

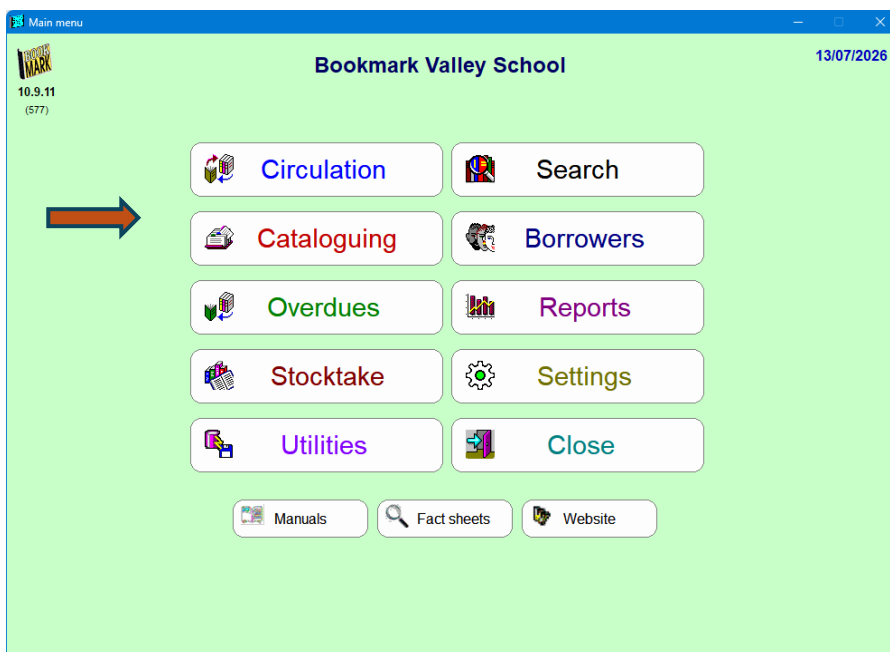


Instructions for running the ELR Survey

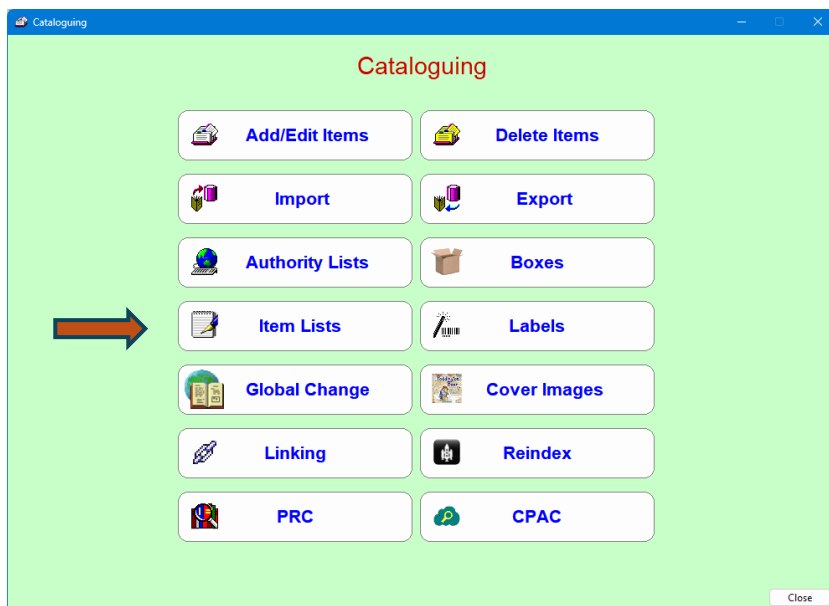
Thank you for taking part in the annual ELR survey. Below are instructions on how to complete the survey from Bookmark.

Before conducting the survey, make sure Bookmark has been updated to the latest version. Older versions may not generate the results required by the survey.

