

# Libraries Weekly COVID stats

This outlines how to access and prepare the Libraries' weekly building rounds statistics.

## Step-by-step guide

Access MS Forms results:

1. Access the building rounds form using the appropriate link
2. Click the Results tab.
3. Click open in Excel
4. Download excel file
5. Delete all data that fall before or after the week (Sunday - Saturday) examining
6. Delete columns A - E
7. Copy any data from Columns C and D (times) to column B (this is after the previous column delete)
8. Delete columns C and D
9. Convert columns D and E to numbers
10. Delete columns F and G
11. Label column F "Total users in building"
12. Enter formula in cell F2: "=d2+e2)" and fill down for all of column F
13. Hide Column D
14. Total the number of mask interactions during building rounds (sum column E)

Transfer data from MS Form into LibInsights

1. Access LibInsights: [albany.libapps.com](http://albany.libapps.com);
2. log in; select libinsights; click record data; select Service Desk questions from the Go To drop-down menu at top
3. Migrate data from MS form excel spreadsheet to libinsights:
  - a. enter date and time from building round in start date field
  - b. Select "Mask Interaction" from the category list
  - c. Select appropriate location
  - d. enter number of mask issues in # of records to insert box
  - e. Click submit
  - f. Continue entering data from spreadsheet following above steps.

- [Service Animals Overview](#)
- [Access Services Curbside Procedures \(Contactless pickup\)](#)
- [Libraries Weekly COVID stats](#)
- [LibCal Curbside Pickup Calendar \(Spaces\)](#)
- [LibCal Curbside Pickup Calendar](#)