



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 for additional attendees from same organization; \$175 for "Go to Meeting" Remote attendance. One Week \$50 Late Cancellation Fee.

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

When: Wednesday November 9th and Thursday December 8th

To Enroll: Call us at 601-925-6270, **FAX to 601-925-2223**, eMail al@altheriot.com, or enroll via our website <https://dsmgov.com/enrollment-form/>

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