

Quick Start Guide – Interactive Database

1. Go to <http://lrc.lis.uiuc.edu/web/dataTool.html> and click on the button to enter the LRC's FSCS Data Tool.
2. Click on the 'Enter the Interactive Database' option.
3. Choose whether or not you want to view all library records for a particular set of variables (Data Category) or enter your own criteria to view records (User Criteria).
 - a. **Data Category** – choose a data year and the variable set you wish to view (Expenditures, Holdings, Outcomes, Revenue, Staffing).
 - b. **User Criteria** – chose a data year, which states and library types you are interested in, and enter a range of values for Total Operating Expenditures and Legal Service Area.
4. Once the database loads, use the icons at the top of the screen to add a formula column, change table layout, sort data, filter data, group data, aggregate data, create charts, run cross tabs, and change table paging.
5. For more information, read: <http://lrc.lis.uiuc.edu/web/HowtousestheFSCSInteractiveDatabase.pdf>

Quick Start Guide – Trend Viewer

1. Go to <http://lrc.lis.uiuc.edu/web/dataTool.html> and click on the button to enter the LRC's FSCS Data Tool.
2. Choose which level of trends you want to view (National, Regional, State, Individual Library, or Comparison Group).
 - a. **National** – Trends by region (Far West, Great Lakes, Mideast, New England, Plains, Rocky Mountains, Southeast, Southwest, Outlying Areas).
 - b. **Regional** – Choose a region to view trends by state for that particular region.
 - c. **State** – Choose a state to view trends by legal service area for that particular state (Less than 10,000; 10,000 – 24,999; 25,000 – 99,999; 100,000-499,000; over 500,000).
 - d. **Individual Library** – Select 'Search for Your Library,' enter search terms, and click on the library you wish to see trends for.
 - e. **Comparison Group** – Select 'Build Comparison Group,' enter search terms, and click on libraries to build your group. Once your group is complete, click on 'View group trends.'
3. Once the trend viewer loads, you can select which legend values and data years you want to see by clicking on them with the mouse (for multiple selections, use the control key).
4. For more information, read: <http://lrc.lis.uiuc.edu/web/HowtousestheFSCSTrendViewer.pdf>