ASKGPO FEDERAL DEPOSITORY LIBRARY PROGRAM (FDLP) USER TRAINING GUIDE

Includes:
Release 1.3
Contents
Salesforce Community Login .................................................................................................................. 3
Community Navigation .......................................................................................................................... 4
Submit and Review an Inquiry (as an authenticated user) ................................................................. 6
Federal Depository Library Directory ................................................................................................ 11
Request a login to askGPO Community Portal for additional staff ................................................ 12
Access and Submit Webforms on Community .................................................................................... 14
Submit and Review an Inquiry (as a non-authenticated user) ............................................................ 17
Salesforce Community Login

The askGPO webpage and community login will be used by Federal Depository Library Program staff to submit inquiries, check the status of inquiries, submit webforms and request additional login credentials for team members.

The designated depository coordinator will also be able to edit the Federal Depository Library Directory (FDLD) entry for their library.

- Searching the FDLD will still be done through https://catalog.gpo.gov/fdlddir/FDLPdir.jsp

The benefit of authenticating with a login is that you will be able to view all your past submitted inquiries, and information on many forms will be populated automatically.

Access the askGPO Community webpage at https://ask.gpo.gov. If necessary, click the login button from the right hand corner:

Alternatively, use this link to enter your credentials directly. Enter your user name and password and click on “Log into askGPO”: https://usgpo.force.com/askGPO/s/login/
Community Navigation

Once logged into the community as an authenticated user, the home page will be displayed as below. Some of the features of the webpage include:

- Quick links on the top panel
- A menu bar
- Six tiles for the user to submit inquiries based on their need or affiliation
- Knowledge base articles covering frequently asked questions

Enter keywords in the search box to search across the entire site’s content. Results will include knowledge base articles (frequently asked questions) and inquiries you have submitted.
The FAQ tab lists all the published knowledge articles. Look here to see if an answer to your question has already been published before submitting an inquiry.

The most frequently viewed knowledge base articles appear in the “Trending Articles” list. At the bottom of the page are GPO’s social media footer links.
Submit and Review an Inquiry (as an authenticated user)

To submit an inquiry, you can click on “Submit an inquiry” from the menu bar (recommended), or click on a tile on the home page (use the tile that corresponds to the type of user you are).
You will see an inquiry submission page, with some of your own information pre-populated in the form:

You have the option to upload files if needed.

When your form is complete, click the “I am not a robot” box, then click “Submit”

You will receive a confirmation message and a reference number. For authenticated users, the reference number is a clickable link that will take you to an inquiry record for that question.
On the inquiry record, you can review the “Related files” section to access and download any attachments.

After submitting a question, you will receive a confirmation message from GPO, along with the inquiry details:

Thank you for contacting the U.S. Government Publishing Office.

Your question has been received, and you should receive a response from us within 2 business days.

Reference Number: 00023535

Question: Testing

Customer Type: Federal Depository Library

Category: Cataloging Record Distribution Program (CRDP)

Name: Carmen Zheng - FDL

Email: jczheng@gpo.gov

Phone: 4566787922

When the inquiry status is updated by GPO staff, you will receive the following email:
When the inquiry status is updated to “Closed” by GPO staff, you will receive an email notification that includes the answer to your question.

You can also click “My Inquiries” on the menu bar in order to see questions you have submitted. You can view and sort your questions by the date submitted or closed, and you can click on any inquiry number to review the question and see the answer if the inquiry has been closed.
<table>
<thead>
<tr>
<th>Inq.</th>
<th>Category</th>
<th>Subject</th>
<th>Status</th>
<th>Created</th>
<th>Updated</th>
<th>Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fugitive publications</td>
<td>Fugitive publications</td>
<td>Closed</td>
<td>9/4/2020 2:21 PM</td>
<td>12/7/2020 9:43 AM</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>COP technical enhancement</td>
<td>COP technical enhancement</td>
<td>Closed</td>
<td>9/4/2020 9:33 PM</td>
<td>12/7/2020 9:43 AM</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Marketing, social media, or promotional materials</td>
<td>COP technical enhancement</td>
<td>New</td>
<td>9/4/2020 12:53 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Report a disaster that impacted the depository collection</td>
<td>Report a disaster that impacted the depository collection</td>
<td>New</td>
<td>9/4/2020 1:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Marketing, social media, or promotional materials</td>
<td>Marketing, social media, or promotional materials</td>
<td>New</td>
<td>9/4/2020 1:15 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>FOFL.gov</td>
<td>FOFL.gov</td>
<td>Closed</td>
<td>9/7/2020 9:33 AM</td>
<td>11/3/2020 10:34 AM</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Report public access issue in a depository library</td>
<td>Report public access issue in a depository library</td>
<td>New</td>
<td>9/4/2020 1:12 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Federal Depository Library Directory

To view and search the entire Federal Depository Library Directory, users will still use this site: https://catalog.gpo.gov/fdlpdir/FDLPdir.jsp. As of August 10, 2020, depository library coordinators and staff should make all changes to the Federal Depository Library Directory information for their library through the askGPO community site.

