

TIP SHEET FOR UIPA LOG USERS (Feb. 1, 2013)

Helpful tips for completing the UIPA Record Request Log and uploading agency Log totals onto the Master Log at data.hawaii.gov, based on users' experiences.

USING THE LOG:

1. **Follow the training guides closely.**
Don't skip steps. To have a handy reference guide by your keyboard, print the two training guides that are marked with *** on the OIP's training page:
*** UIPA Record Request Log TRAINING with notes (pdf) (Nov. 5, 2012)
*** How to Upload Multiple UIPA Log Totals to data.hawaii.gov TRAINING (pdf) (Oct. 17, 2012)
2. **To view the UIPA Log, use Excel "View" to zoom in and out.**
To adjust your view of the Log spreadsheet, change the zoom view to 50% (click on View, then Zoom, and select a zoom level). This allows you to see the white data entry rows at the bottom. To view any part of the Log more closely, zoom in. For example, select 100% to zoom in on the pop-up instructions or the list of departments and agencies in the pulldown menus for columns A and B. If you need to print the spreadsheet, try using "print view" and then print only the pages (usually two pages) that have column headings and data. The spreadsheet can be printed on larger paper, too.
3. **Use the pop-up instructions on the UIPA Log.**
Just mouse over a column heading to see the pop-up instructions.
4. **Learn from the four examples on the UIPA Log.**
The four examples (the highlighted rows just above the "Totals" row) illustrate how to report different requests, like a typical request, a personal record request, and a complex request.

UPLOADING AGENCY TOTALS TO THE MASTER LOG AT data.hawaii.gov:

1. **After you first sign in to data.hawaii.gov to upload your Log totals, be sure to click on "Home" at the top of the page to get to data.hawaii.gov's home page.**
After that, you can use the search box on the left to search for the Master Log dataset. If you use the keyword "OIP" in the search box, this will bring up the Master Log. Add your totals to the OIP Master Log (not to the department logs, like "SOH_HEALTH").
2. **When uploading your Log totals to data.hawaii.gov, select "APPEND."**
DO NOT SELECT "REPLACE."
You are adding your totals to the Master Log on data.hawaii.gov. If you select "Replace," you will replace all the existing data from other agencies.
3. **If you need to correct your data on data.hawaii.gov, contact Michael Little at OIP: 586-1400 or oip@hawaii.gov.**
OIP can correct the data in a single cell (such as number of routine requests) or cells.
4. **To view just one department's agencies and totals, select the OIP Master Log, then click on the purple "More Views" button.**
This feature filters out all other agencies, so you can see each agency within your department, and also the department totals.