

## Online reporting system for IMLS' State Grant Program Screen shots

<http://spr.ims.gov/> (requires login username and password)

Login screen:



The screenshot shows the login interface for the IMLS State Program Report. At the top, there is a green banner with the IMLS logo on the left and the text "INSTITUTE of MUSEUM and LIBRARY SERVICES" on the right. Below the banner, the title "IMLS State Program Report" is centered. The login form consists of two input fields: "User Name:" and "Password:". To the right of the password field is a "LOGIN" button. Below the form, the date and version "Tuesday, July 10, 2012 | v3.1" are displayed.

Introductory page:



The screenshot shows the introductory page of the IMLS State Program Report. It features the same green banner and logo as the login screen. Below the banner, the title "IMLS State Program Report" is centered. The main content area contains a welcome message and two sections of text: "Security and Accuracy of Information" and "Privacy". At the bottom, there is a large green button that says "OK, I am ready to proceed."

Welcome to the online reporting system for IMLS' State Grant Program. Before entering your data and descriptions, please take a moment to review this information about security and privacy. After reading the information, click the "OK" button to demonstrate that you understand and agree to the conditions below and are ready to enter the system.

**Security and Accuracy of Information** : You are entering an Official United State Government System, which may be used only for authorized purposes. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and /or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030. Federal law provides criminal penalties of up to \$10,000 or imprisonment of up to five years, or both for knowingly providing false information to an agency of the United States Government. 18 U.S.C. Section 1001.

**Privacy** : The information you submit online will be used and disclosed only for governmental purposes or as required by law under the [Freedom of Information Act](#) or other statutory provisions. For more information about privacy, please see our [Privacy Policy](#).

**OK, I am ready to proceed.**

Home page:



### IMLS State Program Report

Welcome, ZTest Tester Your last login was 7/10/2012

Submission History ---Select---

[Home](#) [Reports](#) [Manage Libraries](#) [Upload Data](#) [Update Users Information](#) [Copy Projects](#)

#### ZTest Home Page

[Validate Reports](#) [Print Version](#)

Total Projects for 2011: 0 FY: 2011-From 10/1/2010 To 9/30/2012 ▼  
Allotment for 2011: \$10,500 State: Last Year  Current Year  Next Year   
Total LSTA Funds Expended: \$0 Status: Pending ZT

#### Section 1 | Grant Award Summary

[Edit Summary](#)

Number of Libraries Submitting:	0	Total Libraries Receiving Grants:	0
Number of Applications:	0	Total Number of Grants Funded:	0
Total Requested:	\$0	Total Expended:	\$0
Parent Libraries Receiving Grants:	0	Child Libraries Receiving Grants:	0
Parent Number of Grants Funded:	0	Child Number of Grants Funded:	0
		Parent/Child Total Expended:	\$0
Single Libraries Receiving Grants:	0		
Single Number of Grants Funded:	0		
Single Total Expended:	\$0		

#### Section 2 | OBE Summary

[Edit OBE](#)

What progress did you make in implementing OBE during this reporting period?

Briefly describe your state's results in meeting its identified OBE goal(s) this reporting period.

[Edit OBE Summary](#)

## Tabs at top of screen:



## Responsibility tab:



## RESPONSIBILITIES

The Authorized Official must certify that the information contained in the annual report is true and correct, including the numerical data, promising practices, goals report, list of projects, and financial status report. The Official also must certify that the report and each of its components fully comply with the requirements of the Library Services and Technology Act, as amended, and that the State is in compliance with the certifications included in the Institute of Museum and Library Services' Assurances of Compliance.

Criminal penalties of up to \$10,000 or imprisonment of up to five years, or both, may be imposed against persons who knowingly providing false information to an agency of the United States Government. 18 U.S.C. Section 1001.

Federal law prohibits discrimination on the basis of race, color, national origin, sex, disability, and age in all IMLS programs.

## NOTICES

**Security:** This is an Official United States Government System, which may be used only for authorized purposes. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to defeat or circumvent security features or to use this system for other than its intended purposes are illegal and may result in criminal, civil and/or administrative action.

**Privacy:** The information you submit online will be used and disclosed only for governmental purposes or as required by law under the Freedom of Information Act or other statutory provisions. For more information about privacy, please see our [Privacy Policy](#).

