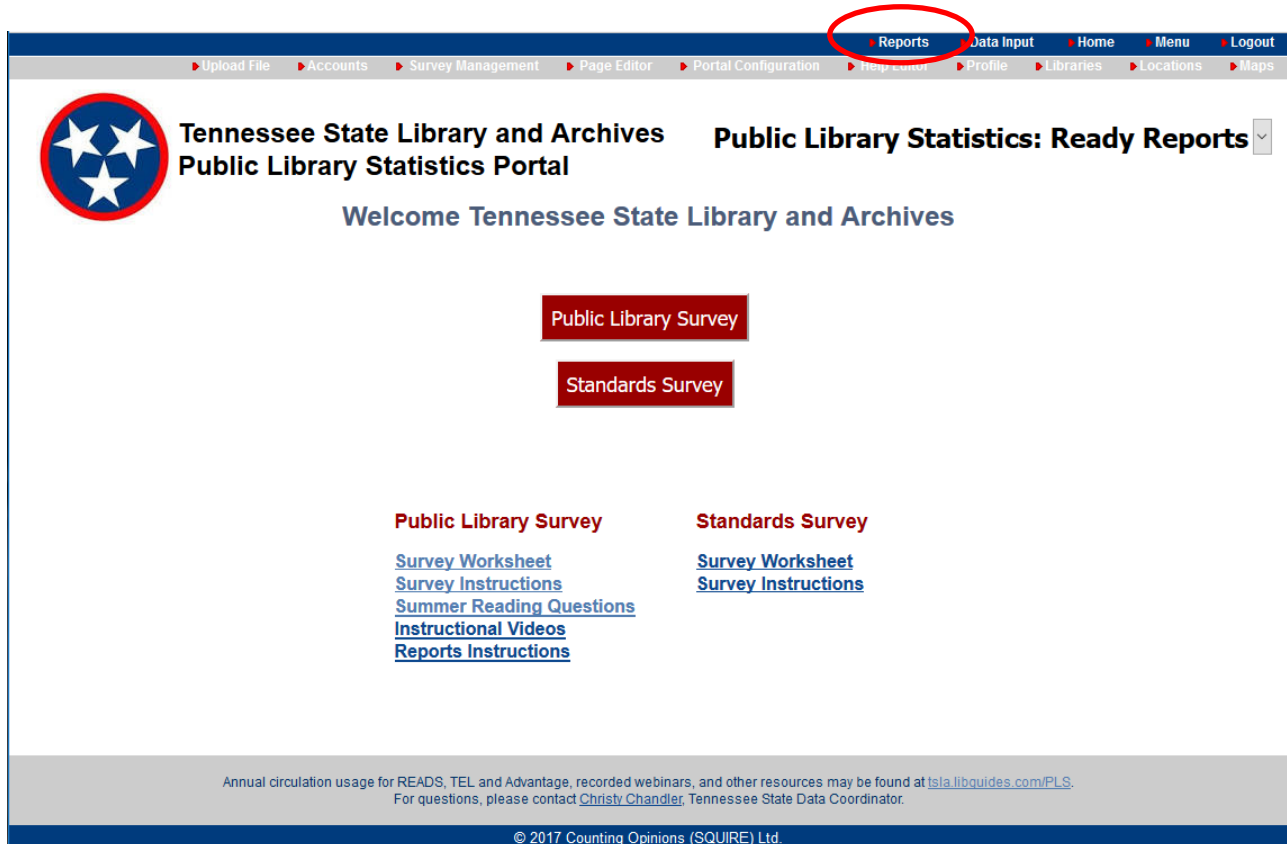


Creating Reports in Counting Opinions

1. Go to tn.countingopinions.com and log in using your log-in information. Your home page should look like the picture below. Click on Reports located in the upper right hand corner. (Circled in red)



- This will take you to your Manage Reports screen. From this screen you can access your previous reports (circled in green) or add a new report (circled in red). You can also create new folders by clicking on the plus sign (circled in blue) to help you keep your reports organized.

Home
Menu
Help
Logout

Data Input
Library Trend
Ranking Report

Manage Reports

To generate a report, select an existing report by Name (below) or use the Library Trend and/or Ranking Report links from the navigation bar (above).
 Use the **Add** button to *Create* a new report in a *Local* folder.
 To Move or Remove one or more reports, select the report(s) (use the checkbox in the first column) and ...
 Use the **Remove** button to *remove* the report(s) that you previously created.
 Use the **Move** button to *move* the report(s) to another local folder that you previously created.
Published Reports (see below) are available to *share* with anyone, using the associated URL.

