



Data Systems Management, Inc.

ProntoCOURT Training Class

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. The Bookkeeping module should be taken by anyone who will be responsible for balancing and managing the monetary and accounting procedures.

Objectives: After completing the class the student should be able to:

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| Basic | - Navigate the graphical interface | - Accept fees and print receipts |
| | - Manage User Authority | - Input Orders |
| | - Download and update E-Citations | - Upload, manage, and scan documents |
| | - Create and edit Affidavits | - Maintain Court Agendas and Dockets |
| | - Add Witnesses | - Print Management and Process Reports |
| | - Create and edit Cases | - Maintain Master Files |
| Bookkeeping | - Print Receipt Ledgers | - Reconcile Bank Statements |
| | - Run the Daily Deposit | - Create and Edit Invoices |
| | - Adjust Bank Fees, Interest, etc. | - Print Checks |
| | - Print Month End Reports | - Close the Monthly Accounting Period |

Cost: No Charge

Time: 10:00AM - 2:00PM Lunch will be provided.

Agenda:	Navigation	10:00AM – 10:15AM
	Criminal Court	10:15AM – 11:15AM
	Break	11:15AM – 11:30AM
	Civil Court	11:30AM – 12:15AM
	LUNCH	12:15AM – 1:00PM
	Bookkeeping	1:00PM – 2:00PM

Location: Data Systems Management Inc, 100 Webster Circle, Suite 101. Madison, MS 39110 or Remote via Google MEETING and Phone Conference

Schedule: Tue, May 7 ; Wed, August 21 ; Thu, December 12

Enrollment: Visit dsm.ms and access the **ProntoCOURT ENROLLMENT FORM** located under the **SCHEDULE** Menu