Manual: <http://spr.ims.gov/manual/State%20Program%20Report%20V3.1%20User%20Manual%20-%20for%20State%20Users.pdf>

Drop Down Menu Choices tab: (this document is included in the supplementary documents).

Help tab:

**IMLS State Program Report**

**Introduction**

Welcome to the LSTA Help Files. Each help file link describes a screen in the system. If the help text mentions other screens, a link to each additional help screen will be listed, under Related Information. The glossary defines both system and content words and phrases.

**LSTA System Layout**

The LSTA Program Management system has three areas, the header, the navigation area, and the content area. The header displays the LSTA Program Management title. The left-side navigation area contains selection options to various screens. These options remain constant, regardless of the current screen being displayed. The main content area has a white background and displays a screen's content.

**Current Submission Review**

View Information for Fiscal Year: 2003

VERSION	STATE	LAST ACTION
1	Alabama	9/13/2004 1:45:41 PM
2	Alaska	Review Notes
3	American Samoa	Review Notes
4	Arizona	Review Notes
5	Arkansas	Review Notes
6	California	Review Notes
7	Colorado	9/21/2004 5:27:47 PM
8	Connecticut	Review Notes

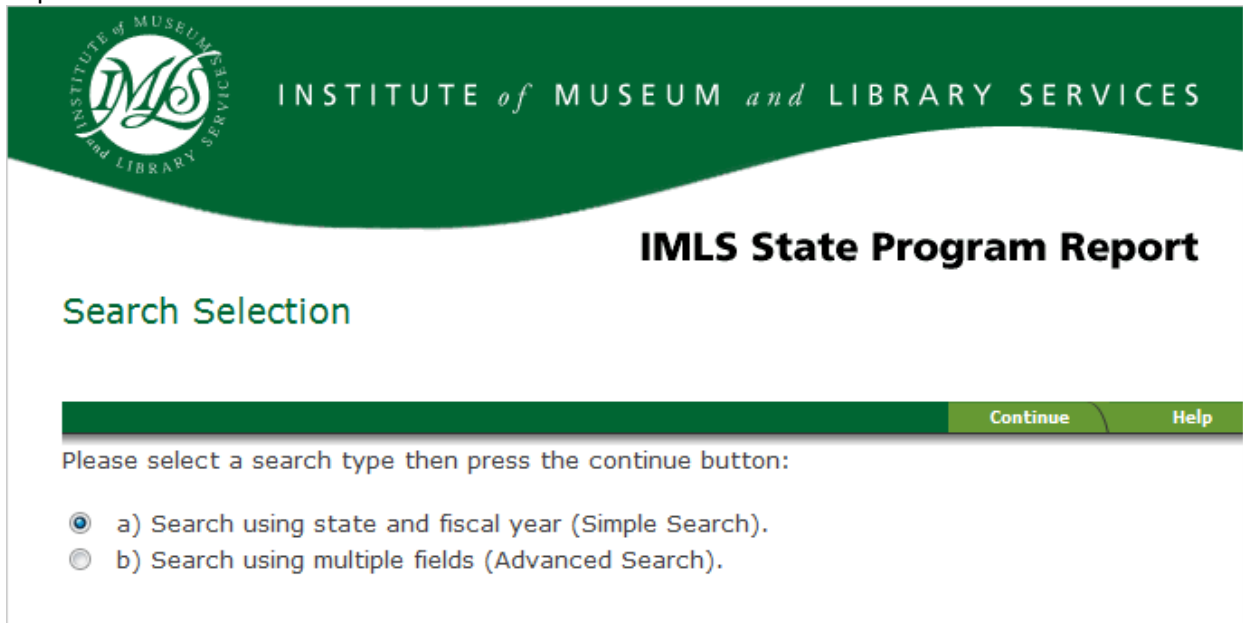
**Navigation Bar Details**

The top of the navigation area displays your name and date in which you last logged in. Other navigational options include:

Home - Brings up the Current Submission Review screen, if logging on as an IMLS user, displaying the current fiscal year's data. If logging on a state user the screen will bring up

