attendance

- Children's Program Attendance: 183

PAGE 1 OF 1 238 WORDS 100%

If further assistance is needed:

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