# **Alma Administration Certification Kit - Checklist**

Welcome to Alma Administration Certification Online kit.

This kit will teach you how to administer and manage Alma system configuration.
The program includes a series of short videos and a check your knowledge quiz at the end of each section, to best prepare you for the exam.
Below is the course content:

| **Section** | **Unit Name** | **VideoDuration (minutes)** |
| --- | --- | --- |
| General | [Introduction to Alma Administration](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/A_General/A_Introduction_to_Alma_Administration) | 5:28 |
| [Integration with External Systems](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/A_General/B_Integration_with_External_Systems) | 5:45 |
| [Letters Configuration](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/A_General/C_Letters_Configuration) | 6:25 |
| [Scheduling and Monitoring Jobs](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/A_General/D_Scheduling_and_Monitoring_Jobs) | 5:28 |
| [Check your knowledge on General Administration](http://exl-edu.com/01_Alma/Alma_Administration/en/General/Check_Your_Knowledge_on_General_Alma_Administration/#/) |  |
| Acquisitions | [Fiscal Period Closure](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/B_Acquisitions/A_Fiscal_Period_Closure) | 5:32 |
| [Configuring Reporting Codes](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/B_Acquisitions/B_Configuring_Reporting_Codes)  | 4:51 |
| [Configure Purchasing and Invoice Rules](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/B_Acquisitions/C_Configure_Purchasing_and_Invoice_Rules) | 7:47 |
| [Acquisition Methods](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/B_Acquisitions/D_Acquisition_Methods) | 3:38 |
| [Managing License Terms](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/B_Acquisitions/E_Managing_License_Terms) | 3:39 |
| [Check your knowledge on Acquisitions](http://exl-edu.com/01_Alma/Alma_Administration/en/Acquisitions/Check_Your_Knowledge_on_Alma_Acquisitions_Administration/#/) |  |
| Fulfillment | [Configure Policies and Terms of Use](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/A_Configure_Policies_and_Terms_of_Use) | 4:27 |
| [Configure Services Displayed to Patrons](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/B_Configure_Services_Displayed_to_Patrons) | 2:59 |
| [Configure User Blocks](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/C_Configure_User_Blocks) | 3:29 |
| [Configuring Fines & Fees](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/D_Configuring_Fines_and_Fees) | 2:18 |
| [Overdue and Lost Loan Profiles](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/E_Overdue_and_Lost_Loan_Profiles) | 4:41 |
| [Patron and Loan Limits](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/F_Patron_and_Loan_Limits) | 3:56 |
| [Fulfillment Configuration Utility](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/G_Fulfillment_Configuration_Utility) | 2:25 |
| [Calendars](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/H_Calendars) | 5:57 |
| [Managing Libraries and Locations](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/I_Managing_Libraries_and_Locations) | 5:48 |
| [Work Orders](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/C_Fulfillment/J_Work_Orders) | 6:43 |
| [Check your knowledge on Fulfillment](http://exl-edu.com/01_Alma/Alma_Administration/en/Fulfillment/Check_Your_Knowledge/#/) |  |
| Resources | [Metadata Configuration and Validation](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/D_Resources/01_Metadata_Configuration_and_Validation) | 8:24 |
| [Configuring Import Profiles](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/D_Resources/02_Configuring_Import_Profiles) | 10:08 |
| [Brief Level Rules](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/D_Resources/03_Brief_Level_Rules_%286%3A06_min.%29) | 6:06 |
| [Configuring Physical Items](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/D_Resources/04_Configuring_Physical_Items) | 6:20 |
| [External Search Resources](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/D_Resources/05_External_Search_Resources)  | 4:27 |
| [Call Number Mapping](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/D_Resources/06_Call_Number_Mapping) | 7:16 |
| [Customizing Available Search Indexes](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/D_Resources/07_Customizing_Available_Search_Indexes) | 4:29 |
| [Publishing Profiles](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/D_Resources/08_Publishing_Profiles) | 5:23 |
| [Check your knowledge on Resources](http://exl-edu.com/01_Alma/Alma_Administration/en/Resources/Check_your_Knowledge_on_Resources/#/) |  |
| Analytics | [Analytics Reports](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/E_Analytics/A_Analytics_Reports) | 8:08 |
| [Analytics Objects](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/E_Analytics/B_Analytics_Objects) | 4:38 |
| [Configuring User Statistics](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration/E_Analytics/C_Configuring_User_Statistics)  | 7:18 |
| [Check your Knowledge on Analytics](http://exl-edu.com/01_Alma/Alma_Administration/en/Analytics/Check_your_Knowledge_on_Analytics/#/%20/) |  |

**Total Duration: 2h 45m**