

GTS Court Staff

New User Video Tutorials



#	Video Title	Description
1.	The GTS, the Courts, and You	A summary of the origins of the GTS, its relationship to guardianships, and the role of those who use the system.
2.	The Court Staff Dashboard Pt. I: <i>Upcoming and Overdue Reports</i>	For the cases in your county, learn how to track the guardianship reports that are overdue or due in the next 30 days.
3.	The Court Staff Dashboard Pt. II: <i>Submitted Reports & Read for Review Reports</i>	Learn more about the two-step workflow process performed by the courts to accept and review each guardianship report.
4.	The Court Staff Dashboard Pt. III: <i>General Actions</i>	Learn more about the features designed to keep you informed about your county's cases and to maintain case participant information.
5.	Searching for Cases	Learn more about how to find and open any GTS case.
6.	Introduction to the GTS Case screen	Learn more about the individual elements that form a GTS case. This includes case actions, case participant information, and access to guardianship reports.
7.	Introduction to Guardianship Report Entry	Learn more about the screens used for recording report information in the GTS when a guardian elects to file on paper.
8.	The GTS Help System	Discover the help resources, available at your fingertips, which provide additional assistance on the use of the GTS.
9.	Guardian Accounts Pt. I: <i>Guardians & Web Portal Accounts</i>	Learn more about how guardians create a UJS Web Portal account so they can use the GTS.
10.	Guardian Accounts Pt. II: <i>Case Access Codes</i>	Learn more about the security feature that verifies the identity of family/lay guardians on the Portal before they start using the GTS.
11.	The Guardian Dashboard Pt. I: <i>Upcoming & Overdue Reports</i>	Learn more about the section of the Guardian Dashboard that functions as their GTS 'To Do List.'
12.	The Guardian Dashboard Pt. II: <i>The Rest of the Dashboard</i>	Learn more about how guardians track the cases on which they are participating and how they are notified about important updates related to their cases.
13.	Wrap-up & Other Help Resources	A recap of the other help resources available to you and how to make a request for additional training.