Acquisitions Training Materials

Spring 2019 Update

The scripts and training materials in this section were used by Alma peer trainers & facilitators during the active Implementation project phase (April 2018 - June 2019).

These materials are now archived and may contain outdated information/past practice - do not use as-is.

For current Alma training, please visit the Learning Alma - for Staff and Managers page.

- One-Time Orders 1: Order creation - Class Materials and Script
- One-Time Orders 2: Receipt and invoicing - Class Materials and Script
- Continuous Orders 1: Order creation - Class Materials and Script
- Continuous Orders 2: Receipt, Invoicing and Item creation - Class Materials and Script
- Order Maintenance - Class Materials and Script

Links and Resources for all classes:

- Acquisitions and Serials Data Mapping Guide
- Aleph to Alma glossary
- Keyboard shortcuts for Alma
- Alma Sandbox: https://sandbox01-na.alma.exlibrisgroup.com/institution/01HVD_INST/CAS