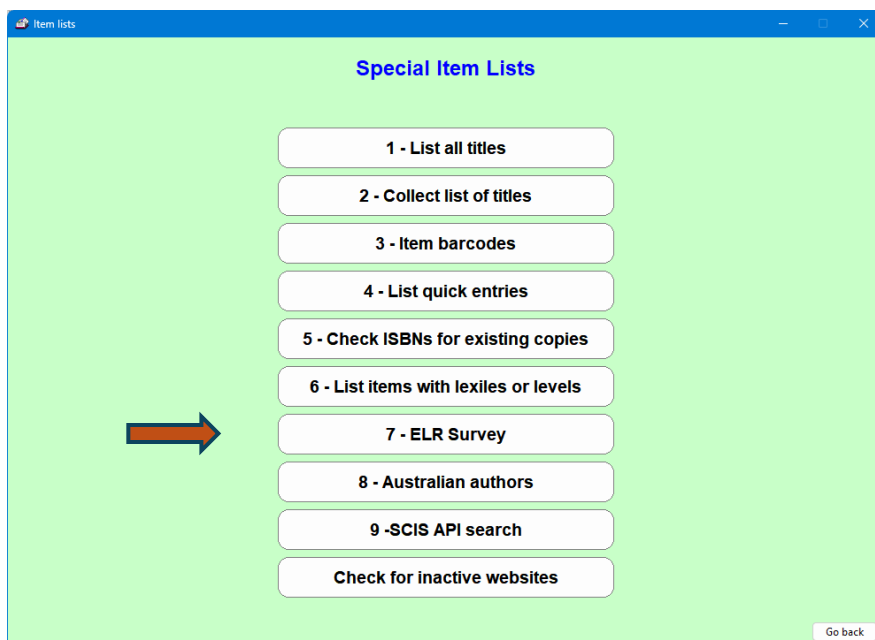
1. To conduct the survey, open Bookmark to the **Main Menu**.
2. Open **Cataloguing**. Enter the access password if requested.



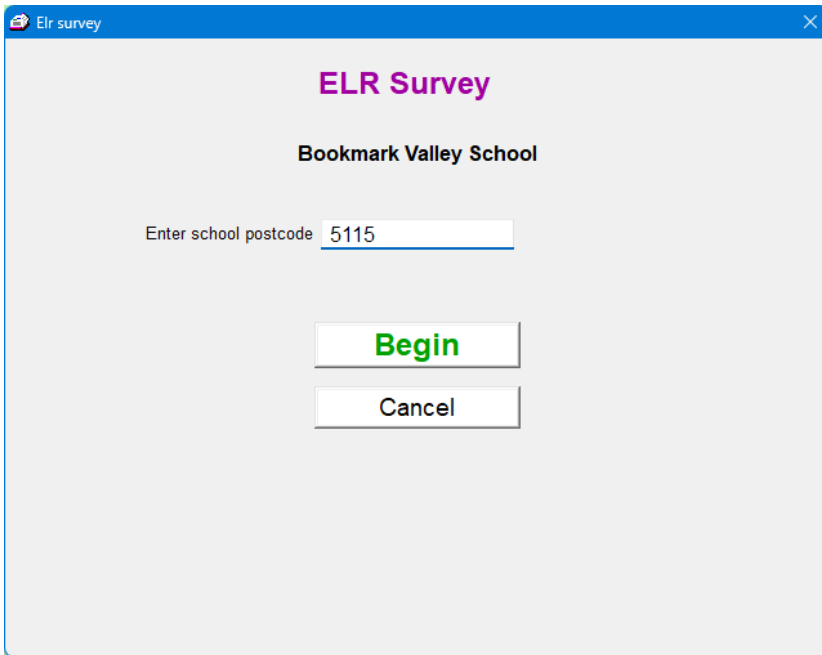
3. Click on **Item Lists**.



