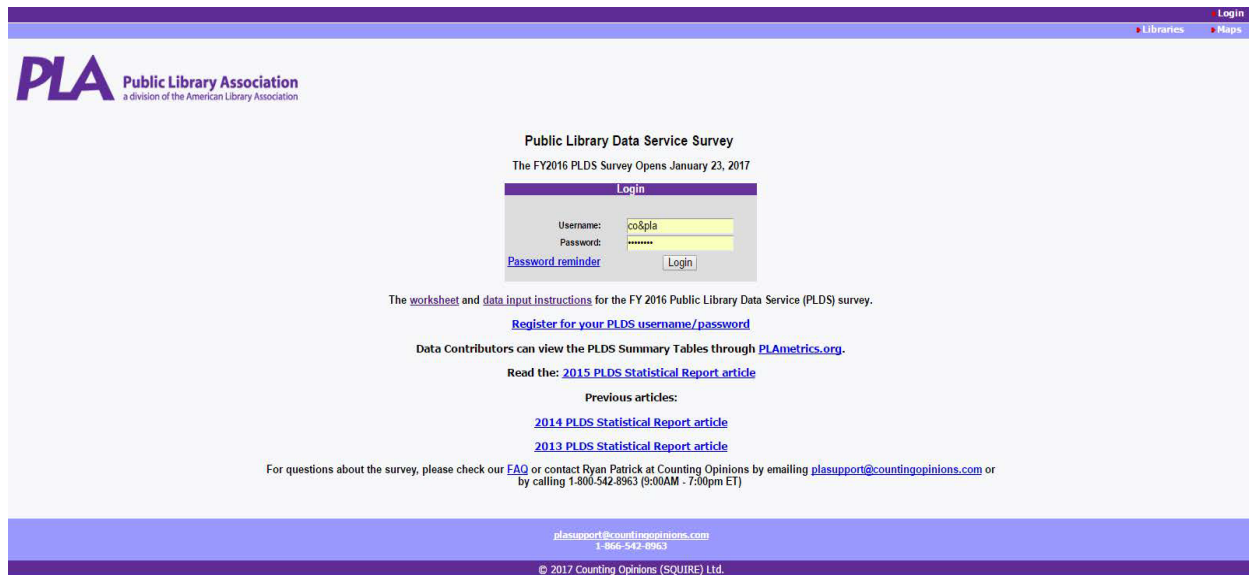# Completing the PLDS Survey
Using LibPAS Online

The library will receive a letter or an email from PLA via the vendor announcing when the form is ready to use, and the message will include the link to access the site, http://pla.countingopinions.com, as well as the *username* and *password* to be used. Bookmark the site so that you can return to it in the future. If you misplace the username and password, you can click on "Password reminder," enter the email address for your account, and your login and password will be sent to you.

Once on the landing page login by entering your Username and Password.

Navigating the Form

After logging in you will be presented with a screen similar to the one below showing the statistical data collection for your library for the reporting period. Before entering data, review the two screen shots below to familiarize yourself with navigation features:

"Print" generates a PDF that can be saved or printed. Be sure the period is set to 2016.

The "Review" button lists all questions and responses in one, long, single-page display.

Use this navigation sidebar to scroll to specific sections of the report.

Do not click "Submit/Lock" until all of your data has been entered, checked and ready for submission. The "Verify" button may help identify errors before submitting.

To minimize the sidebar to view more of the form in your window, click "Hide". To restore the sidebar click on ">>" chevron that appears in its place.

The new forms site has features to navigate and complete the form. Data is stored as entered, and permanently retained when you click "save."

The Navigation Sidebar allows you to go to and work on individual sections. You do not have to complete the sections chronologically. Nor do you need to complete individual sections before moving on to other sections. Note that there are empty "check boxes" to the left of most field names. These are entirely for your use and do not affect the completion of the forms. You can use them to keep track of questions you want to return to, or questions you have completed, or you can ignore them entirely.

Click this chevron to restore the navigation window.

You can use the notepad icons to add notes to the data. Notes can be used to provide context to anomalous data.

Use pull-downs to select from pre-set options.

Click in the box to apply an exception value.

Click on the numbered field links to see detailed definitions. Questions with checkmarks have edit checks to prevent unacceptable entries or mistakes in data entry.

This screen shot shows features of the data entry screen for statistical data, as well as explanations of the icons and data entry points.

Edit check   ✖

Current Value: 100,099
Previous period value: 6,089

EDIT CHECK FAILED:
Registered Borrowers has increased by more than 30% please provide an explanation or correct your entry.

To Accept this value, please provide/select an explanatory Note, otherwise select Cancel to update the value.

Notes

> This is an example of an edit check, please either enter a note to explain the data and click Add or click Cancel to adjust the value. You will either have to provide a note or fix the data in order for the value to be accepted.

Accept   **Cancel**

This screen demonstrates an edit-check exception. The edit check is to prevent inadvertent changes in typically fixed information. Please provide justification for the change.

Data Input

Navigating the Data Input Form

Most Collection Forms are divided into sections. Typically, there are three ways to navigate through the Data Input form.

- 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.
- Use the Next and Previous buttons to proceed through the form, once section at a time.
- Select the Review button. This displays the entire form on one web page. This is the same as the initial view when you first load a Data Input form.

You can proceed through each field on the Data Input form by selecting the target field using your mouse, or by using the Tab and/or Enter key to proceed through fields one at a time. To see details for any item in the form, select the Name of the Data Input field to reveal more information.

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 - that typically check to ensure that entered values are within an acceptable range, otherwise the user will be prompted to provide a detailed explanation.

- Field length limits - ensuring values contain at least the minimum and no more than the maximum number of characters specified
- Select lists - a limited set of valid values, presented in a pull-down selection for the user's choice
- Pre-filled values - Data Input fields may already contain data, especially when data for previous Periods is available and the data often does not change from period-to-period
- Previous Period values - typically displayed to the right of the data input field

Adding Notes to Definitions

By selecting the Name of any item, you can view more information about the data input field, including a complete definition for the value and other details. Users can enter Notes that are used to assist with understanding or localizing the definitions provided. For example, these Notes might explain where the values are locally sourced, who can provide the data or anything else that would assist users involved in approving data sets or entering data in subsequent periods. You can record as many Notes as required. Each Note is date and times stamped for ease of reference.

Adding Annotations to Explain Data

Using the Annotations icon ( ), explanations can be added for Data values, and are required when your response invokes an Edit Check (the value is outside an acceptable range, or information that typically doesn't change, such as library address, is altered). Explanatory Annotations are designed to help people understand and interpret the data and should be used whenever the data is anomalous or abnormal. For instance, when the data represents a significant change from the values previously reported there is typically one or more reasons. Providing explanations is useful to those responsible for approving or vetting the data submitted and also for those that might later reject or discount the results without a plausible explanation.

Locking Data

Users should use the Lock button to signify when the Data Input process is complete. If a change is required, only the vendor can Unlock the data to make changes or enable the submitting Location to modify its data. If you need your form unlocked, contact the Counting Opinions at plasupport@countingopinions.com.