

Creating Reports using LibPAS

Once logged into LibPAS, select [Reports].



Welcome ALBEMARLE REGIONAL LIBRARY

Enter

Annual Public Library Survey resources

[FY2012-2013 Instructions and data definitions](#)

[Excel version of the annual survey](#)

[Recorded webinar: LibPAS how-to & explanation of new questions](#)

[LibPAS data Input Instructions](#)

Questions? Comments? Survey fires to put out?! Contact:

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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 *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.

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:

- 1 **Select** a *Collection* and optionally change the *Period*.
- 2 **Name** the report.
- 3 **Select** a *Report Type*.
- 4 **[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]**.
- 5 **Select [Run]** to view the report output.

The screenshot shows the 'Report Settings' interface with the following elements and callouts:

- 1**: Points to the 'Collection' dropdown menu, which is set to 'Public Library Statistics'.
- 2**: Points to the 'Report Name' text input field, which contains 'Example Report'.
- 3**: Points to the 'Report Type' dropdown menu, which is set to 'Table'.
- 4**: Points to the 'Add' button next to a list of data elements in the 'Personnel' group.
- 5**: Points to the 'Run' button at the bottom of the interface.

The interface includes a top navigation bar with 'Reports', 'Help', and 'Logout'. Below the 'Report Settings' section, there are tabs for 'Options', 'Option Settings', and 'Format'. The 'Report Settings' section contains fields for 'Collection', 'Period', 'Report Name', and 'Description'. Below these are 'Report Type' and 'Report Folder' dropdowns, and buttons for 'Run', 'Save', 'Save as New Report', and 'Publish Report'. The 'Locations' section has a 'Locations' link. The 'Indicators' section has a table with columns: 'Value', '% Filter Low >= <= Filter High', 'Sequence', and 'Remove'. The 'Public Library Statistics' section has a 'Personnel' group with a table containing the following data:

Indicator	Value	% Filter Low >= <= Filter High	Sequence	Remove
209. Total Paid Employees	18.89		1	X

The 'Group' dropdown is set to '-- All groups --'. The 'Add' button is located next to the list of data elements in the 'Personnel' group.