

Jonathan Pires

From: Jonathan Pires [Jpires@imasllc.com]
Sent: Friday, February 10, 2012 2:38 PM
To: 'mstaples@townofblackstone.org'; 'ebclerkdg@charterinternet.com'; 'kathykr@granbyma.org'; 'clerk@hadley.ma.org'; 'jwordell@townofhudson.org'; 'sgross@townofholden.net'; 'lbouchard@leominster-ma.gov'; 'l.spence@manchester-vt.gov'; 'bsullivan@mattapoissett.net'; 'SKRASCO@CityofMelrose.org'; 'jparker@seekonk-ma.gov'; 'Mdaoust@southbridgema.org'; 'jparker@seekonk-ma.gov'; 'Mdaoust@southbridgema.org'; 'staveira@town.swansea.ma.us'; 'mgalvin@wakefield.ma.us'; 'knagle@wellesley.ma.gov'; 'clerk@weststockbridge-ma.gov'
Cc: 'jwdresch@imasllc.com'; 'glore@imasllc.com'
Subject: Year-End Rollover Training - Animal Licensing Updated Attachment
Attachments: License Generation and Year End.pdf; WebTownHall.com_Enhancement Portal.pdf; Year_End_Training_Request_Feb 2012.pdf

Importance: High

The first email I sent had the wrong file attached.

Dear **ALS@** Users,

It is once again the time to finalize preparation for the “Year End Rollover” of your Animal Licensing year for 2012 and send out the reminder notices.

For those of you that have not already performed this annual task, please see the document attached entitled “Year End Training Request”. Once you review this document please take the steps that most fit your scenario and process the Year End Rollover, accordingly.

Or

If you would like a refresher on the procedures please see the attached document entitled “License Generation and Year End”, which is also available on the www.webtownhall.com/support portal including all the *updated* animal licensing manuals.

Please favorite or bookmark www.webtownhall.com for the most current information, updates, manuals and to report any “Enhancements”, review the knowledgebase and check on the status of any existing “enhancement tasks” previously submitted. Please register at the site so you will be kept informed.

I look forward to your comments, telephone calls or e-mails!

Sincerely,

Gay-Tanna Marshall
203-775-3101, Option # 1002
203-740-1690, office fax



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