

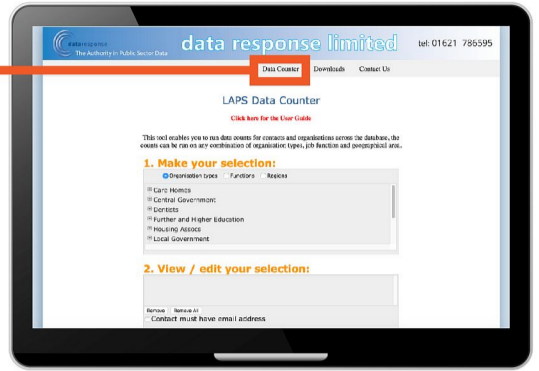
Local Authority and Public Service Database Count Tool



Guide on how to use the LAPS counter - The tool enables you to run counts for contacts and organisations across the database, counts can be run on any combination of organisation type, job function and geographical area.

STEP 1

Click on the **Data Counter**.
A new window opens.



STEP 2

The **Organisation types** radio button is clicked by default.

1. Make your selection:

Organisation types Functions Regions

- Care Homes
- Central Government
- Dentists
- Further and Higher Education
- Housing Assocs
- Local Government

STEP 3

Select the organisation groups by clicking on them or drill down by clicking on the + sign to expand the selection, click on required type.

1. Make your selection:

Organisation types Functions Regions

- Housing Assocs
- Local Government
 - Fire Authority
 - Fire Service
 - Greater London Authority
 - Isle of Man Government

(Your selection will appear in Box 2).

2. View / edit your selection:

Fire Service
Local Authority

Remove Remove All
 Contact must have email address

STEP 4

Select the **Functions** radio button. Click on the selection or to drill down, click on the + sign to expand the selection, click on required function.

1. Make your selection:

Organisation types Functions Regions

- Seniority
- Administration/Planning
- Adult Services
- Board/Committee
 - PCP Chair
 - CCG - Accountable Officer

Repeat the process with the **Regions** or leave blank for a UK wide count.

STEP 5

Your selections appears in Box 2. Use this box to check/edit your criteria.

2. View / edit your selection:

PCP Chair
CCG - Accountable Officer

Remove Remove All
 Contact must have email address

Opt for **Contact must have email address** if required.

STEP 6

Box 3: click **Display count results** or click on the appropriate radio button for relevant results.

3. Display results:

Field coverage Org type Function Seniority Region

Field coverage	Count
Number of organisations	184
Number of contacts	186
Number of contact email addresses	140

Display count results

Login