- Click on the “My FDL” link on the menu bar to view the Directory information about your library.
- If the FDL user is the Depository coordinator, he/she will have the ability to edit some fields (those with a pencil icon visible).
- The FDL coordinator can click on the “Edit” button or click on the pencil icon to edit allowable fields.
- If you need to edit a field that you do not have permission for, email fdlpoutreach@gpo.gov
Request a login to askGPO Community Portal for additional staff

You do not need a login to use the askGPO site to submit a question for GPO staff. The benefit of having a login is a streamlined submission process, with your contact information auto-populated, and the ability to maintain a record of your submissions. If you work at a Federal Depository Library, you can submit a request for a login on behalf of another person who works at the same library.

To submit a login request, click on “Request Login” on the menu bar, fill out the form, and submit the request. Enter the additional first/last name and email of the person you want to request an account for, not your own.

Once the requester has submitted the login request, they will receive an email confirmation.

Thank you for contacting the U.S. Government Publishing Office.

Your login request has been received. The additional user will receive an email when the login is activated along with instructions on creating a password for the additional user account.

Reference Number: 00057206

Name of the additional user: Jenny Zheng

Email of the additional user: jzhang@gpo.gov

https://www.gpo.gov
Once GPO staff have confirmed the login request, the additional user will receive a “Welcome to askGPO” email:

When the user first clicks on the link, they will need to create a password
Access and Submit Webforms on Community

The following webforms will be accessible for authenticated FDLs:

1) Claims form
2) Anniversary Award Request form
3) Training Form
4) Homeland Security Digital Library form

To submit a webform, navigate to the menu bar to select the “More” tab and select the webform from the dropdown menu.

To submit a Claim Request Form, click “Claims Request Form” from the drop down menu and fill in all the required fields.
To submit an Anniversary Award Request Form, click “Anniversary Award Request Form” from the drop down menu and fill in all the required fields.
To submit a Training/Visits Request Form, click “Training/Visits Request” from the drop down menu and fill in all the required fields.

Request for FDLP Training and Use of GPO’s Virtual Training Room

Use this form to:
- Volunteer to present FDLP virtual training
- Request to use GPO’s virtual training room for your event
- Request a specific topic be promoted via the FDLP Academy

FDLP Academy educational webinars are created through collaboration between the U.S. Government Publishing Office (GPO), federal depository libraries, and other federal agencies. They are intended to be engaging and empower federal and other interested audiences. Use this form if you are an agency or a library staff member that wants to present a webinar on FDLP.

You can also use this form to request use of GPO’s virtual training room to host a meeting or share information with a specific subset of federal depository libraries.

Finally, you can use this form to request that GPO present or host training on a specific aspect of U.S. Government information. Federal Depository Libraries Program issues, do not.

Other general training sessions can be submitted by using talyp. Select “Federal Depository Libraries” and “Conference Training” as the sub-category.

Fields marked with * are required.

- **Name:** Carmen Zheng
- **Email:** czheng@fdlp.gov
- **Phone:** 997014202

Institution Information

- **Depository Library Number:**
- **Institution Name:**
- **Address 1:**
- **Address 2:**
- **City:**

To submit a Homeland Security Digital Library Form, click “Homeland Security Digital Library” from the drop down menu and fill in all the required fields.

HOMELAND SECURITY DIGITAL LIBRARY

This visitation form authorizes your depository library to have electronic access to the Homeland Security Digital Library. This service is available for free public access under the Federal Depository Library Program (FDLP). It is a violation of the terms of this agreement to:

- Release the username or password to any other person or individuals other than authorized library personnel.
- Allow organizations or individuals not associated with your library to connect to your library's computer network.

**Deposit Library Information**

- **Deposit Library Number:**
- **Library Name:**
- **Address 1:**
- **City:**
- **State:**
- **Zip Code:**

**Deposit Coordinator Information**

- **Name:**
- **Phone:**
- **Email Address:**
To review all the webforms submitted by your depository library, click ”My FDL’s Webforms” from the ”More” drop down list. The list view displays all the webforms submitted by the staff at your library.

Submit and Review an Inquiry (as a non-authenticated user)

Access the askGPO Community Portal as a non-authenticated user here: https://ask.gpo.gov

Click “Submit an inquiry” on the menu bar

Fill out the inquiry details and submit the inquiry.

You will receive a confirmation message and a reference number as shown below.
You will also receive an email confirmation message from GPO with the inquiry details.