

Using Counting Opinions to Generate Public Library Data Reports

In addition to accessing the full BC Public Libraries Annual Survey dataset available through the [BC Data Catalogue](#), libraries can generate more focused reports through Counting Opinions, filtering only the data relevant to their specific query.

1. Login to Counting Opinions at <https://bc.countingopinions.com/index.php> using your library's account.
2. From the Home page, click on the Reports button to go to the Reports page.
3. From the Reports page, click on the Add button to go to the Report Settings page.
4. From the Report Settings page, choose the relevant options to generate your report (see below for further explanation).
5. Once you have adjusted the settings for the report to your needs, click on the Run button to generate your report. From here you can use the icons at the bottom of the Report page to download an excel file or generate simple charts and summaries.
6. If the report does not look the way you expected it to, click on the Report Settings button in the top right corner of the screen to return to the Report Settings page and reconfigure.

Report Settings you may wish to configure

- **Collection:** the dataset your report will pull from. In most cases, you would choose the Annual Survey collection, but other collections (e.g. Service Point Collection for branch-level data) are available as well. All of the data in Counting Opinions has been provided by public libraries. It's your data, so feel free to explore and use it as you see fit.
- **Period:** the timeframe captured by your report. For multi-year trend reports, see Report Type.
- **Report Name, Description and Title:** type in a name/title/description for your report (optional but recommended).
- **Report Type:** choose from cross-sectional tables, longitudinal trends, summary reports and more.
- **Report Folder:** where your report gets saved in Counting Opinions. In most cases, you would choose the Report folder.
- **Indicators:** the questions you want data for, sorted by Group for easier navigability. Select the indicators you want from the list and then click the Add button to include them in your report.
- **Filters:** use this option to refine which results are included in your report. Click on the white boxes to the right of your selected indicators to enter your desired filter variables.

For further questions about Counting Opinions, contact the Libraries Branch (LLB@gov.bc.ca). Detailed instruction manuals available on request.