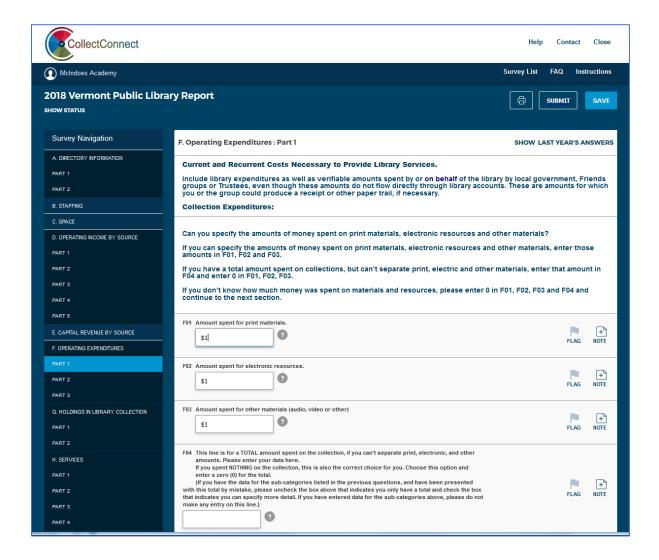
New Annual Report Web Portal Vermont Department of Libraries November 2018

The web portal for submitting data has been updated. It looks a bit different, but the overall functionality is still the same.

There is a new address - http://collectconnect.baker-taylor.com:8080/login.aspx



Checkboxes - The biggest change in the new site is that it no longer uses checkboxes. As a reminder, these let users pick whether they could break down their stats into categories (adult and child, for example), or report one lump number, and then show or hide the corresponding fields (see below):

Can you specify the circulation count of adult and children's physical materials?	
Yes, we can specify the circulation count of adult and children's materials.	
No, we cannot specify the circulation count of adult and children materials, but we have a total.	
We don't know what our circulation is. (Continue to the next section.)	
H12 Adult physical item circulation.	
H13 Children physical item circulation.	
H15 TOTAL PHYSICAL ITEM CIRCULATION (Sum of Lines H12 + H13 + H14) If you can only provide a Total amount, enter that amount on line H14 and enter "N/A" on lines H12 and H13 above.	

Unfortunately, check boxes aren't compatible with the new portal. In the new version of the site, all fields are visible, and users are instructed which to fill in based on their situation (see below):

Can you specify the circulation count of adult and children's physical materials? If you can specify the circulation count of adult and children's physical materials, enter those numbers in H12 and H13. If you have a total count of physical materials, but can't separate adult and children, enter that number in H14 and enter 0 in H12 and H13. If you don't know the circulation count of physical materials, please enter 0 in H12, H13 and H14 and continue to the next section.	
H12 Adult physical item circulation.	FLAG NOTE
H13 Children physical item circulation.	FLAG NOTE
H14 This line is for a TOTAL count of all circulation of adult and children materials. Please enter your data here. If you have entered data for the sub-categories above, please do not make any entry on this line.	FLAG NOTE
H15 TOTAL PHYSICAL ITEM CIRCULATION (system calculated, H12 + H13 + H14)	FLAG NOTE

Otherwise, the site has the same options as the old site, just in different places. For example:

Show Last Year's Answers – Click on this to display last year's data (I recommend having this on most of the time).

Question Mark – This icon shows additional instructions for each question.

Flag – Click this button if you'd like to mark a question to come back to later.

Prev & Next – Click these at the bottom of the screen to page through the report.

Index – Click the index on the left to jump between pages and sections.

Save – Click this button to save your data if you take a pause from working on the report.