Date: 1/4/2016

To: ALS© Users

From: IMAS, Customer Support

Ref: Year-End Rollover Training – Animal Licensing

___

Dear ALS© User –

With the end of your Animal licensing year approaching IMAS strongly recommends that you schedule a time to go over the Year-End Process, if you have not already completed this process. This process is extremely important to the Animal Licensing System and it is imperative that certain precautions are taken to ensure that your data is accurate and properly moved over to the new fiscal year.

For your convenience, we are scheduling 1 hour on-line sessions commencing @ 12:00 pm through 4:00 pm. During this scheduled training session IMAS will train you for the Year-End Process and will even perform the process with you, if requested.

Take note classes are limited to 1 participating Municipality per instance. These classes will be conducted live and all participants will be connected to Customer Support utilizing LogMeIn.com.

Please provide the following information as detailed on the next page and we will schedule your desired time and date for ALS© Year-End Rollover.

Please fill in the fields on next page with your requested training date, preferred time of day and attach this memo to your response ASAP to ensure that you will get your requested training date.

We look forward to working with you.

Regards,
Gay-Tanna Marshall & Jeanette Ward

TCS-*ALS*© - Training Request

Municipality Name: _____

Individual's Name: _____

Requested
Training Date: _____   _____
        (Monday, Tuesday, MM/DD/YYYY)   Time of Day (12:00pm thru
4:00pm)

TCS-*ALS*© - Animal Licensing Year End Questionnaire

1. When do you want to start accepting "New Year" Licenses?

   Date: _____
        (MM/DD/YYYY)

2. Do you want to keep "UNPAID" License transactions while moving forward to the New Fiscal Year? _____
           (Yes/No)

P.O. Box 5281 Brookfield, CT. 06804-5281
Tel. 203-775-3101 * Fax **# 1-203-740-1690**
Email-ALS@imasllc.com -
www.webtownhall,.com