ALA Management Information System (ALAMIS)

1. **How do we sign up to be on the ALAMIS System?**

   Set up an email for yourself or if you already have one set up for National's website please use it. Email Department Headquarters Membership Clerk Heather Wilson at ala_heather@alaohio.org with the name of the person that will be using ALAMIS. This information is forwarded on to National Headquarters. Once they have set up everything they will send you an email letting you know what the unit's login and password is to get onto the ALAMIS System.

2. **What kind of computer equipment or software is needed to access the ALAMIS?**

   The ALAMIS is entirely web-based. Departments/units do not need a specific operating system or to purchase any expensive hardware/software to process membership, only a computer with Firefox and a monitor resolution setting of at least 1024x768. Our research shows that 95% of internet users meet these requirements. Since data from system-provided reports can be further manipulated (labels, mail merges, email lists, etc.) by exporting the data into Excel, Word and text files, Units will find it extremely helpful, but NOT required, to have Microsoft Office software and a high speed internet connection.

3. **What are units able to do in the system?**

   Units have the ability to do the following:
   - Update unit member information
   - Update unit leadership
   - Run unit reports
   - Add new members

4. **How are users trained on the ALAMIS?**

   Department Headquarters conducts training sessions where training materials are given via email when log ok information is received. If you need immediate assistance on how to the use the system, please contact Department Headquarters.

5. **How much will the ALA Management Information System cost departments?**

   For 2016, Units who have been designated by their departments with one login will be charged $10. The department will send your unit an invoice upon confirmation of being notified by National for $10.00. The department will be charged for each unit that is using ALMIS System. Bills go out every January/February time.

6. **How often can I receive reports?**

   All data in the ALAMIS is "real time" meaning that information and reports can be accessed by units monthly, weekly, daily, hourly, each time with the current, most up-to-date information available.

7. **If I need my membership data for a unit mailing, how can I access?**

   There are several reports available. If these reports do not meet your needs, you can download your unit membership data into an Excel spreadsheet or text file that can be sorted, filtered, or manipulated any way you choose. If you need assistance in making labels and do not know how to do a mail merge, please contact the Department Headquarters for documentation.

8. **What security measures have you taken?**

   - UNIT ACCESS – can only view their unit. Change all member information, update unit leaders, run unit reports, add new members. No one besides department can log in to a unit and make changes.