



# Data Systems Management, Inc.

## ProntoLR Training Class

**Audience:** This course should be taken by anyone who will be utilizing the full management and administrative features of the **ProntoLR** Land Redemption System.

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

- |             |                                     |  |
|-------------|-------------------------------------|--|
| Basic       | - Navigate the graphical interface  | - Accept payments and print receipts   |
|             | - Manage User Authority             | - Create Settlement Invoices           |
|             | - Maintain the Property Master File | - Upload, manage, and scan documents   |
|             | - Manage all Notices                | - Print Management and Process Reports |
|             | - Redeem Property                   |  |
| Bookkeeping | - Process Settlement                | - Reconcile Bank Statements            |
|             | - Run the 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 - 12:00 Noon ; **LUNCH will be provided.**

**Location:** Data Systems Management Inc, 100 Webster Circle, Suite 101. Madison, MS 39110

OR

Remote via Google MEETING and Phone Conference

**Schedule:** Thu, May 30 ; Thu, June 27

**Enrollment:** Visit [dsm.ms](https://dsm.ms) and access the **ProntoLR ENROLLMENT FORM** located under the **SCHEDULE** Menu. <https://dsm.ms/prontolr-enrollment-form/>