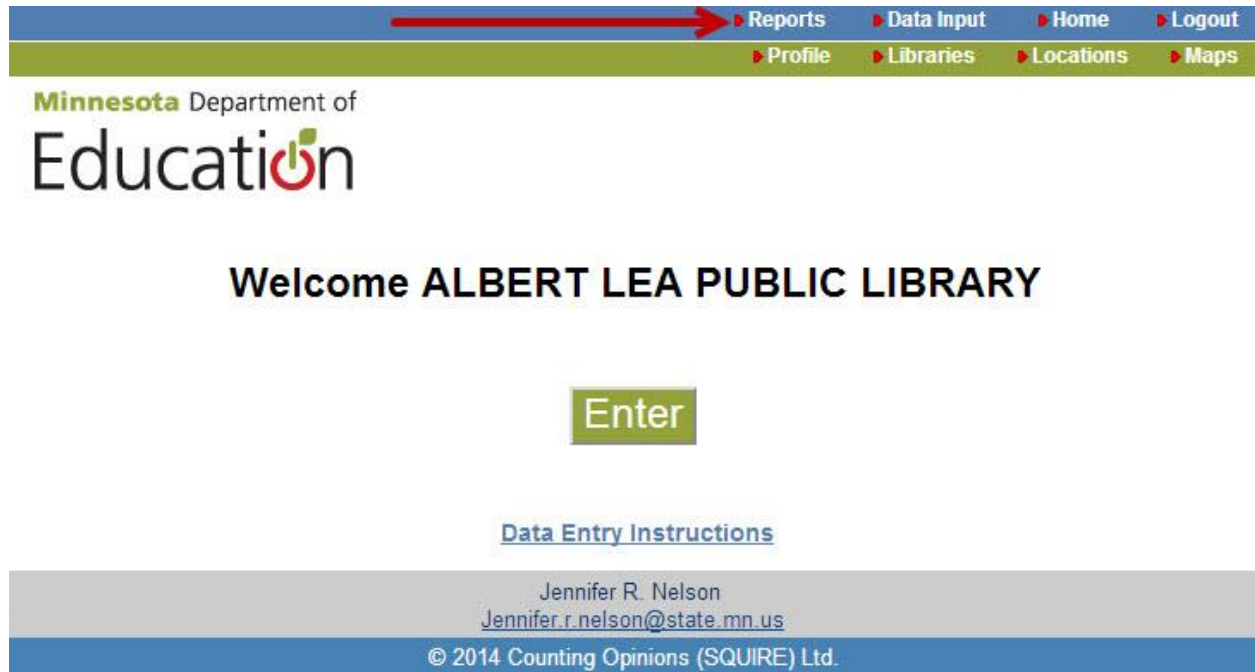


Creating Reports using LibPAS

Once logged into LibPAS, select [Reports].



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

Select Add to build a report.



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 a web-based report builder interface. At the top, there are navigation links for Reports, Help, and Logout. Below that are tabs for Report Settings, Options, Option Settings, and Format. The 'Report Settings' tab is active and contains the following fields:

- Collection:** Public Library Survey - Administration (Step 1)
- Period:** 2013
- Report Name:** Example Report (Step 2)
- Description:** (empty text area)
- Title:** (empty text field) (Step 3)

Below the 'Report Settings' section are controls for 'Report Type' (set to Table) and 'Report Folder' (set to Report). There are buttons for 'Run', 'Save', 'Save as New Report', and 'Publish Report'.

The interface also displays a table of 'Indicators' for the 'Public Library Survey - Administration' group. The table has columns for 'Value', '% Filter Low >= <= Filter High', 'Sequence', and 'Remove'. One indicator is selected:

Indicators	Value	% Filter Low >= <= Filter High	Sequence	Remove
<input checked="" type="checkbox"/> S01) Total ALA/MLS Librarians	2.00		1	

Below the table is a 'Group' dropdown menu set to 'STAFF INFORMATION (FTE)'. A list of data elements is shown, with 'S01) Total ALA/MLS Librarians' selected. An 'Add' button is next to the list (Step 4).

At the bottom, there are buttons for 'Run', 'Save', 'Save as New Report', and 'Publish Report'. An arrow points from the 'Run' button to the number 5 (Step 5).