



GTS Court User Dashboard Quick Sheet

➤ Match any number below to the same number in the table to learn more about the corresponding Dashboard feature. Some features are not available to all users

Court User Dashboard

Upcoming and Overdue Reports (3) Submitted Reports (1) Ready For Review (1)

Case File No.	Incapacitated Person	Report	Final	Due	Last Action	Last Action Date	Next Action	ENotice Sent	Comment	Other Info
OC-10101-2021	Goodman, Brian	Estate		11/23/2022 (19 days overdue)			Send Overdue Letter			I
OC-10101-2021	Goodman, Brian	Person		11/23/2022 (19 days overdue)			Send Overdue Letter			I I
OC-1001-2021	Hollings, Kathryn	Inventory		11/7/2022 (3 days overdue)			Send Overdue Letter			I

Find a Case
 Case File No.
 Search
 Advanced Search

General Actions
[View Notifications](#)
[Manage Cases](#)
[Manage People and Organizations](#)
[PA Department of Health - Death Notices](#)
[User Login Request Form](#)

Reports
[View All Reports](#)
[View Adhoc Reports](#)
[Act 24 Report](#)

Recent News
[Latest GTS News](#)
 Updated: 9/13/2022

- 1. Upcoming and Overdue Reports** – Displays all reports that are overdue from a guardian or will be due within the next 30 days. Allows reminders and overdue notices to be printed, which can be sent to the guardian.
- 2. Submitted Reports** – View reports that have been submitted by guardians and either approve them or return them for corrections.
- 3. Ready for Review** – View reports that were submitted and approved. Review the reports to add or update flags. Once flags are resolved, report can be marked as reviewed.
- 4. Print Tracking Report** – Generates the Overdue and Upcoming Report Tracking report for the cases selected in the Upcoming and Overdue Reports section of the Dashboard. The report displays the due date for each report and the last action that was taken on the case with regard to notices.

- 5. Perform Next Action** – Generates the next reminder or overdue notice for the cases selected in the Upcoming and Overdue Reports section of the Dashboard.
- 6. Find a Case** – Search for a case and view the corresponding case details.
- 7. View Notifications** – View all notifications regarding the status of filings submitted by guardians and upcoming and overdue reports.
- 8. Manage Cases** – Search for guardianship cases using the case file number, filing date, or any case participant.
- 9. Manage People and Organizations** – Search for people, including guardians and all Pennsylvania attorneys, and organizations with a UJS Web Portal account.

GTS Guardian Dashboard Quick Sheet



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| <p>10. PA Department of Health – Death Notices – Search for the Pennsylvania Department of Health death certificates for individuals.</p> <p>11. User Login Request Form – Provides access to a PDF fillable form that is used to request, modify, or remove access to the GTS for existing or former court staff.</p> <p>12. View All Reports – Search for all reports submitted by a guardian or guardian organization. The results can be filtered by report status, submission dates, and the presence of actionable flags.</p> | <p>13. View Adhoc Reports – Provides access to a number of GTS management reports.</p> <p>14. Act 24 Report – Provides the ability to generate interim or final versions of this annual statistical report based on the available data in the GTS for your county.</p> <p>15. Recent News – Opens the 'GTS News' section of the Help and displays any information that has been published which affects the court's, or the guardian's, use of the GTS. The date that appears indicates the last time information was published.</p> |
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