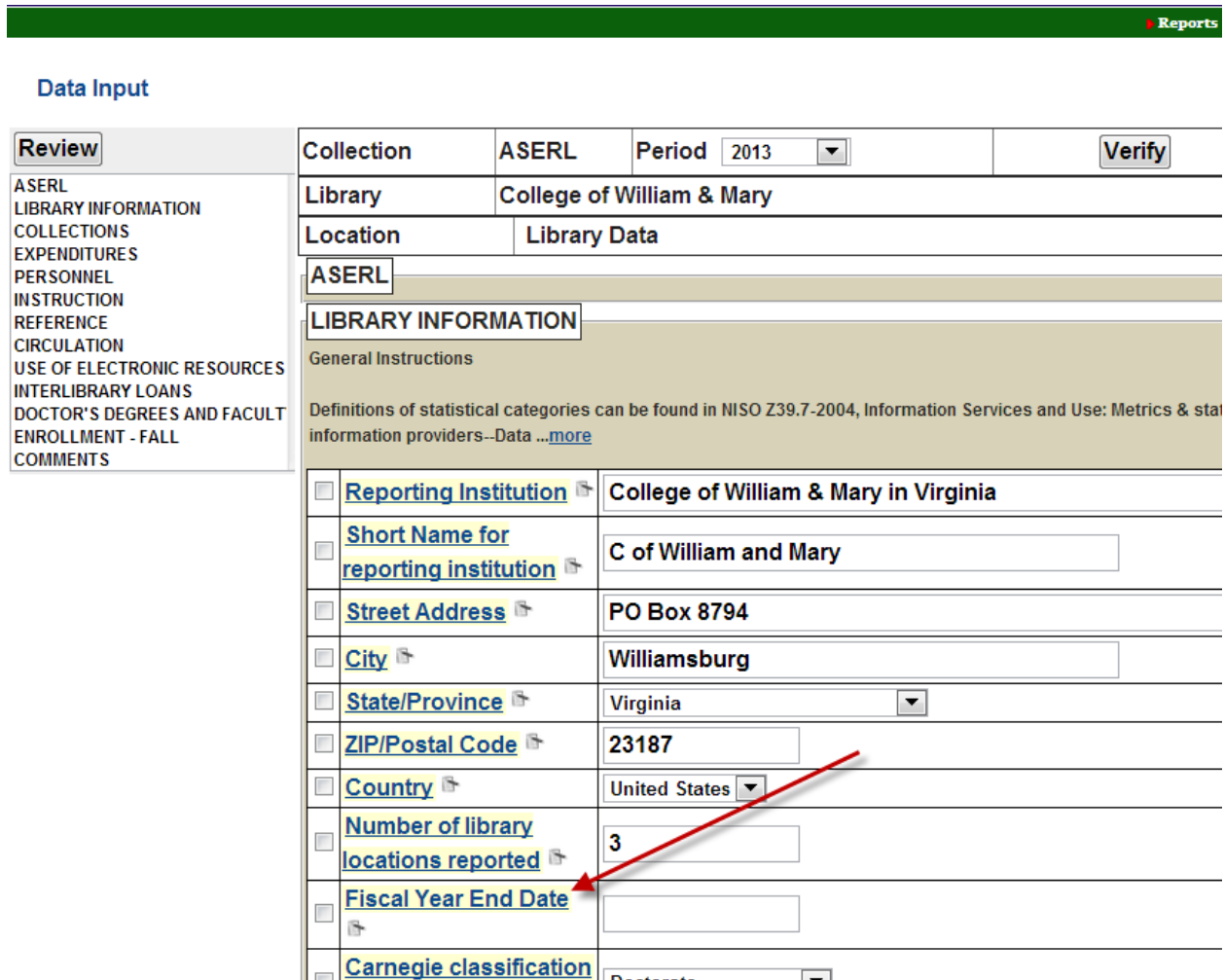


# Creating Private Notes in LibPAS

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Some ASERL statistics liaisons have inquired about adding private notes within LibPAS to document their internal processes and facilitate consistent data collection/reporting processes. Using “Indicator Notes” allow LibPAS users to create notes only viewable to their institution as a means of documenting their processes.

- 1) In the Data Input Screen, click on the name of a Performance Indicator (PI), for example ‘Fiscal Year End Date’:



The screenshot shows the 'Data Input' screen in LibPAS. At the top right, there is a green bar with the word 'Reports'. Below this, the 'Data Input' section is visible. On the left, there is a sidebar with a 'Review' button and a list of categories: ASERL, LIBRARY INFORMATION, COLLECTIONS, EXPENDITURES, PERSONNEL, INSTRUCTION, REFERENCE, CIRCULATION, USE OF ELECTRONIC RESOURCES, INTERLIBRARY LOANS, DOCTOR'S DEGREES AND FACULTY ENROLLMENT - FALL, and COMMENTS. The main content area is a form for the 'Fiscal Year End Date' indicator. The form is titled 'Collection ASERL Period 2013' and includes a 'Verify' button. The 'Library' is 'College of William & Mary' and the 'Location' is 'Library Data'. The form is divided into sections: 'ASERL', 'LIBRARY INFORMATION', and 'General Instructions'. The 'General Instructions' section contains the text: 'Definitions of statistical categories can be found in NISO Z39.7-2004, Information Services and Use: Metrics & statistics information providers--Data ...more'. The form fields are as follows:

Field	Value
Reporting Institution	College of William & Mary in Virginia
Short Name for reporting institution	C of William and Mary
Street Address	PO Box 8794
City	Williamsburg
State/Province	Virginia
ZIP/Postal Code	23187
Country	United States
Number of library locations reported	3
Fiscal Year End Date	
Carnegie classification	

A red arrow points to the 'Fiscal Year End Date' field.

The Indicator Notes pop-up window will appear:

The screenshot shows a web application interface with a sidebar on the left containing a 'Review' button and a list of categories: ASERL, LIBRARY INFORMATION, COLLECTIONS, EXPENDITURES, PERSONNEL, INSTRUCTION, REFERENCE, CIRCULATION, USE OF ELECTRONIC RE, INTERLIBRARY LOANS, DOCTOR'S DEGREES AN, ENROLLMENT - FALL, and COMMENTS. The main area features a 'Data Input' header and a pop-up window titled 'Indicator Notes'. The pop-up window has a close button (X) in the top right corner. Inside, there is a text box with the instruction: 'This is often useful for recording details about interpretation of the definition in local terms. Examples: who to contact for information, a translation of the text, etc.' Below this is a table with one row: 'Indicator' and 'Fiscal Year End Date'. Underneath the table is a section titled 'Notes' with a large empty text area. At the bottom right of the pop-up window are 'Add' and 'Cancel' buttons.

Enter your note and click Add.

Indicator Notes are stored by user login and performance indicator. You can enter multiple notes for a performance indicator. Indicator Notes are not visible to other users. Notes can be displayed by clicking the Prompts link in the green menu bar while in the Data Input screen:

