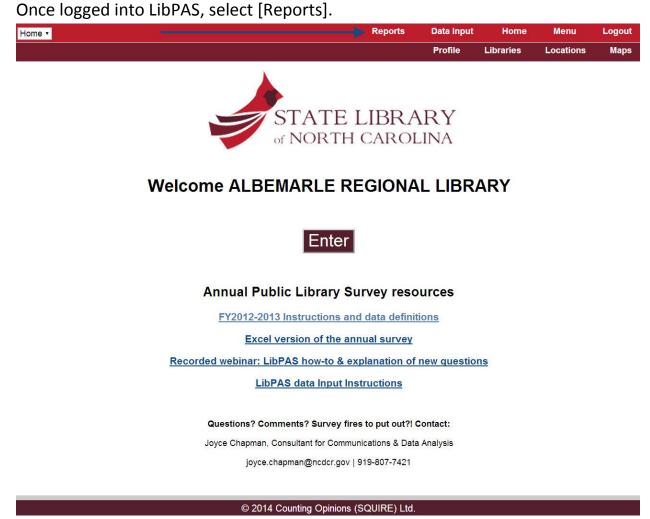
Creating Reports using LibPAS



The image above displays the 'Reports' button as well a link 'Reports Instructions'.

Select Add to build a report.

Manage Reports	
To generate a report, select an existing report by <u>Name</u> (below) or use the <u>Library Trend</u> and/or <u>Ranking Report</u> links from the navigation bar (above). Use the <u>Add</u> button to <i>Create</i> a new report in a <i>Local</i> 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 <i>remove</i> the report(s) that you previously created. Use the Move button to <i>move</i> the report(s) to another local folder that you previously created. Published Reports (see below) are available to <i>share</i> with anyone, using the associated URL.	
Local NC	
Report Report Templates Published Reports Add	

The 'Manage Reports' section contains several folders for local reports as well as report templates which can be 'Run' to view the results. Report templates can also be 'Saved as a New Report' and modified.



5 Simple steps to building your report:

- **Select** a *Collection* and optionally change the *Period*.
- 2 Name the report.
- **Select** a *Report Type*.
- **[Add]** one or more *data elements* from the survey. Select one or more *data elements* (use the Ctrl-Shift or Command-Shift key to select and multiple data elements) then select **[Add]**.
- **Select** [**Run**] to view the report output.

				Reports	Help	Logout
Report Settings Options	Option Settings	Format				
Report Settings						
Collection Public Librar	v Statistics	1				
Period FY 2012/13						
Report Name Example Rep	oort		2			
Description						
Title						
2		The title of this custom report]			
Report Type Table Re	port Folder Report V					
Run Save Save as Nev	w Report Publish R	Report				
ocations	Filters					
Locations						
	Value % Filte	r Low >= <= Filter High	Sequence Remove			
Public Library Statistics Personnel						
209. Total Paid Employees	18.89		1			
Group All groups	•					
Total # of Service Outlets Service Hours 204. Public Service Hours Per Year 204. Public Service Hours Per Year Personnel 205. FTE Librarians with MLS accred 206. FTE Librarians with MLS not acc 207. Total Librarians 208. FTE all other paid staff 209. Total Paid Employees	(Input field) dited by ALA		4 Add			
Run Save Save as Ne	w Report Publish	Report	5			
tan outo outo as no			v			