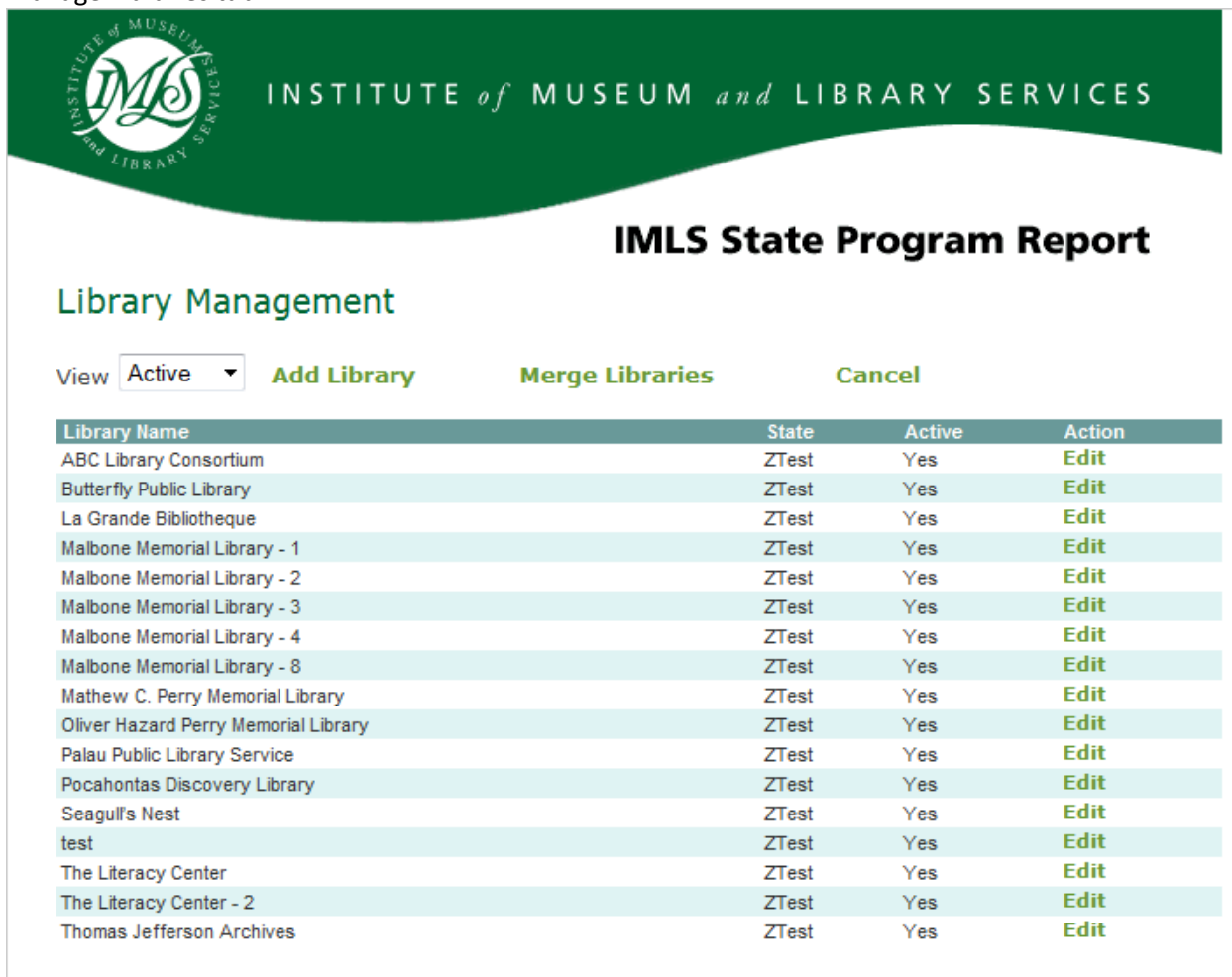
Form tabs:

Reports tab:



The screenshot shows the 'Search Selection' page of the IMLS State Program Report. At the top is the IMLS logo and the text 'INSTITUTE of MUSEUM and LIBRARY SERVICES'. Below this is the title 'IMLS State Program Report' and the section header 'Search Selection'. A green navigation bar contains 'Continue' and 'Help' buttons. The main content area contains the instruction 'Please select a search type then press the continue button:' followed by two radio button options: 'a) Search using state and fiscal year (Simple Search)' (which is selected) and 'b) Search using multiple fields (Advanced Search)'.