Local

TN

Report

Report Templates

Published Reports

+

Add

<input type="checkbox"/>	Report Name	Report Type	Survey	Description	Updated	Executed
<input type="checkbox"/>	State statistics	Table			2015-06-23 11:42	
<input type="checkbox"/>	Stats for PLMI	Trend	Tennessee Public Library Survey		2015-06-22 15:16	2015-06-22 15:22
<input type="checkbox"/>	Programming Top Five	Table	Tennessee Public Library Survey	Comparison for LPLS to Top Five	2014-08-04 19:02	2014-08-04 19:25
<input type="checkbox"/>	Programs	Table	Tennessee Public Library Survey	Total programs and attendance for Linebaugh Public Library	2014-08-04 15:19	2014-08-04 16:00
<input type="checkbox"/>	Trend in Reference Transactions	Trend	Tennessee Public Library Survey		2014-08-04 18:59	2014-08-04 19:20
<input type="checkbox"/>	Table	Table	Tennessee Public Library Survey		2014-05-23 10:35	2014-05-23 10:58
<input type="checkbox"/>	Un-named Report	Table			2014-05-23 10:25	

Add

3. Once you add a new report, you will see this screen. First you should select the survey for which you would like to make a report from the drop down menu (circled in red).

The screenshot shows a web-based interface for configuring reports. At the top, there is a navigation bar with links for 'Reports', 'Help', and 'Logout'. Below this is a tabbed interface with four tabs: 'Report Settings' (selected), 'Options', 'Option Settings', and 'Format'. The 'Report Settings' tab contains a form with the following fields: 'Survey' (a dropdown menu with '-- Select --' as the current selection, circled in red), 'Period' (a dropdown menu), 'Report Name' (a text input field), 'Description' (a large text area), and 'Title' (a text input field). Below the 'Report Settings' form, there are two more dropdown menus: 'Report Type' (set to 'Table') and 'Report Folder' (set to 'Report'). A 'Run' button is located below these dropdowns. The next section is titled 'Section' and contains a dropdown menu with '-- All groups --' as the selection. Below this is a large empty text area with an 'Add' button at the bottom left. At the very bottom of the form, there are two buttons: 'Run' and 'Save as New Template'.

4. Next you should name your report and add a description if you would like (circled in green), and save your report as a new report (circled in blue). Make sure you continue to save your report as you are working on it! After that you should select the library for which you would like to create a report. You can do this by clicking in the locations box (circled in red).

[Reports](#) [Help](#) [Logout](#)

Report Settings Options Option Settings Format

Report Settings

SurveyTennessee Public Library Survey

Period2016

Report NameUn-named Report

Description

Title

Report TypeTableReport FolderReport

RunSaveSave as New ReportPublish Report

Locations

Locations

Filters

Questions	Value	% Filter Low >=	<= Filter High	Sequence	Remove
-----------	-------	-----------------	----------------	----------	--------

Section

-- All groups --

Population Level

Population Level

Part I: GENERAL (1.1 - 1.38)

1.1 Director's Last Name

1.2 Director's First Name

1.3 Library's Official (Legal) Name

1.4 Street Address

1.5 City

1.6 Zip

1.7 Mailing Address

Add

RunSaveSave as New ReportPublish Report

5. This will bring up a pop up box where you can select one or multiple libraries on which to run your report. The public libraries are listed under their respective regional libraries, but all libraries, including the regional libraries, are listed first under their city name. Once you select the libraries you want, make sure to hit the apply button at the top of the screen.

☐ Include my location Filters --Select Filter-- **Apply** Reset [View Selection](#) Close

