On the backend if we load the backend now. If we load in some of the file here and attach them, you will see that the files that are here, there are three files and if I go in and add new file on the backend , that file will then appear here on the front where you guys login. So if I have updated designation paperwork or any file that needs to be this FDL will so we have talked about community we talked about reviewing the increase it is submitted. You all. Also talked about the queue which is kind of the first line for information, either search into the search box or click and navigate all a site and if you want to give a little more info on that and I'm happy to [Audio fading in and out].

Sure, so we did have a lot of forms on the FDL be website, will a new try to relate to the them a place here we have forms available for you here

Great   thank you Laura. Let's talk about the web forms. Let's go in this have   talked about the navigation as well. If you put the claims right, the positioning of the more buttons, it always stays the same. So regardless of where you navigate you will see the forms of the same whatever time. So it just makes it easier from the user perspective.

So's talk about the claims request form. And go ahead here and I always I won't read through everything here. I'm sure you guys are familiar with the claims request form. When you're 70 the kinds of submit forms it knows who you are. -- When you are submitting the kinds of submit forms.

Basically all you need to do is fill all required here and say I to 34. The SuDocs number. And added comment.

And then I certify that my claim based on the active I am, selection from put really want me to pick up these pictures a, which is currently a, it hurt the evidence for so let me go ahead and do and click the submit button.

You can see the claims have been submitted.

Will on the next form, anniversary award request form. This one is good because it has a cool graphics in here and you can see with the certificate is in the class award look like for the should be very familiar. As we take them off the SGML website off FDLP.gov. And it refers and whatever spinal recently to email inbox and these requests were in these request for forwardly, forwarded manually to be ready to take action on these. And now we go to the backend at which also quickly, if you on the web form, in the back and, FDLP staff. I'm sorry LSE staff are able to see the forms that have been submitted quite easily. So I can see the one that I just submitted a minute ago because it has been kind of filter down in the correct way. And I can see that my shipping was here. I added comments. This to the appropriate people instead of manually routed for it so it makes it easier the backend for your web forms to be process accordingly.

So anniversary awards forms, you can see the depository number is already filled out. Your library name is already filled out. Requester's name is filled out so obviously you would just fill in the information that is missing. And the certificate, or the wall-mounted table topics such a it so you will choose that and enter in the information. The shipping address and say I'm not a robot and submit. I will go through every one of these and populate them but you guys generally get the idea and I just want to please go through all of them and show you what they look like.

The next form we have is the training/visits form. He gives you information about this form. You can go here and say any other general request such as well thank you back to askGPO. Once again my information is populated because I have logged in. And you fill in the necessary information here like address and the types of trainings that you want to receive. And then once you do that, it will give you basically independent field to fill out the video which training you are choosing.

Right so that's kind of modular depending on the desired a back and have my login captured.

Partnership form. Similar as and populate the populate. Click on the room and submit which is down here on this one and then last form is security library which is similar to the other forms public the status. Will and that's with we the web have been different in FDL obviously in the back in his with before, outreach and LSE and are able to look at and process those with forms.

So the last thing I want to talk about is the area over here you click your is. And you navigate to the the my, my federal repository is the path here and you see the exact things here. My profile is it going to much to look is just. If you wanted to fill out more information fine. But really do we just need a name. And that's how we are able to create the profiles for you.

My settings. Not really much to do there. And we have it all populated for you in a different time zone., Those time, and the FDL's across the United States, and you can change the time zone here if you are specific will more user-friendly will will a. You feel like I will is there anything that you feel I didn't expand on or I could spend more time on? Already been asked free to chat questions. Time. Is about searching. So what are the search parameters? For example search title 44 it creates anything with the word title in it. A will so it's going to turn has title in it. But like if it were to return title and funky it would return those are the first one [Indiscernible] so increase in have title in them. It doesn't have title funky in it so it won't return that.

To basically since we are bunch of librarians, I think we're kind of asking if you put something" to search.

So let's try that. Let me know, that's not how the sales force works. The title SB 44. It is still going to come up as the inquiry with title 44 in it.

