INSTITUTE of **Museum**and**Library** SERVICES

Connecting People to Information and Ideas

Memo

Date:	February 11, 2016
To:	State Data Coordinators
CC:	Kim Miller (IMLS); Marisa Pelczar (IMLS)
From	PLS Team at the American Institutes for Research
Re:	FY2015 PLS Web Portal User's Guide – Revised Version 2

Since the release of the hard-copy of the FY2015 PLS Web Portal User's Guide there have been modifications to the functionality of the PLS Web Portal. The following memo highlights the changes to the text that will be presented in the revised user's guide. The revised user's guide will be available under the *Helpful Documents* on the PLS Web Portal and will be available on the Wiki and IMLS website. The revised text is in green.
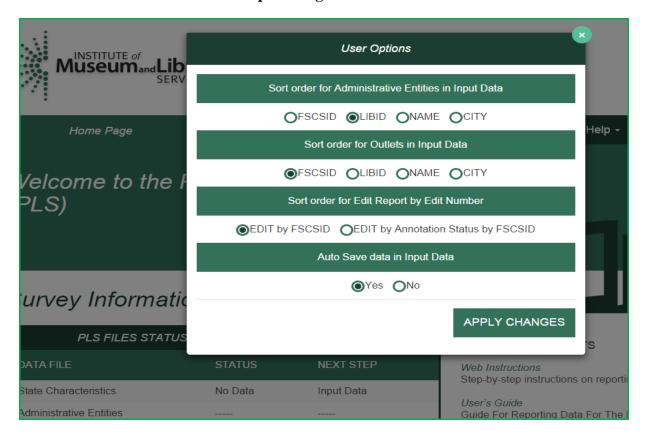
2.1 Login (see page 11 in the User's Guide)

If you forget your password, click "Forgot Password" on the login page. This will take you to a screen to type your Username (email address) then click submit. This will automatically send you an e-mail with a temporary link to reset your password. The process will be the same as when you created your initial password.

Note: Your password must contain at least eight characters, one lower case letter, one upper case letter, one digit and one special character. Valid special characters are @!#$%^&+=.

4.1 User Options (see page 28 in the User's Guide)

The selected options selected in Exhibit 4.1 are the default settings.

Exhibit 4.1 PLS Web Portal User Option Page

4.1.1 Sort Order for Administrative Entities or Outlets in Input Data

You determine how to retrieve your administrative entity records for viewing and update as well as making structure changes. Sorting can be done by:
- FSCS ID
- LIBID – This is the default setting
- NAME
- CITY

Appendix A Survey Instrument (see page 73 in the User's Guide)

Electronic Collections[1]

#	Data Element Name	Data Element Definition
456	Local/Other cooperative agreements	
457	State (state government or state library)	
458	Total Electronic Collections	This is the sum of Local/Other cooperative agreements, and State electronic collections (data elements #456 and #457).

Appendix D Import File Specifications (see page 146 in the User's Guide)

Variable Name	Data Element Name	Width	ASCII Position	Excel/.csv Column	Type/ Decimals
EC_LO_OT	Local/Other cooperative agreements	9	591	BG	Numeric/0
EC_ST	State (state government or state library)	9	600	BH	Numeric/0
ELECCOLL	Total Electronic Collections	9	609	BI	Numeric/0

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[1] Revised data element definition.