



# Data Systems Management, Inc.



## ProntoCOURT Basic Training

**Course:** ProntoCOURT-001

**Audience:** This course should be taken by anyone who will be utilizing the full case management and administrative features of the ProntoCOURT Court Management System.

**Prerequisites:** Basic workable knowledge of Chrome Browser and Windows 10 PC

**Objectives:** After completing the course the student should be able to:

- \* Navigate the Valence Graphical interface
- \* Manage User Authority
- \* Download and update E-Citations
- \* Create and edit Affidavits
- \* Add Witnesses
- \* Create and edit Cases
- \* Accept fees and print receipts
- \* Input Orders
- \* Upload, manage, and scan documents
- \* Print and Maintain Court Agendas and Dockets
- \* Manage Bonds
- \* Print Management and Process Reports
- \* Maintain Master Files

**Classes are from 10:00 AM till 2:00 PM. Lunch will be provided.**  
**Cost is \$250 per initial attendee, \$175 per additional attendees, \$175 per remote attendee.**

**Where:** Data Systems Main Office, 1505 Clinton Business Park Drive, Clinton, MS 39056

**When:** <https://dsmgov.com/prontolearn-classroom-schedule/>

**To Enroll:** Call us at 601-925-6270, **FAX to 601-925-2223**, or eMail [info@datasysmgt.com](mailto:info@datasysmgt.com)

<b>Name:</b>		<b>eMail:</b>	
<b>Organization:</b>		<b>Phone:</b>	<b>Class Date:</b>

<b>Name:</b>		<b>eMail:</b>	
<b>Organization:</b>		<b>Phone:</b>	<b>Class Date:</b>

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<b>Organization:</b>		<b>Phone:</b>	<b>Class Date:</b>