So it doesn't say oh title first excluding 44, unfortunately it's not like where, like a SQL query or something like that. It just works with putting the word in there. So so for a way, I see what comes up and just be this one here because it's the only thing that has [Indiscernible] in it for articles and his inquiries as well are so different from the title. Get more articles associated because more articles have [Indiscernible] [Audio cutting out]. So these quotes I don't believe, I stand corrected. So if you were to use title 44, it only closes once that are within this great, good to know. An Internet.

And so title for return time for two title 44, and it. So article titles, title, title.

And then [Indiscernible - low volume]. So specific very words specific. Put it in quotes, and you will be able to then see just like if we search for this. So with that title 44 here.", We will only get that.

It is not search sub a login request. I noticed you didn't change depository numbers even they can from Idaho to Washington DC. It doesn't double check to verify a community numbers that money and as repository, is that? Location. Find this request with will will will will kick it out. But it does see the person is that's requesting it. Can see that the person the request it is shown up Ryan is associated with the account at the University of Idaho.

The kind of navigate to that, you can see on the address on here. Is Moscow Idaho. Etc. And so now it doesn't check to verify, but basically I have to be logged in as the CO or if you are to create the login request. So even if that address is off, and you will still be able to, that's just an address associated with that particular inquiry that will not mess up anything associated to a different address other than the one on the FDL picture.

Does that make sense?

Yeah think so.

If not, let us know in the chat.

A a year, we will pull the data from the directory, and whatever email we have on file , we're going to push out a account for login such as this one to that. And there will be a link, a hyperlink you click on, and it will basically have you created password and you will login. So whatever email associated to that log into the directory will get the email for this. So in the days leading up to it, I would encourage anyone who is on this call to make sure that Patty should with the FDL in the directory is an email that is assessable to someone.

Obviously on the backend, if you submit an inquiry saying hey, and on email, I don't have the with the Idaho library. LSE on the outreach speech can go in and manually create the contact associated to Idaho library, and then easily activate them and get them a, and them a that many as possible automatically so that each location has at least one just call is at the deal a

And anything that is on the chap it is a a demo. Will go this year. Before the 10th a a a a [Indiscernible] in the field directory a a a will check actually needed login.

Okay. For the next question might need to go look at the claim form again. Will the button on the claim request form our regional is a submit a claim

So I think you may have been talking about this, my depository is a regional or as an official [Indiscernible] with my regional. Basically this button is not used by all regionals. It's a, we need to make sure it's going to place.

And that's on the platform, we would be up see that the back and the one that's actually and the region, when I received this from the backend of going to say okay, and I see the job in the entire shipping list, and I can see the regional did as a Tory library. So I don't think we determine that a a pen with if you received. Where you make that so if your regional need to make a claim, do check that button. Hoping that make sense. That was a question from Lori, so Lori if you're still confused the let us know and

What options are available for the general public?

So for the general public I will go ahead and log out. You looks like. So actually before we log, when you submitted in FDL, that's all harp on all them. But as you can see it's a larger amount, it's a larger amount than what we will see here in a minute. But we have redone some of these categories so that they make more sense they can be ratted to the correct people, so we have about [Indiscernible] and there are certain things to be here for the workload on the backend to be answered and ratted appropriately to the right people to answer that.

Now course if you choose something like FDL be exchanged and then you accidentally type something about the -- about FDLP.gov, this is actually about FDLP.gov and change the category and that route correctly to the new Q4 someone to answer the question who has some expertise in that area.

So we have a lot of options here. As many options once you log out, I will go ahead and show you that. So as the public, I wish could have to have a copy of the page, but I will show you what it looks like actually public use. A a certain if I go to submitted three or a member in general public, I click here. And the type of customer already hide it, highlighted a member of the public so this isn't who I am because it's all it will hear the general, to the general public are ask a librarian, Ben's guide to the US government, the a governmental.gov, other questions and other.

And you can toggle three these and it's basically like a dependent most of them. So toggle list is here. You are able to see categories. But who you wouldn't really want to submit anything if you were in FDL without logging in because you will notice you got entry information here and basically if you submit this way without logging in, it probably will not be associated with your

FDLP location so somebody will have to go manually in the back but all they have to and and that said, but I need to go in and associate them.

