

# Public Access Computer Hardware Upgrade Grant: *Library Quick Guide*

Use this Quick Guide to qualify your library for hardware upgrade grant funds.

If you require assistance, please call Lori Ayre at (707) 763-6869 or email her at [LBAYre@galecia.com](mailto:LBAYre@galecia.com).

## Log In

Using Internet Explorer, go to: <http://webjunction.techatlas.org> and log on using the email and password provided in the November 14, 2005 letter from the California State Library.

## First Login

The first time you log in to your account, you will immediately see a screen indicating you are eligible for a grant, and asking if you wish to apply.

- Choose **Yes**.
- Click **Continue**.

Apply for Grant

Your library is eligible to receive funds as part of the Bill & Melinda Gates Foundation's Public Access Computer Hardware Upgrade Program. Does your library want to participate in this program?

Yes  
 No

< Back   Exit   Continue >

## Guided Start Dashboard

The main screen is called the *Dashboard*. It lists three tasks to complete. Click on each to complete them.

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### TechAtlas Guided Start Dashboard

When sections 1-3 below are marked as **Complete**, your library will be eligible for Hardware Upgrade Grant funds. [Instructions](#) for the Guided Start process are also available.

<a href="#">1. Update Library Profile</a>	Complete
<a href="#">2. Complete Technology Survey</a>	In Progress
<a href="#">3. Inventory Computers</a>	Complete. 18 computers inventoried.

[Explore TechAtlas](#) Comprehensive set of tools for library technology planning.

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### **Task 1. Update Library's Profile**

The first thing you should do after logging in for the first time is update your profile. There are two pieces of information you will be required to update.

- Click on **Update Library Profile**. The *Edit Your Profile* screen appears.
- Review the information on this page and update anything you see that is incorrect.
- The *Primary Contact* section will be blank. You must fill in a name here in order to save the Profile.
- The *Primary Contact E-Mail/Login* section will have the fake email address and the password you were given. You must change the password, and are highly encouraged to change the email address to a real address for your library.
- At the bottom, notice the *Consider my library for Hardware Upgrade Funds* checkbox. It should show as checked. If you accidentally chose **No** on the first screen, you can check this box here to qualify.
- When finished click the **Save** button at the bottom of the page.
- A *Thank You* screen appears, and then you are taken back to the *Dashboard* screen. Note that *Update Library Profile* is now marked Complete.

### **Task 2. Complete Technology Survey**

The next step is optional. It contains a brief 11 question survey. The intent is to collection information about what technologies libraries are using to provide public access to information. You do not need to be technologically advanced to take this survey.

- Click on **Complete Technology Survey**. The *Library Technology Survey* screen appears.
- Answer the questions on this screen to the best of your ability.
- When finished, or if you wish to save your answers, click the **Save** button at the bottom of the page. You will be able to come back to the survey later to finish.
- If you have answered all the questions, you will see a *Thank You* screen, indicating you have completed the survey. Click **Continue**.
- Back at the *Dashboard*, you will see that *Complete Technology Survey* marked either Complete or In Progress.

### **Task 3. Inventory Computers**

This is the central library requirement for the grant program. You will need to create an inventory that includes at least the computer name and operating system for your public access computers.

1. Click **Inventory Computers** button.
2. Choose **Quick** to use the manual tool for entering information.
3. Fill out three required fields:

- *Computer Name.* Every computer has a name that identifies it on the network. If you do not know how to find the name, click on *Help* in the upper right corner of the screen and then choose **Where to find Computer names.**
  - *Operating System.* This is the most important field to answer correctly. The majority of computers will be some version of Windows. The particular version is normally displayed when you first turn on the computer. Make sure to choose only one OS here.
  - *Public Access Computer.* This is checked by default. If you choose to inventory your staff computers as well, be sure to uncheck this box for those computers.
4. Review the Optional and User-Defined fields. These fields are provided for your use. Fill them out if you wish.
  5. Press **Save** when you have completed entering the information for one computer.
  6. You will receive a message saying the information has been uploaded to TechAtlas and then you will be asked “Do you have additional Windows computers to inventory?”
    - Answer **Yes** if you have more computers to enter (from the 2000 Gates program). You are returned to the *New Computer Profile* page.
    - If this was your last computer, choose **No** and then click **Continue**. You are returned to the *Computer Inventory* screen where all the computers you’ve entered are listed and available for editing.
  7. After the last computer, review the Computer Inventory list.

### **Submitting Your Inventory**

It is important that you verify that all the information provided is correct before you press the **Complete Inventory** button at the bottom of the Computer Inventory page. Take your time reviewing the information. You can always return to your *Computer Inventory List* page by clicking on **Computer Inventory** from the *Dashboard*.

When are you ready to submit your information to the State Library, click on **Computer Inventory** from the *Dashboard* . You will be at the *Computer Inventory List* page. Scroll to the bottom and click the **Complete Inventory** button.