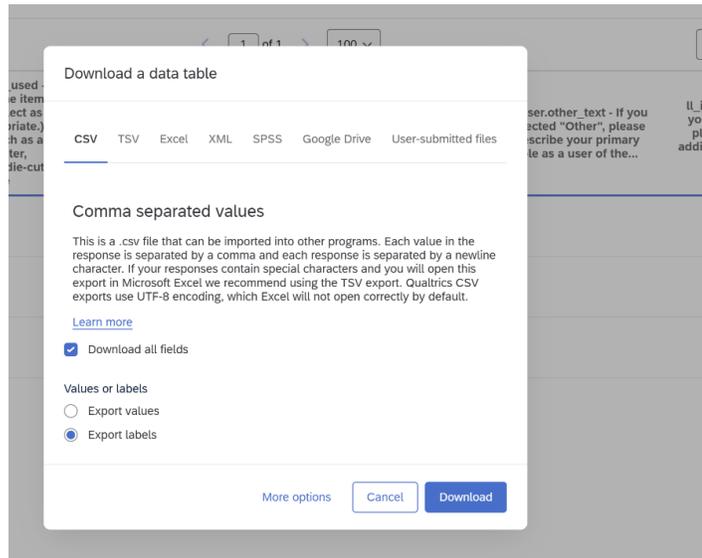


Instructions for Lending Library Outcomes Upload:

1. Download the CSV file from Qualtrics. From the “Data and Analysis” tab, click the Export & Import button on the right side of the screen.



2. Make sure the CSV download option is selected, and the checkboxes are configured in the following way to capture all fields, both the standard Lending Library questions as well as any custom fields you may have added to your local survey. The **Export Labels** option is crucial for CDMS to recognize the machine names.
3. The CSV will contain everything necessary for CDMS to recognize the data fields, but the question headers that are text will not be valid entries. Once you’ve uploaded the CSV using the green “Upload CSV or XLSX” button on the right side of the screen, you’ll have the first two rows give an error, as seen in the snippet of CDMS below.

		Net Promoter Score	Notes (Optional)		
Resources Used: Other Resources	Describe "Other" Resources Used Selection	How likely are you to recommend the Resource Center/Lending Library to others?	Optional Notes		
▼	If you selected "Other", please describe your primary resource used as a user of the...	▼ This field must be an integer	Feel free to include any notes	≡	🗑️
▼	("ImportId":"QID9_TEXT")	▼	("ImportId":"QID7_TEXT")	≡	🗑️
Yes ▼	Fabric scissors	9 ▼	It was great!	≡	🗑️

4. Delete the first two rows that contain invalid data, and proceed to save/certify your data in accordance with your partnership’s standard process.