So actually thinks it throws an error if you don't login which is the authenticating versus being a member of the public.

Okay. How long to increase that I submit will stay on the screen once they are closed. Do they expire and disappear up the screen after a while?

Not. -- And they do not.

You will be a to see a so that's nice.

You will be able to see it.

You can see also status so it shows open, new, new, and then closed can only sort by one column at a time but yet these things would never go great. Just search through or look through anything.

Okay. Will coordinators be to see inquiries from other logins from the depository?

A a a a a a a a question, is login with a a a --

Is there way to share inquiries.

Sort of taking them and creating a PDF or something like that, not really.

Do we have any other questions? A a a anything anyone would like to

I do want to mention a on the FDLP repository. We have a FDLP site of the we mentioned today that we just broke up and we had a to you on a got saw, you can watch this entire recording you can watch short recording, and we will see eventually have a user manual with screenshots or have it for how to do things and as always you can ask us also.

As a couple more questions come in.

Is there a limit to the number of people who may be added on?? I would say sensible amount. It's not everybody who is under FDL Wayne to be submitting in Greece. I will say is sensible number.

Yes for the.Have some wheels working at the library. And they want to have a login and fine with us.

We will give it to you.

Have the login you can look at all the past increase. You can look at the FDL information and you can spit your form. Unless you have a login.

So if you have somebody working in your login by all means, get somebody to help with the login.

The amount of logins created and it's due to traffic and how many have you should have or are, by far. [Audio fading in and out].

You saying I have 15 people and it's not so common anymore.

Anybody us with questions, requests?

So I will quickly show as we are going through this, I will quickly show my email that comes in when I have submitted it. So as we're going through and I submitted to FEMA, put it in Greek of what about the FDLP exchange had have established needs an account. Not only you are within the community or the askGPO community, you actually have an email with this on here as well

So for the what's also that is closed and I get the increase that have closed I can also see a a -- let's say a shipping list XYZ. So the inquiry number, actually search my inbox and see if it's close. We question I go in my email, and it, and if I copy and select properly. So I searched through. Sure go through an email it shows an answer email the email is not allow me to start. So I apologize that that's not working but we will get an email what's is closed with the answer.

So that is another possible way to to this question about is there way to share inquiries. -- Lynn's way question. -- Lynn a question.

Do we have any other questions. Questions are coming in solely if not all

A going to my inquiries. He would be. I say for this is your a have that on here. If doesn't work this with the login on the side, you guys are seeing that site as well.

If search to try and find a reference number, because has me, if I search for that, I should see that.

So that and I apologize but you will not be able to see that. But we can because I'm owner of both because that's kind of an apartment on? Why that in real practice you will not be able to look at [Audio fading in and out].

This is a prayer ties privacy because again [Indiscernible] if someone leaves the problem question with plane, can it be resigned to another person?

So when I think is talking about, has a question a question? Can we reassign it?

It would be answered by the outreach and Alice p.m. staff and it will be closed and for [Indiscernible]. A would you be able to reassign backend and have a doable? Maybe, we have to discuss that.

So basically have to let us know, know someone is leaving, a a change the ownership of the free. But if we leave and we do know that they love and we have an inquiry backend looking back and this one and you can see that the owner is this person I could. She said state library. I have to leave just a moment. See and put into in process status. So and when I refresh this, I should not see 40890. So. Zeros there.

So we have to figure out a way to reassign it.

Because it's, created by me here.

So I still see it because of created by me in this create a part.

So resigned would have to be a future enhancement a a a with personal changes.

A see what we can do based upon a contact name. Report to read when and just send it out.

You're asking good questions two weeks better for the future. Just right now. Visibility, [Audio fading in and out].

Okay, to comment? Anything anyone would like to say?

-- Any other comments?

A a a survey at least the survey. Please do let us know either through the survey you can contact us are a you can see context presented -- you can see my email on the chat. And here. lflint@gpo.gov. We are looking forward to any I can't win the lotto, that's not fair. So someone else can we share with you.

So that's it for today. We will site where the materials are. And so thanks very much and we will see you next time. At another FDLP webinar hopefully.

[Event Concluded]