

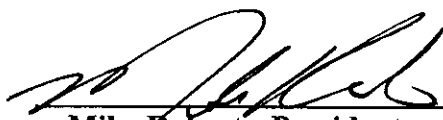
ORDER: AUTHORIZE TRAVEL FOR JUSTICE COURT CLERKS, SHERRITA HARRIS AND EULANA BEAVERS TO CLINTON MISSISSIPPI ON DECEMBER 8-9 2022 TO ATTEND DATA SYSTEMS MANAGEMENT TRAINING

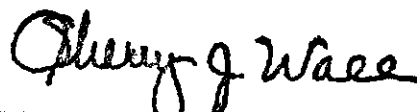
Motion was made by Larry Gillespie, duly seconded by Chad McLarty, to authorize travel for Justice Court Clerks, Sherrita Harris and Eulana Beavers to Clinton MS on Dec. 8-9 2022 to attend Data Systems Management Training.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor Larry Gillespie, voted yes
Supervisor David Rikard, voted yes
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, voted yes

After the vote, President Roberts, declared the motion carried, this the 7th day of November, 2022.



Mike Roberts, President
Board of Supervisors

Sherry Wall, Chancery Clerk



Data Systems Management, Inc.



ProntoCOURT Bookkeeping Training

Course: ProntoCOURT-002 Bookkeeping

Audience: This course should be taken by anyone who will be responsible for balancing and managing the monetary 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:

- * Print Receipt Ledgers
- * Print Daily Cash Journals
- * Run the Daily Deposit
- * Make Adjustments for Bank Fees, Interest, etc.
- * Print Month End Reports
- * Reconcile Bank Statements
- * Run Settlement Reports
- * Create and Edit Invoices
- * Print Checks
- * Close the Monthly Accounting Period
- *

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 Remote attendance. One Week \$50 Late Cancellation Fee.

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

When: Thursday November 10th and Friday **December 9th**

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/>

Name:	Sherrita Harris	eMail:	sharris@lafayettecoms.com		
Organization:	Justice Court	Phone:	662-234-1545	Class Date:	12/9/22
Name:	Eulana Beavers	eMail:	ebeavers@lafayettecoms.com		
Organization:	Justice Court	Phone:	662-234-1545	Class Date:	12/9/22
Name:		eMail:			
Organization:		Phone:		Class Date:	



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/>

Name:	Sherrita Harris	eMail:	Sharrise@lafayettecoms.com
Organization:	Justice Court	Phone:	662-234-1545
		Class Date:	12/8/22

Name:	Eulana Beavers	eMail:	ebeavers@lafayettecoms.com
Organization:	Justice Court	Phone:	662-234-1545
		Class Date:	12/8/22

Name:		eMail:	
Organization:		Phone:	
		Class Date:	