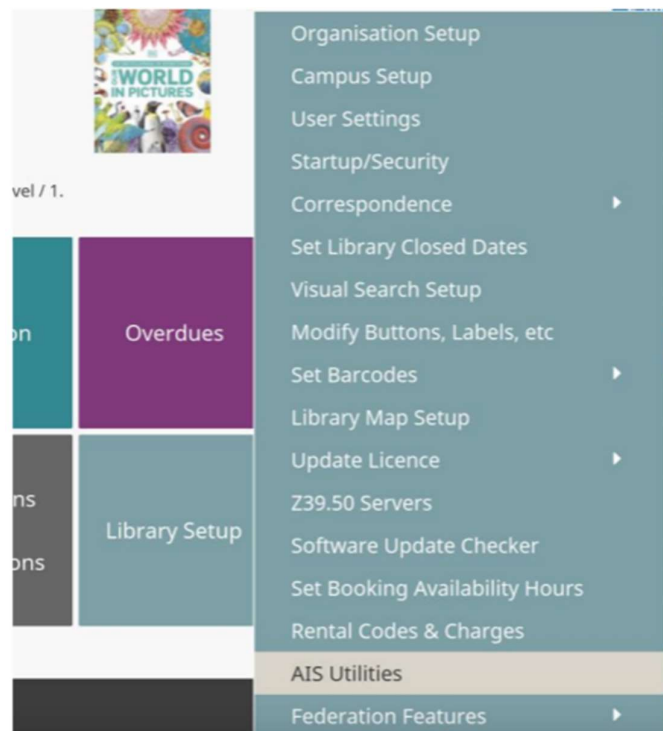




ELR Survey: Access-It Instructions

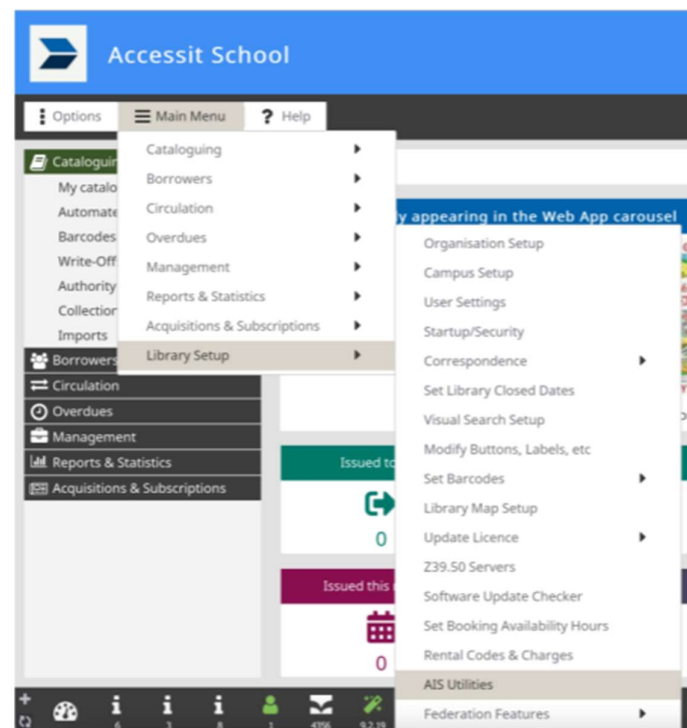
Thank you for completing the ELR Survey! Below are instructions on how to complete the data extract from your library management system. Once completed, please save the file and add it as an attachment to the Qualtrics survey link provided to you in the email you have received.

1. Library Setup → AIS Utilities

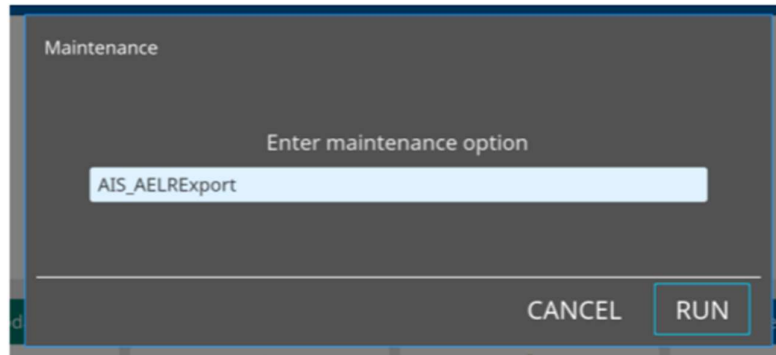


or

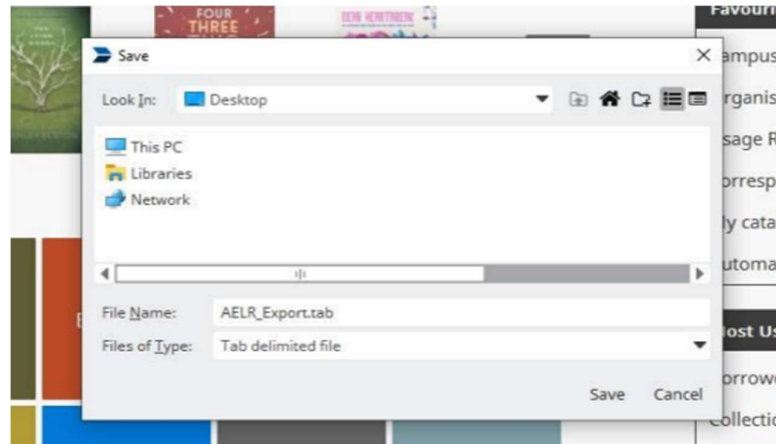
Main Menu → Library Setup → AIS Utilities



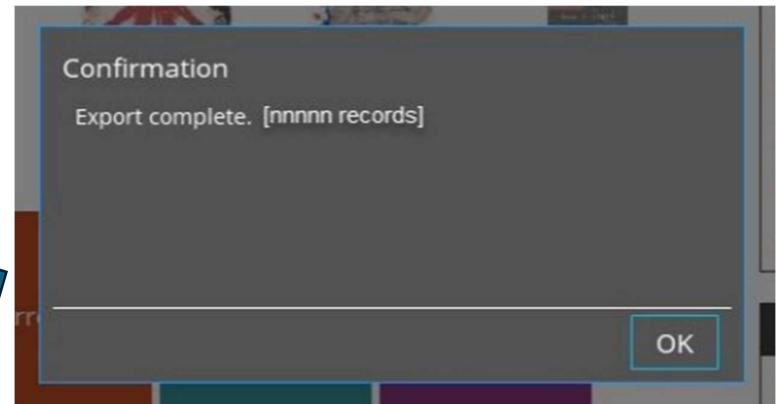
2. Enter: **AIS_AELRExport** and click **Run**



3. Indicate where you wish to save the file



4. You will see a confirmation message when the export is complete



5. Attach the file to your Qualtrics survey when you reach this step



6. And you're all done!

Thank you so much for partaking in this year's ELR Survey.

Don't forget to submit your survey answers to be entered into the prize ballot!

* Please uploaded your data file here

