



*Exceeding the Information Management Needs of City and Town Clerks of New England*  
[www.webtownhall.com](http://www.webtownhall.com)

**Date:** 2/10/2012

**To:** ALS© Users

**From:** IMAS, Customer Support

**Ref:** Year-End Rollover Training – Animal Licensing

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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 online sessions all day anytime commencing @ 10:00am through 4:00pm Tuesday and Thursday starting 2/21 through 3/24/2012. During this scheduled training session IMAS will train you for the Year-End Process and will even perform the process with you, if requested.

Go to: [Webtownhall.com](http://Webtownhall.com)

Simply click on the “Events Calendar” tab and you’re in

Please look at the IMAS [Events Calendar](#) [change the Categories to: Software Training] and sign-up for a class. 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.

If you cannot navigate through the Events Calendar, please provide the following information as detailed on the next page and we will attempt to manually schedule your desired time and date for ALS© Year-End Rollover, at which time we will also take you through the process of registering with [www.webtownhall.com](http://www.webtownhall.com)

P.O. Box 5281 Brookfield, CT. 06804-5281

**Tel. 203-364-5617 \* Fax # 1-203-297-6782**

[Email-Clerk@imasllc.com](mailto:Email-Clerk@imasllc.com) - [www.webtownhall.com](http://www.webtownhall.com)



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Please fill in the fields below with your requested training date, preferred time of day and email/fax this memo back to the IMAS office ASAP to ensure that you will get your requested training date, **Fax # 1-203-297-6782** (while 'porting' is taking place [see announcement on [www.Webtownhall.com](http://www.Webtownhall.com)])

**Municipality Name:** \_\_\_\_\_

**Individual's Name:** \_\_\_\_\_

Requested  
Training Date: \_\_\_\_\_  
(Tuesday, Thursday)

Time of Day (10:00 am thru 4:00p) \_\_\_\_\_

I look forward to working with you.

Regards,  
Jonathan Pires

Customer Support # 1-203-775-3101, ext.# 1004  
Fax # 1-203-740-1690

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