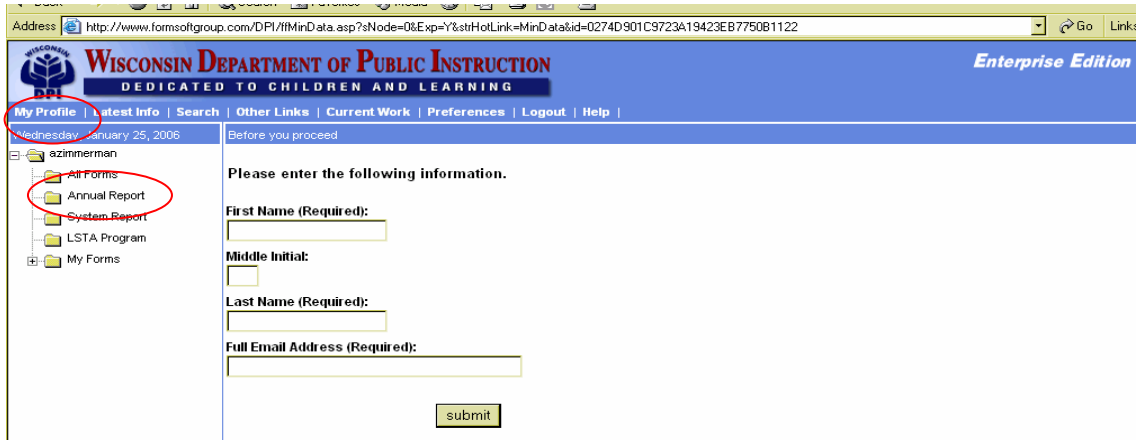
Using the Public Library Annual Report Electronic Form

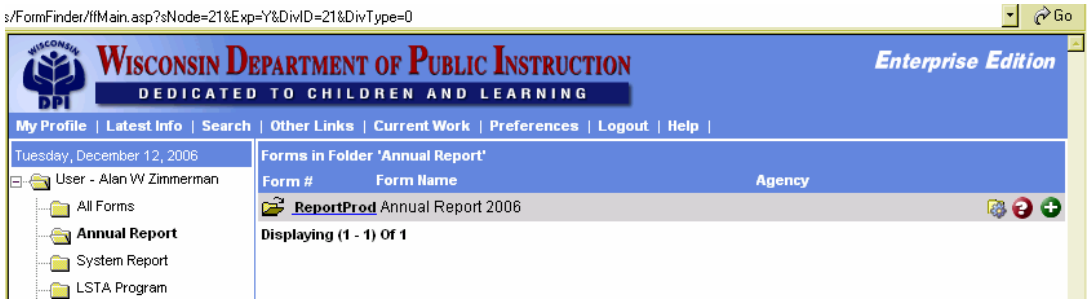
To use this electronic form it is not necessary to download any form-specific software to your computer, but you will need to have Acrobat Reader 7.0 installed. This free software is available through a link at the form site. If you encounter any difficulties using the form, please contact Alan Zimmerman at (608) 266-3939 or alan.zimmerman@dpi.state.wi.us.

Begin by going to the DPI Public Library Annual Report Web site at **http://www3.dpi.wi.gov/FormFinder/.** Using your mouse pointer or the Tab key, go to the "User Name" box and enter your ***Library ID Number***. Then go to the "Password" box and enter your ***Password Number*** . Both of these numbers were provided in your Public Library Annual Report cover letter. These numbers have also been sent to your public library system and are available from the Division.

