



## Entering Reference Statistics into the New Counting Opinions Online Form

- 1) Log in to the [Counting Opinions - LibPAS portal for Delaware](#) with your library's Reference login code and password
- 2) Click **Enter** button
- 3) Data Input for the Reference Tracker form will appear

Data Input

<input type="button" value="New/Save"/> <input type="button" value="Reference Tracker"/> <input type="button" value="Reference Questions In-person and Phone"/> <input type="button" value="Print/Need"/>	<table border="1"> <tr> <td>Collection</td> <td>Reference Tracker</td> <td>PERIOD: 2024-07</td> <td><input type="button" value="Verify"/></td> <td><input type="button" value="Submit/Lock"/></td> </tr> <tr> <td>Library</td> <td colspan="4"></td> </tr> <tr> <td>Location</td> <td colspan="4">APPOQUINIMINK PUBLIC LIBRARY</td> </tr> </table>	Collection	Reference Tracker	PERIOD: 2024-07	<input type="button" value="Verify"/>	<input type="button" value="Submit/Lock"/>	Library					Location	APPOQUINIMINK PUBLIC LIBRARY																																	
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<input type="button" value="Review/Save/Print"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <span style="float: right;"><input type="button" value="Save"/> <input type="button" value="Submit/Lock"/></span>																																														

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- 4) Verify that the Location indicates your library and the month for which you are entering data is selected in the Period dropdown. Adjust the month if necessary.
- 5) Fill in all fields for each Dewey century for In-Person/Telephone reference transactions in the first column. (Tip: Tab or Enter will move between fields horizontally first and then vertically.)
  - a) Please do not leave any field blank.
  - b) Enter 0 if there are no transactions to report for that century.
  - c) As you are entering data, the Total automatically calculates each time you move to the next field.
- 6) Fill in all fields for each Dewey century for reference transactions received via library email (**not** through Ask a Librarian) in the second column.
  - a) Please do not leave any field blank.
  - b) Enter 0 if there are no transactions to report for that century.
  - c) As you are entering data, the Total automatically calculates each time you move to the next field.
- 7) Click Submit/Lock when all fields have been filled.
- 8) If you need a month unlocked to adjust data, assistance accessing the form, or have any questions, please contact [helpdesk@lib.de.us](mailto:helpdesk@lib.de.us) (alternate email [support@delawarelibraries.zendesk.com](mailto:support@delawarelibraries.zendesk.com)).