Manage Libraries tab:



The screenshot shows the 'Library Management' page of the IMLS State Program Report. At the top is the IMLS logo and the text 'INSTITUTE of MUSEUM and LIBRARY SERVICES'. Below this is the title 'IMLS State Program Report' and the section header 'Library Management'. The page features a 'View' dropdown menu set to 'Active', and three buttons: 'Add Library', 'Merge Libraries', and 'Cancel'. Below these is a table with four columns: 'Library Name', 'State', 'Active', and 'Action'. The table lists 17 libraries, all with 'ZTest' as the state and 'Yes' as the active status. Each row has an 'Edit' link in the 'Action' column.

Library Name	State	Active	Action
ABC Library Consortium	ZTest	Yes	Edit
Butterfly Public Library	ZTest	Yes	Edit
La Grande Bibliotheque	ZTest	Yes	Edit
Malbone Memorial Library - 1	ZTest	Yes	Edit
Malbone Memorial Library - 2	ZTest	Yes	Edit
Malbone Memorial Library - 3	ZTest	Yes	Edit
Malbone Memorial Library - 4	ZTest	Yes	Edit
Malbone Memorial Library - 8	ZTest	Yes	Edit
Mathew C. Perry Memorial Library	ZTest	Yes	Edit
Oliver Hazard Perry Memorial Library	ZTest	Yes	Edit
Palau Public Library Service	ZTest	Yes	Edit
Pocahontas Discovery Library	ZTest	Yes	Edit
Seagull's Nest	ZTest	Yes	Edit
test	ZTest	Yes	Edit
The Literacy Center	ZTest	Yes	Edit
The Literacy Center - 2	ZTest	Yes	Edit
Thomas Jefferson Archives	ZTest	Yes	Edit

Upload Data tab:

## SPR Data Import

**Import Report Data**

**Import Library Data**

**Cancel**

### Import Data Utility For Download

(You must have Microsoft Access 2000 installed on your machine to run this utility.)

Update Users Information tab:



## IMLS State Program Report

### Edit User's Information

**First Name\*:**

**Middle Name:**

**Last Name\*:**

**User Name\*:**

**Password\*:**

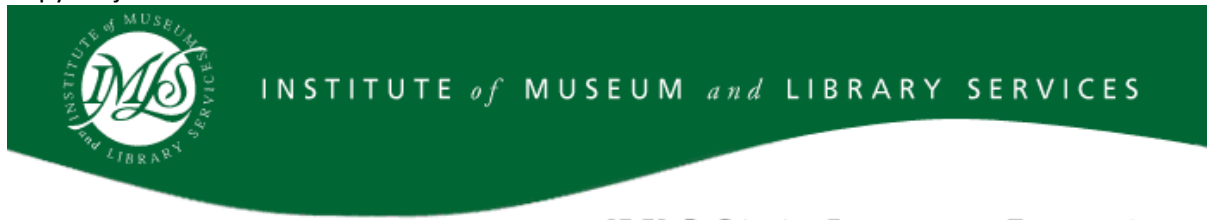
**Email:**

**User Type:** State-User

**Assigned State(s):** ZTest

**Save**   **Cancel**

Copy Projects tab:



## IMLS State Program Report

Copy Projects

**Copy From FY:**  ▾  
**Copy To FY:**  ▾

Copy As P = Parent, S = Single	Project Type	Project Name	Project Code	Library Name	LSTA Funds	Start Date	End Date
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There are no projects currently entered for ZTest in 2011

[Copy](#)

Edit Summary tab:


