Completing the Texas Public Libraries Annual Report Using Texas LibPAS

The library director will receive an email from the Texas State Library (TSLAC) announcing when the form is open and ready to use. The message will include the link to access the site, https://tx.countingopinions.com/, as well as the username and password to be used. Bookmark the site to return to it in the future. If the username and password is lost or misplaced, click on “Password reminder,” enter the email address for the library’s account, and log-in information will be sent. Alternatively, contact the staff at TSLAC, who are happy to provide this information.

Once on the landing page, log in by entering the username and password.

After logging in, you will be presented with a welcome screen, similar to the one below.
After clicking on “Enter,” there is a screen showing the statistical data collection for your library for the reporting period. Before entering data, review the screen shots to familiarize yourself with navigation features.

### Navigating the Data Input Form
The Annual Report form is divided into sections. There are three ways to navigate through the Data Input form:

1. Select the name of the section from the list down the left side of the screen. You can “hide” that list by clicking on the “Hide” link. To restore the section navigation box, click the chevron symbol \( \uparrow \) at the top left side.
2. Use the “Next” and “Previous” buttons to proceed through the form, one section at a time.
3. Select the “Review” button. This displays the entire form on one web page. You can proceed through each field on the report by selecting the target field using your mouse, or by using the Tab and/or Enter key on your keyboard to proceed through the fields one at a time. To see details for any question in the form, select the Question Number to reveal more information.

Data is stored as entered, and permanently retained when you click, “Save”. The Navigation Sidebar allows you to go to work on individual sections. You do not have to complete the sections in order, nor do you need to complete individual sections before moving on to other sections.
Use the drop-down arrow to the far right to access each section.

**Entering Data**
The Data Input forms support many features for ensuring the quality and integrity of the data. Not all entries incorporate these features, so you may or may not encounter the following:

- **Edit Checks** – typically check to ensure that entered values are within an acceptable range. Otherwise, you will be prompted to provide a detailed explanation of the value. Any explanations should be placed in the Annotations field, referred to as the Note box.
- **Field length limits** – ensure values contain at least the minimum and no more than the maximum number of characters specified.
• Pre-filled values – data input fields may already contain data, especially when data for previous Periods is available and the data does not change from period to period.

• Previous Period values – typically displayed to the right of the data input field, in grey type.

Adding Annotations to Explain Data

Using the Annotations icon , explanations can be added for data values. These are required when your response pops up an Edit Check. Explanatory annotations, or notes, are designed to help someone else understand and interpret the data and should be used whenever the data is inconsistent or not typical. For instance, when the data represent a significant change from the values previously reported, there are generally one or more reasons. Providing explanations is useful to those responsible for approving or vetting the data submitted and for those that might later reject or discount the results without a plausible explanation.

This is an example of an edit check. You will either must provide a note of explanation or correct the data for the value to be accepted. Either enter a note to explain the data, and click “Accept,” or click “Cancel” to adjust the value.
Locking the Data
Click Verify, at the top of the form, to make certain there are no errors, omissions, or discrepancies needing explanation. You will not be able to lock the report until this step has been done.

If there is any information missing, or if there is an edit check that has not been addressed, you will receive a message indicating that a value is required before the form will lock.

Look through each Section until a red bar is located.
Once the Verified! Notification appears, you will be able to lock the report.

Only use the Lock button to signify when the data input process is complete. If a change is required, only TSLAC staff can unlock the data to make changes or corrections. The form can be unlocked any time between January 1st and April 30th. After that point in time, changes must be made by TSLAC staff only, and uploaded to the form later. No changes to data will be made after July 31st.

The lock icon is your assurance that your report is submitted. In actuality, any information which has been saved can be viewed by TSLAC staff.

**Printing the Report**

The report may be printed at any point in the process. Printing it prior to locking will cause a watermark of the word, “DRAFT” to appear. Once the report is locked, this watermark will no longer be present. Clicking on the word Print at the top right-hand corner of the form will open a dialog box. Select "Template" to view your report with the complete instructions. Select "Screen" to print a copy of the online screen form. Either option will allow you to save or print the report at your location.
Data Input

Print Form

Template  Screen  Cancel

Opening 2017ARWorkbook-MergeFields-1945-0.pdf

You have chosen to open:

2017ARWorkbook-MergeFields-1945-0.pdf
which is: Adobe Acrobat Document
from: https://tx.countingopinions.com

What should Firefox do with this file?

- [ ] Open with Adobe Acrobat (default)
- [ ] Save File
- [ ] Do this automatically for files like this from now on.

OK  Cancel

Print  Download PDF  Download PDF with Breaks

Texas Public Libraries Annual Report 2017
TURKEY PUBLIC LIBRARY