Locations

- ☐ MEMPHIS - Memphis Public Library & Information Center
- ☐ MILLINGTON - Millington Public Library
- ☐ MT. CARMEL - MT. CARMEL LIBRARY
- ▼ ☐ MURFREESBORO - Stones River Regional Library
 - ☐ ALTAMONT - ALTAMONT PUBLIC LIBRARY
 - ☐ BEERSHEBA SPRINGS - BEERSHEBA SPRINGS PUBLIC LIBRARY
 - ☐ COALMONT - COALMONT PUBLIC LIBRARY
 - ☐ HARTSVILLE - FRED A. VAUGHT MEMORIAL LIBRARY
 - ☐ JASPER - JASPER PUBLIC LIBRARY
 - ☐ LEBANON - LEBANON-WILSON COUNTY PUBLIC LIBRARY
 - ☐ LYNCHBURG - MOORE COUNTY PUBLIC LIBRARY
 - ☐ MANCHESTER - COFFEE COUNTY-MANCHESTER PUBLIC LIBRARY
 - ☐ MCMINNVILLE - MAGNESS COMMUNITY HOUSE & LIBRARY
 - ☐ MONTEAGLE - MAY JUSTUS MEMORIAL LIBRARY
 - ☐ MT. JULIET - MT. JULIET-WILSON COUNTY PUBLIC LIBRARY
 - ☒ MURFREESBORO - LINEBAUGH PUBLIC LIBRARY
 - ☐ PALMER - PALMER PUBLIC LIBRARY
 - ☐ SHELBYVILLE - SHELBYVILLE-BEDFORD COUNTY PUBLIC LIBRARY
 - ☐ SOUTH PITTSBURG - BEENE-PEARSON PUBLIC LIBRARY
 - ☐ TRACY CITY - TRACY CITY PUBLIC LIBRARY
 - ☐ TULLAHOMA - COFFEE COUNTY LANNOM MEMORIAL LIBRARY
 - ☐ WHITWELL - ORENA HUMPHREYS PUBLIC LIBRARY
 - ☐ WINCHESTER - FRANKLIN COUNTY PUBLIC LIBRARY
 - ☐ WOODBURY - CANNON COUNTY LIBRARY SYSTEM
- ☐ NASHVILLE - Nashville Public Library

6. Next select the report type (circled in purple) and period (circled in orange). You can use the drop down menu (circled in green) to navigate to a specific set of the survey questions (borrowers, collection, circulation, budget, etc.) or you can scroll through all of the sections in the larger box (circled in red). To select multiple questions, hold down the Ctrl key while clicking on the questions you would like. If you would like to select a series of questions in a row, hold down the Ctrl + Shift keys and select the first question and the last question you would like in your report. Don't forget to hit the add button (circled in blue) before moving on.

The screenshot shows the 'Report Settings' interface. At the top, there are tabs for 'Report Settings', 'Options', 'Option Settings', and 'Format'. The 'Report Settings' tab is active. Below the tabs, there are several input fields and buttons. The 'Survey' dropdown is set to 'Tennessee Public Library Survey'. The 'Period' dropdown is set to '2016' and the 'Start Period' dropdown is set to '2014'. The 'Report Name' field contains 'Sample Report'. The 'Description' field is empty. The 'Title' field is empty. Below these fields, there are buttons for 'Run', 'Save', 'Save as New Report', 'Save as New Template', and 'Publish Report'. The 'Report Type' dropdown is set to 'Trend' and the 'Report Folder' dropdown is set to 'Report'. Below these buttons, there are sections for 'Locations' and 'Filters'. The 'Locations' section has a dropdown menu set to '-- All groups --'. The 'Filters' section has a table with columns: 'Questions', 'Value', '% Filter Low >=', '<= Filter High', 'Sequence', and 'Remove'. The 'Questions' section is expanded, showing a list of questions under the heading 'Part I: GENERAL (1.1 - 1.38)'. The questions are: 1.1 Director's Last Name, 1.2 Director's First Name, 1.3 Library's Official (Legal) Name, 1.4 Street Address, 1.5 City, 1.6 Zip, and 1.7 Mailing Address. The 'Add' button is circled in blue. The 'Section' dropdown is circled in green. The 'Report Type' dropdown is circled in purple. The 'Period' and 'Start Period' dropdowns are circled in orange. The list of questions is circled in red.

Report Settings

Options Option Settings Format

Report Settings

Survey Tennessee Public Library Survey

Period 2016 Start Period 2014

Report Name Sample Report

Description

Title

Report Type Trend Report Folder Report

Run Save Save as New Report Save as New Template Publish Report

Locations Filters

Locations

Questions Value % Filter Low >= <= Filter High Sequence Remove

Section

-- All groups --

Population Level

Part I: GENERAL (1.1 - 1.38)

1.1 Director's Last Name

1.2 Director's First Name

1.3 Library's Official (Legal) Name

1.4 Street Address

1.5 City

1.6 Zip

1.7 Mailing Address

Add

Run Save Save as New Report Save as New Template Publish Report