### IMLS State Program Report

#### Edit Grant Award Summary

Summary		Save	Cancel
State: ZTest		FY: 2011	
Version: 1		Allotment: \$10,500	
<b>Public Library Grants</b>			
Number of Libraries Submitting:	<input type="text" value="0"/>	Total Libraries Receiving Grants:	0
Number of Applications:	<input type="text" value="0"/>	Total Number of Grants Funded:	0
Total Requested:	\$ <input type="text" value="0"/> .00	Total Expended:	\$0
Parent Libraries Receiving Grants:	0	Child Libraries Receiving Grants:	0
Parent Number of Grants Funded:	0	Child Number of Grants Funded:	0
		Parent/Child Total Expended:	\$0
Single Libraries Receiving Grants:	0		
Single Number of Grants Funded:	0		
Single Total Expended:	\$0		
<b>School Library Grants</b>			
Number of Libraries Submitting:	<input type="text" value="0"/>	Total Libraries Receiving Grants:	0
Number of Applications:	<input type="text" value="0"/>	Total Number of Grants Funded:	0
Total Requested:	\$ <input type="text" value="0"/> .00	Total Expended:	\$0
Parent Libraries Receiving Grants:	0	Child Libraries Receiving Grants:	0
Parent Number of Grants Funded:	0	Child Number of Grants Funded:	0
		Parent/Child Total Expended:	\$0
Single Libraries Receiving Grants:	0		
Single Number of Grants Funded:	0		
Single Total Expended:	\$0		
<b>Academic Library Grants</b>			
Number of Libraries Submitting:	<input type="text" value="0"/>	Total Libraries Receiving Grants:	0
Number of Applications:	<input type="text" value="0"/>	Total Number of Grants Funded:	0
Total Requested:	\$ <input type="text" value="0"/> .00	Total Expended:	\$0
Parent Libraries Receiving Grants:	0	Child Libraries Receiving Grants:	0
Parent Number of Grants Funded:	0	Child Number of Grants Funded:	0



Edit OBE tab:



INSTITUTE of MUSEUM and LIBRARY SERVICES

## IMLS State Program Report

### Edit OBE Summary (Section 2)

**State:** ZTest **FY:** 2011

What progress did you make in implementing OBE during this reporting period?  
Text Length Remaining: [Expand](#)

Briefly describe your state's results in meeting its identified OBE goal(s) this reporting period.  
Text Length Remaining: [Expand](#)

[Save](#) [Cancel](#)

Add Library tab:



## IMLS State Program Report

### Add a Library

**Name\*:**

**Type\*:** ---Select---

**URL:**

**Director:**

**Email:**

**Phone:** ()  -  Ext.

**Fax:** ()  -

**Address:**

**City:**

**State\*:** ZT

**Zip\*:**

[Save](#)   [Cancel](#)   [View Library List](#)

Add a (Single) Project tab:



IMLS State Program Report

Add a Project

(Red text and "\*" denote required fields)

