

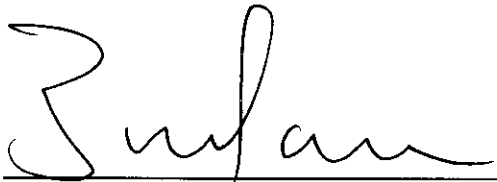
**ORDER: AUTHORIZE TRAVEL FOR DEPUTY JUSTICE COURT CLERKS, ANGEL
BOLES AND COURTNEY HICKINBOTTOM FOR DATA SYSTEMS TRAINING
CLASS THURSDAY DECEMBER 12, 2024 IN MADISON MISSISSIPPI**

Motion was made by Greg Bynum, duly seconded by Scott Allen, to authorize travel for Deputy Justice Court Clerks, Angel Boles and Courtney Hickinbottom for Data Systems training class Thursday December 12, 2024 in Madison Mississippi.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor John Morgan, voted yes
Supervisor Tim Gordon, voted yes
Supervisor Scott Allen, voted yes
Supervisor Greg Bynum, voted yes

After the vote, President Larson, declared the motion carried, this the 18th day of November, 2024.



**Brent Larson, President
Board of Supervisors**



Mike Roberts, Chancery Clerk



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:

- | | | |
|--------------------|---|--|
| Basic | <ul style="list-style-type: none">- Navigate the graphical interface- Manage User Authority- Download and update E-Citations- Create and edit Affidavits- Add Witnesses- Create and edit Cases | <ul style="list-style-type: none">- Accept fees and print receipts- Input Orders- Upload, manage, and scan documents- Maintain Court Agendas and Dockets- Print Management and Process Reports- Maintain Master Files |
| Bookkeeping | <ul style="list-style-type: none">- Print Receipt Ledgers- Run the Daily Deposit- Adjust Bank Fees, Interest, etc.- Print Month End Reports | <ul style="list-style-type: none">- Reconcile Bank Statements- Create and Edit Invoices- Print Checks- 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

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