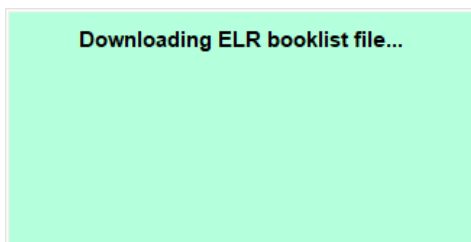
4. Click on **7 – ELR Survey**



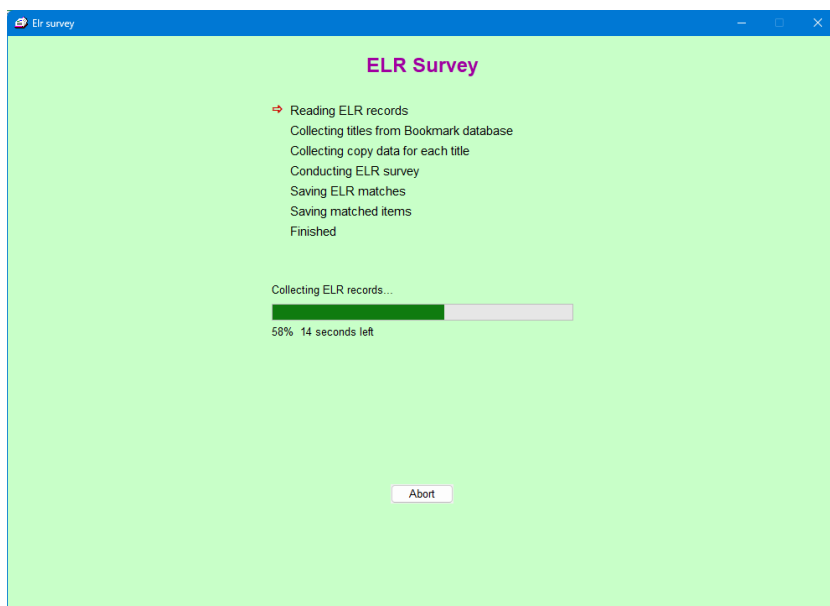
5. Enter your school's postcode (if blank). Click on **Begin**.

A screenshot of a web application window titled "Elr survey". The window has a blue header bar with a close button (X) in the top right corner. The main content area is light gray. At the top, the text "ELR Survey" is displayed in a bold, purple font. Below this, the school name "Bookmark Valley School" is shown in a smaller, black font. Further down, there is a label "Enter school postcode" followed by a text input field containing the number "5115". Below the input field, there are two buttons: a green "Begin" button and a gray "Cancel" button.

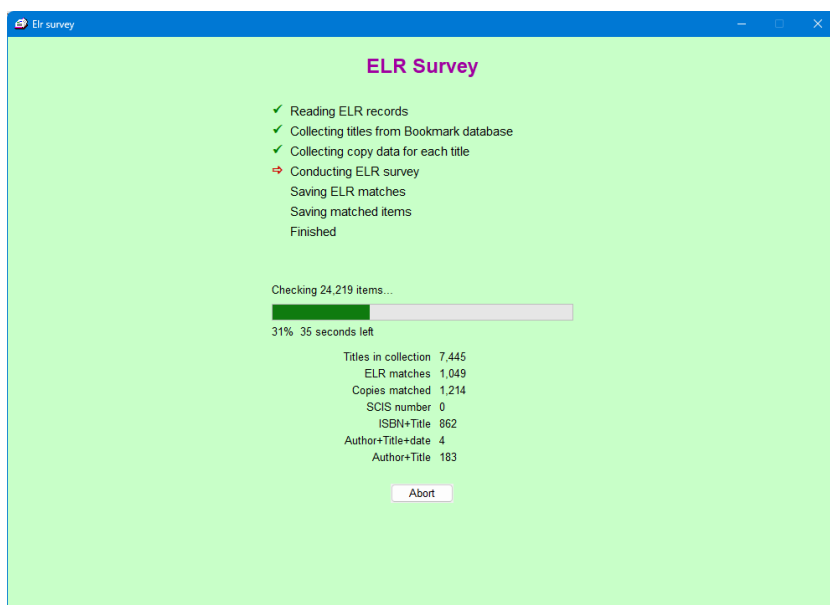
6. The ELR booklist is downloaded.



7. The survey then proceeds automatically.



8. The survey goes through several stages. As each step is completed it is ticked on the list.



The results of the survey are saved in two files which are then compressed into a single zip file.

9. This popup window appears when the survey is finished.



The filename is the name of the school plus the post code dot zip. In the example above it is *Bookmark Valley School 5115.zip* .

If Bookmark is unable to access the Documents folder, the file can be found in Bookmark's folder.

Follow instructions provided by the ELR team to send the results.