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’:

![Data Input Screen](image-url)
The Indicator Notes pop-up window will appear:

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: