LibInsight for Desk Stats
June 2023

How to Log in

1. Open an incognito or private browser window. This is required because you will be logging in through a departmental account rather than your own account that you use for other SpringShare applications.
2. Navigate to LibApps (https://illinois.libapps.com/libapps/).
3. Enter the Username and Password for your unit [not your personal netid].
4. Choose LibInsight from the upper left dropdown menu or from the My LibApps box in the center of the page.

How to Record Data:

1. On the main LibInsight page, use the "Record Data to" dropdown in the Shortcuts box to select a dataset.

2. Select the appropriate form for your Unit based on the type of data you're entering (some units will have multiple forms).
3. Start Recording!

Main Information Desk Form

1. Unless you are recording a transaction from an earlier date/time, begin your entry by choosing your station (East, West, South, VR) from the Desk dropdown menu (entries are automatically coded with the current date/time upon submission).

2. Choose the appropriate entry from the subsequent dropdown menus (Patron Type, Your Status, Mode of Communication, Time Spent, Question Type, READ Scale). Clicking on the question mark icons will show a link to the page that describes the available choices.
3. If applicable, choose a Subject from the Subject (Main Heading) dropdown menu.
4. If you have referred the question, add the information in the Referred to Specialist box.
5. Add the question and how you answered in the Description box.
6. If you think you may get several of the same/similar questions in a row (e.g., directions to 66 Library from undergrads at the beginning of the semester), you can click Submit and the form will retain what you have entered. If you do not want to retain the data in the form, click the Submit & Clear button.

Orange Room Form

1. Unless you are recording a transaction from an earlier date/time, begin your entry by using the dropdown menus under either the Gate Count and Study Rooms or Directional and Reference Transactions (entries are automatically coded with the current date/time upon submission).

Pre-Defined Entries ❓	[dropdown]
Entered By	TLAS, TLASSTATS
Internal Notes	[text area]

Date/Time ❓	[text field]		Directional and Reference Transactions

Gate Count and Study Rooms

Visitor Count ❓	0
Main Library Gallery	[field]
Study Room 1	[field]
Study Room 2	[field]
Study Room 3	[field]
Study Room 4	[field]
Study Room 5	[field]
Study Room 6	[field]
Study Room 7	[field]
Study Room 8	[field]
Study Room 9	[field]
Study Room 10	[field]
Study Room 11	[field]
Study Room 12	[field]
Study Room 13	[field]
Study Rooms Total	[field]

Directional and Reference Transactions

Patron Type ❓	Select a value
Your Status	Select a value
Mode of Communication	Select a value
Time Spent	Select a value
Question Type ❓	Select a value
READ Scale ❓	Select a value
Subject (Main Heading) ❓	[field]
Referred to Specialist	[field]
Description ❓	[text area]

# of records to insert ❓ 1

❓ Submit or Submit & Clear ❓

2. Use the Gate Count and Study Rooms side to enter headcounts.
   a. Enter total count for rooms 100 and 112 in the Visitor Count box.
   b. Enter total count for Library Gallery in the Main Library Gallery box.
   c. Enter total count for all Orange Room study rooms in the Study Rooms Total box. (We are not taking counts for individual rooms now but may move to doing that in the future.)
   d. Click the Submit & Clear button.
3. Use the Directional and Reference Transactions side to record questions that you answer at the room 100 and 112 desks.
   a. Choose the appropriate entry from the subsequent dropdown menus (Patron Type, Your Status, Mode of Communication, Time Spent, Question Type, READ

Scale). Clicking on the question mark icons will show a link to the page that describes the available choices.

b. If applicable, choose a Subject from the Subject (Main Heading) dropdown menu.
c. If you have referred the question, add the information in the Referred to Specialist box.
d. Add the question and how you answered in the Description box.
e. Click the Submit & Clear button.

How to Batch Enter

Have you answered multiple questions where all the form fields will be the same (e.g., if you have had 5 in-person questions in a row about where to find room 66)?

1. After entering details in the form fields, enter the number of questions you answered in the # of records to insert box.
2. Click the Submit button if you want to retain the information in the form. If not, click Submit & Clear button.

How to Record Statistics Late

If you get delayed in recording a reference question or headcount, you can manually change the date and/or time on an entry clicking inside of the Date/Time box. A window will pop up where you can choose the date and enter or choose the time.

How to Bulk Upload

1. Choose the form you want to add records to and click the Upload File Button.

Don't want to record data manually? You can also upload data in bulk **± Upload File** Or you can also **✎ Manage your Records**

2. Take note of the file requirements: data must be in a CSV file and columns in file must correspond to the fields in the form you are uploading to.

Instructions:

1. Upload data using a file in CSV format:
   - comma separated records
   - each record in new line
   - saved using Unicode (UTF-8) encoding without BOM
2. The columns in the file must correspond to the fields you defined in this dataset. See list of fields below.

3. Use the Choose Date Format dropdown to indicate what format you used in the file you're uploading.

| File Upload | Uploads List |

Choose Date Format ⓘ   YYYY-MM-DD (2019-06-01)   ⌄
Choose the date format that applies to your data.

Choose a CSV file   Browse... No file selected.
Upload limit is 18 MB

Required Fields   ⦿ Required fields may be empty ⓘ
○ Required fields must contain data ⓘ

Allow Adding Options ⓘ   ⦿ No - Do not add to existing single/multi-select options ⓘ
○ Yes - Add to existing single/multi-select options ⓘ
Important: If you are uploading columns with multi-select options, make sure that the options are separated by semi-colon (;)

Upload data

4. Click the Upload data button to complete the upload.

You will receive an email upon successful upload. To check on the status of the upload go to the Uploads List tab.

Editing an Individual Record

1. On the main LibInsight page, use the Analyze Data in dropdown in the Shortcuts box to select a dataset.

2. On the Report Filters page, you can choose a range from the Date Range dropdown or enter a custom range, filter by person or department in the Entered by dropdown, and choose how you want the report to be arranged in the Order by dropdown. More filters are available in the Add Additional Report Filter dropdown.

3. If you think you will be using these parameters again, you can save them by clicking the Save Report Filter button.

4. Click Generate Report to create the report.

5. On the results page, click on Data Grid (top left) and locate the three dots to the right of the record you want to edit.
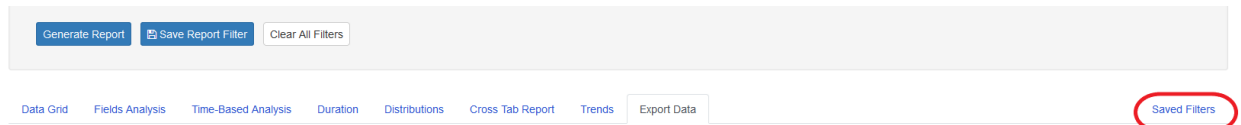

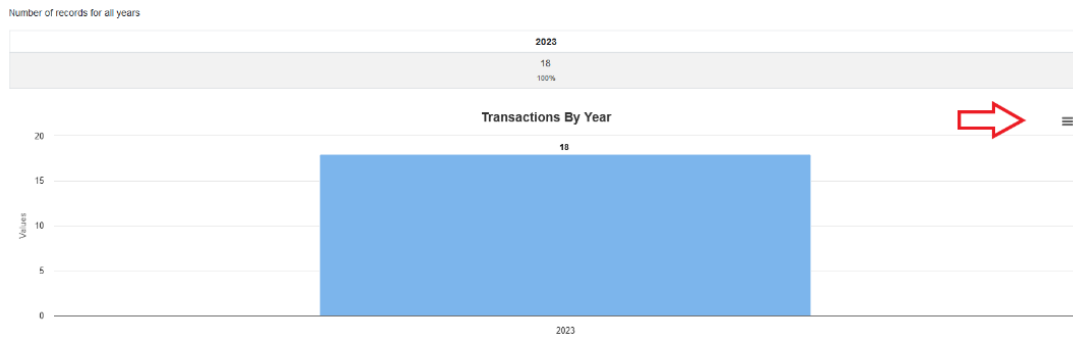5. Click Edit Record to edit the individual record

Analyze Data

1. Follow steps 1-4 in the Editing an Individual Record instructions above to create a report. If you have used the Save Report Filters function, you should see a Saved Filters link in the right corner.

2. Options for analyzing data in LibInsight are:
   a. Data Grid
      i. Includes every record in dataset that fits the parameters you choose.
      ii. Actions: From this view you can edit or delete individual records.
   b. Fields Analysis
      i. Pick one of the Select or Scale fields to chart relative distribution of its options, or Analyze all Fields by Group (i.e., all Select fields, all Numeric Fields, etc.).
      ii. Actions: Analyze fields individually or by group; use Draw Chart button to generate line, column, spline, and pie charts.
   c. Time-Based Analysis
      i. Select the values to graph. For Daily and Hourly charts, use the Date filter at the top of the screen to limit your Date Range (Daily charts: ≤ 1 year; Hourly charts: ≤ 60 days). Highlight a section to zoom in a chart.
      ii. Actions: Can analyze hourly, daily, monthly, or yearly; use Draw Chart button to generate line, column, bar, spline, and area charts.
   d. Duration
      i. Duration analysis is applicable for datasets that have both the start time and the end time defined. The report uses the length of each transaction to calculate the data below.
      ii. Actions: Use Draw Chart button to generate table of maximum and minimum durations.
   e. Distributions
      i. Use to create Time Distributions (how records are distributed among all months/days/hours).
   f. Cross Tab Report
      i. Use to compare the inter-relationship between the two fields.
   g. Trends
      i. Use to show changes over time in the totals for your Numeric fields. Note: Trends are calculated backward from the period specified above. Please search for a year or less worth of data.
      ii. Use Draw Chart button to generate line and column charts.
3. You can also choose to export the data as a CSV file or view it in table form.

4. Charts created in LibInsight can be exported as image (PNG, JPEG, PDF, or SVG Vector Image) using the three lines at the top right of the chart.

Number of records for all years

2023
18
100%

Transactions By Year

Analysis Option Examples

Data Grid

	ID	Info	Start Date	Entered By	Actions
☐	15	**Course Number/Workshop Name/Title of Event:**: library instruction session for ESL 112/15 **Attendance**: 15 **Audience**: All Groups **What was included (select all that apply)::** Information Literacy Instruction **Illinois Student Learning Outcomes**: **Library Unit**: ACES (Funk) Library **Library Staff Name(s)**: **Library Staff Illinois NetID(s)**: **Presentation Mode**: Synchronous in-person **Location (in-person)**: Main Library 106 **Prep Time**: **Was a research guide or webpage created?**: https://guides.library.illinois.edu/eslundergrad **College / School**: College of Law (LAW) **Department**: ? **Faculty Name(s)**: jones **Learning Objectives**: ? **Instruction Notes**: n/a **What is your employee status?**: Civil Service Staff **Date the session was originally requested**: 2023-04-02 **How was it scheduled?**: Email **How did you promote your event?**: Emails (listservs, newsletters, direct) **Non-Library or External Partners**: ? **What was the estimated cost of your event?**: $ **Engagement & Outreach Notes**: ? *Internal Notes*:	Apr 14 2023 09:47 AM	Test, LibInsight	⋮

Fields Analysis

Data Grid | Fields Analysis | Time-Based Analysis | Duration | Distributions | Cross Tab Report | Trends | Export Data | Saved Filters

Pick one of the Select or Scale fields to chart relative distribution of its options, or Analyze all Fields by Group (i.e. all Select fields, all Numeric Fields, etc.).

Location (in-person) ▾ | Column chart ▾ | Draw Chart | ☐ Include blanks | or | Analyze Fields by Group ▾

Location (in-person)

Time Based Analysis

Select the values to graph. For Daily and Hourly charts, use the Date filter at the top of the screen to limit your Date Range (Daily charts: ≤ 1 year; Hourly charts: ≤ 60 days). Highlight a section to zoom in a chart.

| Attendance ▾ | Line Chart ▾ | Daily ▾ | Chart Title | Draw Chart |
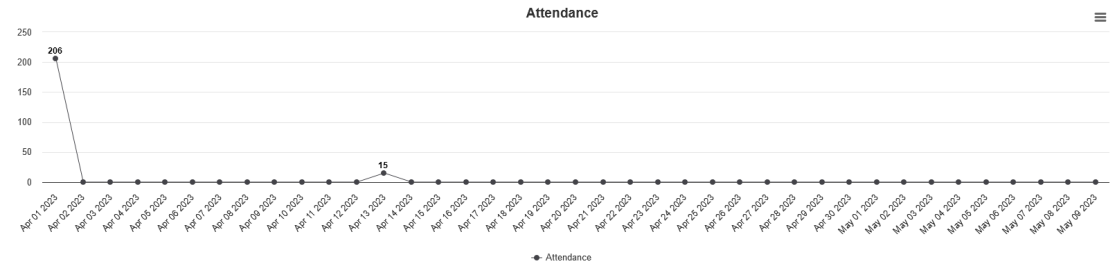
Record Count: 15

Duration

Duration analysis is applicable for Datasets which have both the start time and the end time defined. The report uses the length of each transaction to calculate the data below.

# of Records	Sum of All Duration	Min. Duration	Max Duration	Average Duration
15	81,286 mins (56d 10h 46m)	0 mins (0d 0h 0m)	18,765 mins (13d 0h 45m)	5,419.067 mins (3d 18h 19.067m)

Note: # of Records counts records with duration greater than zero.

Top 10 Longest Transactions

Duration	Record ID
18,765 mins (13d 0h 45m)	11
17,286 mins (12d 0h 6m)	9
17,283 mins (12d 0h 3m)	10
15,885 mins (11d 0h 45m)	1
11,565 mins (8d 0h 45m)	15
142 mins (0d 2h 22m)	2
90 mins (0d 1h 30m)	5
45 mins (0d 0h 45m)	7
45 mins (0d 0h 45m)	12
45 mins (0d 0h 45m)	14

Top 10 Shortest Transactions

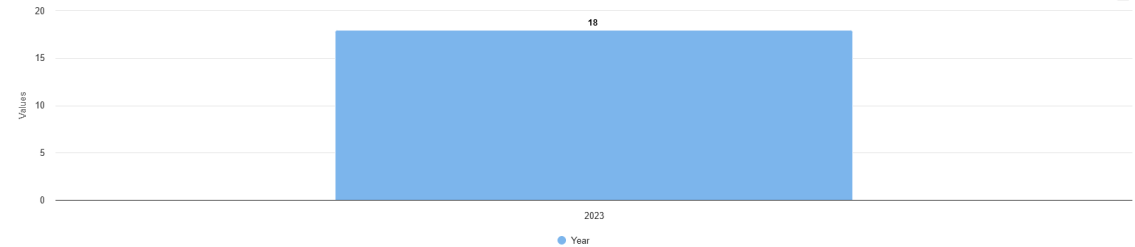| Duration	Record ID
0 mins (0d 0h 0m)	13
0 mins (0d 0h 0m)	4
45 mins (0d 0h 45m)	7
45 mins (0d 0h 45m)	12
45 mins (0d 0h 45m)	14
45 mins (0d 0h 45m)	3
45 mins (0d 0h 45m)	6
45 mins (0d 0h 45m)	8
90 mins (0d 1h 30m)	5
142 mins (0d 2h 22m)	2

Distributions

Time Distributions (how records are distributed among all months/days/hours).

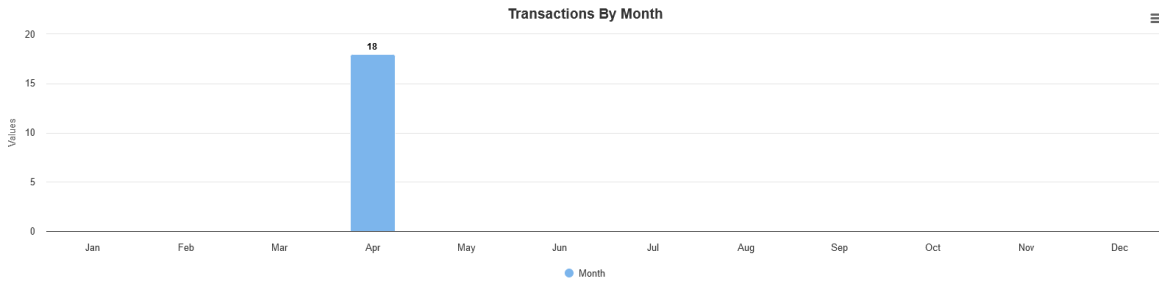**Show Distribution for** | # of Entries ▾

Number of records for all years

2023
18
100%
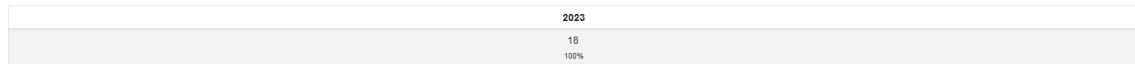
Number of records for all Januarys, all Februarys, etc.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0	0	0	18	0	0	0	0	0	0	0	0
0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%

Transactions By Month

Number of records for all Mondays, all Tuesdays, all Wednesdays, etc.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
0	0	0	0	3	15	0
0%	0%	0%	0%	16.67%	83.33%	0%

Number of records for Weekday/Weekends

Weekday	Weekend
3	15
16.67%	83.33%

Transactions By Day of Week

Weekday/Weekend Distribution

Weekday: 16.67%
Weekend: 83.33%
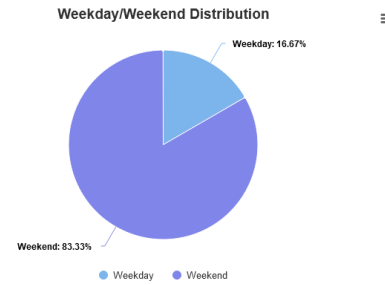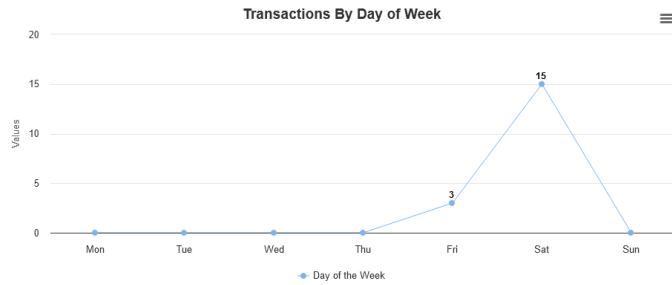
Daily/Hourly Distribution
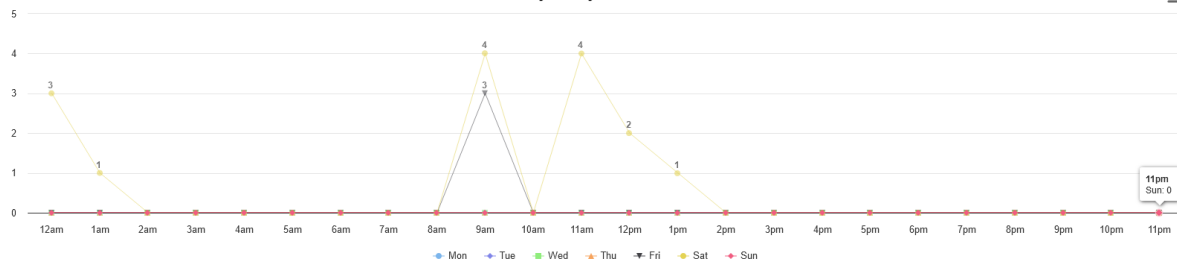
11pm
Sun: 0

Number of records by hour of the day

12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am
3	1	0	0	0	0	0	0	0	7	0	4
16.67%	5.56%	0%	0%	0%	0%	0%	0%	0%	38.89%	0%	22.22%

12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm
2	1	0	0	0	0	0	0	0	0	0	0
11.11%	5.56%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Transactions By Hour of Day
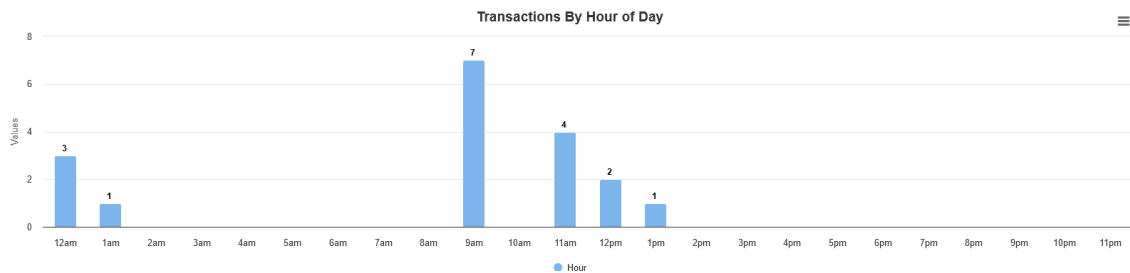
Daily/Hourly Distribution Table

This table shows hourly distributions for all Mondays, Tuesdays, etc. (i.e. Sum of records, by hour, for every Monday, Tuesday, etc. in a given time period)

	12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	
Mon	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	**Mon**
Tue	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	**Tue**
Wed	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	**Wed**
Thu	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	**Thu**
Fri	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	3 16.67%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	**Fri**
Sat	3 16.67%	1 5.56%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	4 22.22%	0 0%	4 22.22%	2 11.11%	1 5.56%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	**Sat**
Sun	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	**Sun**
	12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	

Trends

Annual Trends

Use this screen to show changes over time in the totals for your Numeric fields. Note: Trends are calculated backward from the period specified above. Please search for a year or less worth of data.

Select Numeric Field [# of Entries ⌄] [Last 2 Years ⌄] [Show Trends]

of Entries Trends

Column | Line

04/01/2022 to 05/16/2022	04/01/2023 to 05/16/2023
1	17