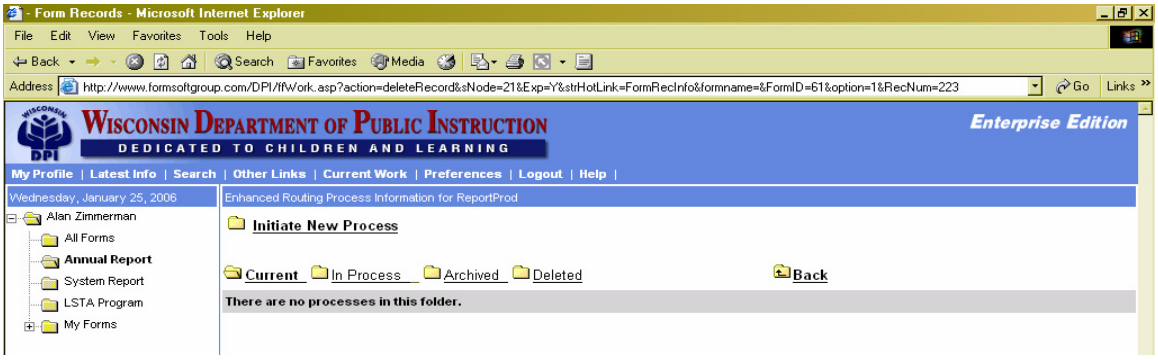
If you do not have a user profile, the following screen will appear. (If you do have a profile, go to the next paragraph.) Enter your first and last name and your e-mail address. The e-mail address is necessary should the form need to be sent back to you after submission. Click on the "Submit" button, and your name will appear at the top of the folder tree on the left. This profile information will be requested only once.



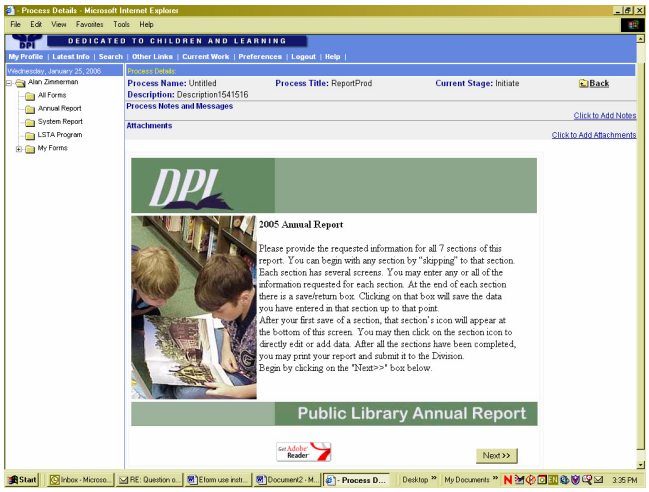
If you already have a profile, click on "My Profile" on the far left form menu bar (see circle under the DPI icon above). Check to see that the name and e-mail address are correct. If they are not, make any changes necessary and click on "To Catalog" in the upper right corner of the Profile page 1. *Do not* provide any information other than name and e-mail address. (The e-mail address is necessary should the form need to be sent back to you after submission.) Next, click on the words "Annual Report" in the folder tree on the left, and the following screen will appear.



Click on the open folder or the underlined link "ReportProd" found immediately before "Annual Report 2006" in the center section of the screen. The following screen will appear.



Click on the underlined words "Initiate New Process," and the following screen will appear. You may need to scroll down to read the entire page. If you haven't already installed Reader 7.0, you can click on the link here instead of the "Next" button.



On-screen instructions now appear and you may begin filling in the form. There are six sections. These may be completed in any order. It is suggested that libraries skip Section 1 and begin with Section 2, Library Governance. Successfully paging to the end of this section and selecting Save/Return will confirm that the form is functioning correctly.

Some data edit checking will occur as you complete the form. You may be informed that the data you have entered does not fall in the expected range of responses. If your data entry is correct, you will be asked to provide a brief explanation of the variance, such as "New library building" or "Data is correct as entered." *(Your cursor will jump to the appropriate Explanation of Variances fill-in area of the form. Click "OK" in the message box and begin typing.)* If the data was not correct, you will be offered an opportunity to change the entry. Edit checks are triggered whenever you save a section, and each time you save you will be asked to verify that your response remains valid. If you have entered an explanation previously and do not wish to change that response, just click on Yes. Items left blank to be filled in later may trigger an edit check requiring an explanation before you can continue.

Your entered data will be saved whenever you click on the "Save/Return" button found at the end of each section. You may log off after any "Save" and return to the form later. When you are ready to submit your form to the Division, save your form and print copies of the annual report for the files of your library and your municipality, besides the two copies you must sign and forward to your public library system. Any attachments should be sent with the signed form. *You must select "Print Form" once before the form can be submitted.*

The final step is to submit the report to the Division. **Clicking on "Submit" will electronically route your report to the Division and lock the file.** After you submit your data, you will no longer be able to make changes to your form. If for some reason you need to reopen this file, you must contact Alan Zimmerman, (608) 266-3939 or mailto:alan.zimmerman@dpi.state.wi.us, at the Division.