

# Chapter 1.1

## Introducing ALIES 2000

Welcome to ALIES 2000! You've made a smart choice by selecting ALIES software to handle your literacy program's data entry and reporting needs. ALIES is a state-of-the-art system designed to make the data-collection and reporting process smoother, more efficient, and compliant with the National Reporting System. The ALIES 2000 manual will teach you how to use the ALIES system and serve as a reference for data entry and reporting throughout the year.

### ALIES: The Facts

ALIES (Adult Literacy Information and Evaluation System) is a Windows-based database system developed in Microsoft Access 2000. It can run on both stand-alone or networked computers. ALIES is compliant with the National Reporting System guidelines and is supported by New York State, so it can be used as a tool for collecting student data and compiling state reports.

ALIES is intuitive and easy to use, and produces valuable reports for program management and improvement. While this manual is a reference for the ALIES database software, ALIES is much more than just an electronic database. The ALIES system has many components that work together to help programs meet reporting requirements and better manage adult literacy programs. ALIES also includes paper forms for data collection, reports and reporting templates, data management procedures, training, customization, and user support.

### ALIES Manual Contents

The ALIES manual is made up of six sections covering the following topics:

#### In this section

Section 1: *Getting Started with ALIES 2000*

Section 2: *Data Entry*

Section 3: *Using Utilities & Your Data*

Section 4: *Reports*

Section 5: *NRS Reports*

Section 6: *EPE Reports*

#### You'll learn to

Install, set up, and update the ALIES software and learn basic navigation.

Enter instructional offerings, personnel, student goals, outcomes, hours, assessments, and other program data.

Back up data, maintain data, and refresh links to the data.

Run ALIES data-management reports, use turnaround documents to update data, and design custom reports with the ad-hoc report tool.

Prepare data for the NRS report, use data check reports to assess NRS data quality, and print NRS tables.

Prepare data for EPE claim forms, use data check reports to assess EPE data quality, and print EPE claim forms.



## How to Use This Manual

The ALIES User Manual is wonderful reference material for anyone working with the ALIES 2000 system. However, it is important to note that the manual is intended to be a supplement to training and other support and cannot replace actual ALIES training. Other support provided by the ALIES system includes hands-on training, discussion-based workshops, phone/fax and e-mail support, user group meetings, software updates via the Internet, and additional documentation pertaining to ALIES software, forms, and reports.

This manual was put together with the hope that it will help ALIES users, both new and experienced, to have a smoother, more accurate data-entry and reporting process.

The manual can be used as either of these:

- A guide to perform tasks in ALIES never done before
- A reference to troubleshoot problems or challenges in data entry and reporting

### *Document Conventions*

This manual uses certain conventions to help you locate information, including topic lists, notations, and screen shots.

### Topic Lists

For easy reference, a list of topics covered begins each chapter in the manual. The example below is from a chapter called "Schedule Information" that covers the setup of classes and small groups.

#### In this chapter

- Finding Instructional Offering and Schedule Information
- Inputting Instructional Offering Critical Data
- Entering an Instructional Offering Schedule
- Inputting Additional Instructors
- Inputting Staff Hours
- Editing and Deleting Instructional Offering and Schedule Information

### Notation Conventions

Throughout the manual, there are special notes to the user. The purpose of each note is signified by a specific symbol. Please pay close attention to these notes, as they can help avoid errors that could significantly affect data.


#### ALIES System Alerts

- ➡ *The arrow alerts the user to important ALIES system information such as required data-entry fields.*

#### NRS Notes

- ✓ *The checkmark refers users to National Reporting System policy guidelines.*

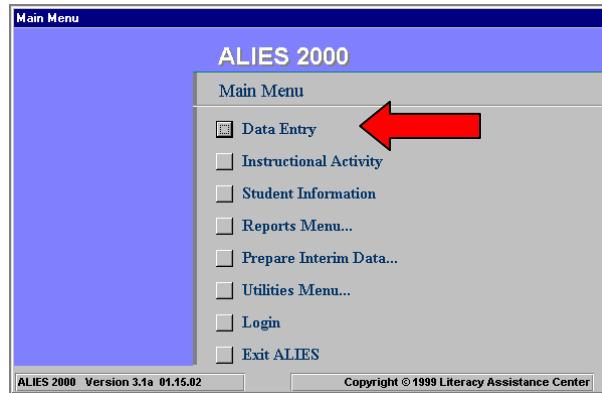
#### Reminders to Save Work

-  The disk serves as an important reminder to save data entered in ALIES.

## Screen Shots

Screen shots, as in the example below, are frequently used to illustrate written instruction.

1. From the ALIES Main Menu, click **Data Entry**.



Good luck and thank you for choosing ALIES!