Save/Clear Save/Clone Save/Close Reset Cancel

State: ZTest FY: 2011

**Project Title\*:**

**Project Number:**

**Library Name\*:** ---Select--- Add Library

**Project Director\*:**

**Phone Number\*:** (  ) -  -  Ex

**Email:**

**Library Building:**

**LSTA Funds Expended\*:** \$  0,00

**Cash Match:** \$  0,00

**In Kind Contributions:** \$  0,00

**Total Cost\*:** \$  0,00

**Number of Persons Served\*:**

**LSTA Purpose\*:** ---Select---

**State Goal\*:** ---Select---

**IMLS Primary Performance Category\*:** ---Select---

**IMLS Secondary Performance Category\*:** ---Select---

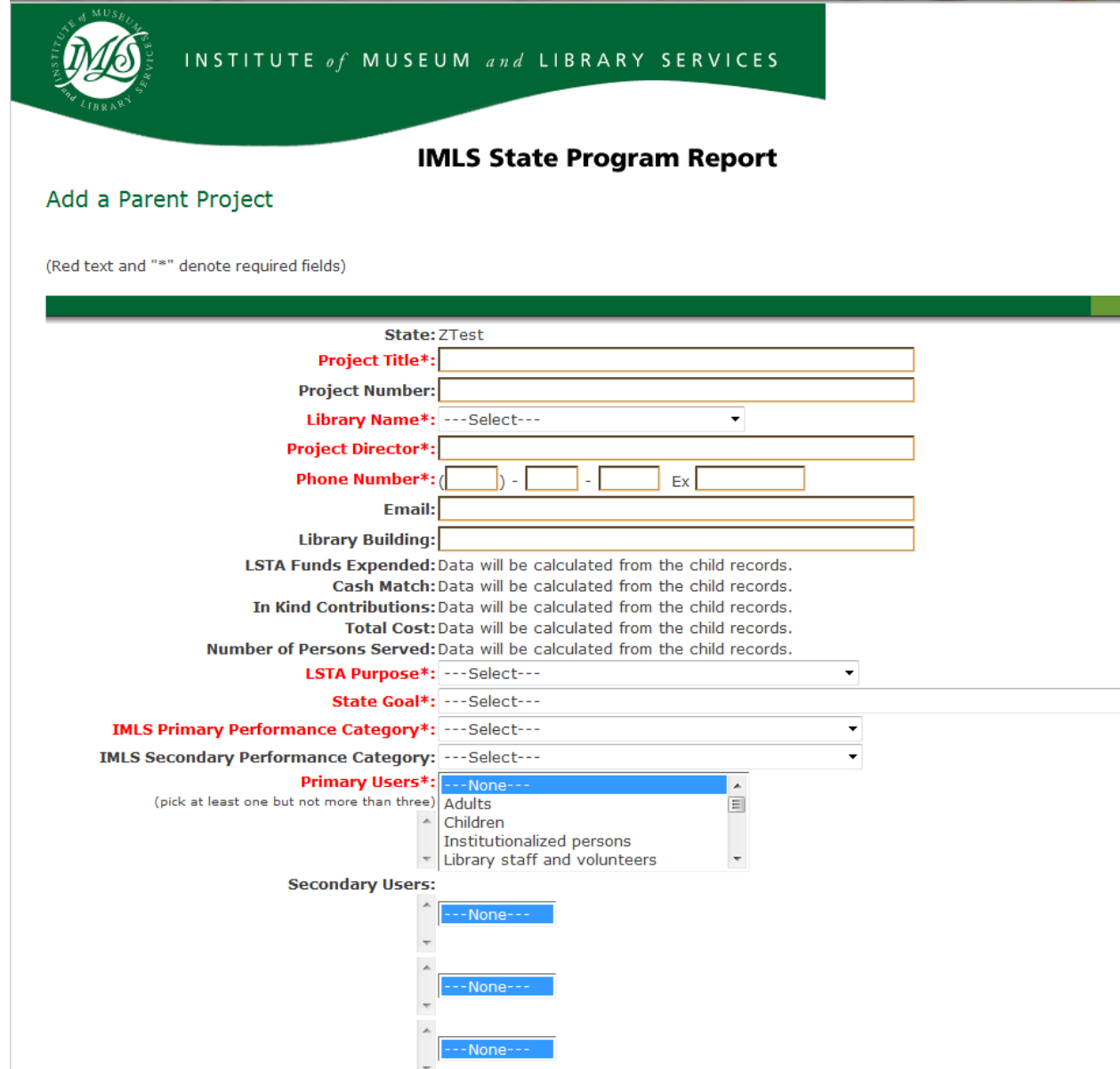
**Primary Users\*:** ---None---  
(pick at least one but not more than three)

- Adults
- Children
- Institutionalized persons
- Library staff and volunteers

**Secondary Users:**

- None---
- None---
- None---
- None---

Add a Parent Project tab:



**INSTITUTE of MUSEUM and LIBRARY SERVICES**

### IMLS State Program Report

#### Add a Parent Project

(Red text and "\*" denote required fields)

State: ZTest

**Project Title\*:**

**Project Number:**

**Library Name\*:**

**Project Director\*:**

**Phone Number\*:** (  ) -  -  Ex

**Email:**

**Library Building:**

**LSTA Funds Expended:** Data will be calculated from the child records.

**Cash Match:** Data will be calculated from the child records.

**In Kind Contributions:** Data will be calculated from the child records.

**Total Cost:** Data will be calculated from the child records.

**Number of Persons Served:** Data will be calculated from the child records.

**LSTA Purpose\*:**

**State Goal\*:**

**IMLS Primary Performance Category\*:**

**IMLS Secondary Performance Category:**

**Primary Users\*:**   
(pick at least one but not more than three)

- Adults
- Children
- Institutionalized persons
- Library staff and volunteers

**Secondary Users:**

- 
- 
-