

4

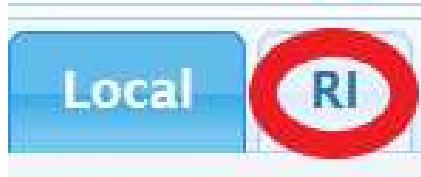
| Report Name  |
|--|
| <a href="#">2015 Annual Survey Summary</a>         |
| <a href="#">2016 Annual Survey Summary</a>         |
| <a href="#">2017 Annual Survey Summary</a>         |
| <a href="#">2018 Annual Survey graphic summary</a> |
| <a href="#">2018 Annual Survey Summary</a>         |
| <a href="#">2019 Annual Survey Summary</a>         |
| <a href="#">FY2018 4 comparisons graphic</a>       |



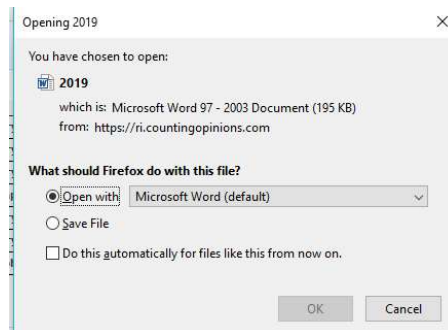
2



3



5



# LibPAS reports – Merge Doc Templates

1. Go to RI LibPAS Portal (<https://ri.countingopinions.com>) and sign in.
2. Click on Reports.
3. Click on RI tab.
4. Select desired report by clicking on the name.
5. Open the document in Word.

# LibPAS reports – Report Templates

1. Go to RI LibPAS Portal (<https://ri.countingopinions.com>) and sign in.
2. Click on Reports.
3. Click on Report Templates tab within Local tab.
4. Click on the name of desired report.
5. Adjust settings as if you were creating a custom report. Save, then Run new report.

