

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These materials are now archived and may contain outdated information/past practice - **do not use as-is**.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