

## What's changed in the GTS Refresh?

The UJS Web Portal, which is the website you use to access the GTS, is undergoing a technology refresh. What does this mean? Essentially, it is a comprehensive upgrade to the website that ensures the ongoing security and best possible experience for everyone using the GTS. Refresh-related changes are already available in other parts of the Portal and they go into effect for the GTS on **December 12, 2022**.

This document focuses only on the changes to the GTS resulting from the technology refresh. A separate document, *GTS Release Notes*, summarizes other enhancements available on December 12 that are centered around court business or operations.

In the “refreshed” GTS, you will find that you can continue to do all the things you could before with some minor differences. The most significant changes you’ll see can be grouped into the three categories listed below. The remainder of this document provides examples of these changes.



### Viewing through Tabs (pg. 2)

The content of some screens has been condensed into subject-specific tabs for easier viewing.



### Working with Icons (pg. 5) and Breadcrumbs (pg. 9)

Many buttons/links have been replaced by clickable icons that perform the same action and navigational breadcrumbs are now used to exit some screens and return to ones you’ve previously visited.



### Reviewing Results with Scrollbars (pg. 11)

Screens that had a display limit may have required you to navigate through multiple “pages” to see all your cases, reports, etc. Moving forward, scrollbars replace pagination, so you view all results from a single page.



**Note:** Google Chrome provides the best experience for all refreshed applications on the UJS Web Portal, including the GTS. However, both court staff and guardians can use other internet browsers with success.



# Viewing through Tabs

Many of the screens in the GTS are rich in content. In many instances, viewing this information previously required scrolling down a screen, sometimes at length, so you could view the various sections. The Guardianship Case Management screen, a portion of which is pictured below, was the most notable example:

**Guardianship Case Management - OC-1010-2019** Help

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**General Information**

\* Case File No.:

Case Caption: Guardianship of Marshall, John, an Incapacitated Person

Incapacitated Person: [Marshall, John](#)

Judicial Authority:  ▼

Is Sealed:  ?

Filing Fees Waived:  ?

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Case Status: Adjudicated Incapacitated

Case State: Open

Filing Date: 01/29/2018

Requested Guardianship Domain(s): Person (Plenary), Estate (Plenary)

Ordered Guardianship Domain(s): Person (Plenary)

Age at Petition: 75

Current Age: 80

Case Notes:

Prior to December 12, 2022

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**Case Actions**

Action Date/Time	Case Action	Filers	Documents		
02/09/2018 02:04:00 PM	Final Decree - Adjudication of Incapacity/Appointment of Guardian	Bigham, Robert G.		<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/05/2019 02:08:38 PM	Annual Report of Guardian of the Person Submitted	Sheridan, George	<a href="#">Report of Guardian of the Person</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/05/2019 02:09:50 PM	Annual Report of Guardian of the Person Accepted			<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/07/2019 12:00:59 AM	eService Overdue Notice Sent			<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/01/2019 10:23:32 AM	Inventory for an Incapacitated Person Report Submitted	Sheridan, George	<a href="#">Inventory Report</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/01/2019 10:24:24 AM	Inventory for an Incapacitated Person Report Accepted			<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/01/2019 10:24:34 AM	Inventory for an Incapacitated Person Report Reviewed			<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/08/2019 11:28:28 AM	Overdue Notice Sent		<a href="#">Send Overdue Letter-Estate.pdf</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/08/2019 11:28:35 AM	Overdue Notice Sent		<a href="#">Send Overdue Letter-Estate.pdf</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/08/2019 11:27:02 AM	Overdue Notice Sent		<a href="#">Send Overdue Letter-Estate.pdf</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
01/06/2020 12:00:01 AM	eService Reminder Notice Sent			<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/07/2020 12:00:17 AM	eService Overdue Notice Sent			<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/28/2020 12:00:07 AM	eService Overdue Notice Sent			<a href="#">View/Edit</a>	<a href="#">Remove</a>
08/17/2022 02:40:00 PM	Guardian Terminated	Bigham, Robert G.		<a href="#">View/Edit</a>	<a href="#">Remove</a>

[Add Case Action](#) [Print MH Commitment](#)

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**Guardians**

Guardians of the Person

Name	Guardian Number	Address	Relationship	Represented By	Paid by County	
Sheridan, George	0000309	5457 Henley Way Gettysburg, PA 17325 (Home)	Relative		<input type="checkbox"/>	<a href="#">View/Edit</a>

**Other Case Participants**

(continued on the next page)



Moving forward, several screens have been restructured into a series of horizontal or vertical tabs for easier viewing. Each tab represents one of the sections that previously made up the screen. Only one tab can be selected at any single time, but the content is also concentrated in a focused area.

### GTS Case screen (formerly named Guardianship Case Management)

**GTS Case - OC-1010-2019 - Guardianship of Marshall, John**

**General Information**

Judicial Authority	Is Sealed ?	Filing Fees Waived ?	Case Status	Case State	Filing Date	Requested Domain	Ordered Domain	Has Notes
Bigham, Robert G.	<input type="checkbox"/>	<input type="checkbox"/>	Adjudicated Incapacitated	Open	01/29/2018	Person (Plenary) Estate (Plenary)	Person (Plenary)	<input checked="" type="checkbox"/>

**Person Info**

Age At Petition	Current Age	Date Of Birth	Date Of Death	IFP Status
75	80	09/28/1942	mm/dd/yyyy	

**Representatives**

Appointment Date	Appointed By Court	Paid By County
No results found		

**Names**

Preferred	Prefix	Last Name	First Name	Middle Name	Suffix	Generation	Name Type	Title
<input checked="" type="checkbox"/>		Marshall	John					

**Addresses**

Preferred	Type	Country	Address Line 1	Address Line 2	Address Line 3	City	State	Territory	Zip/Postal Code	County	Comments	Not V
<input checked="" type="checkbox"/>	I	Unit	5054 Main St.			Gal	F		17342	Ad		

**Vertical tabs**

- Incapacitated Person
- Case Actions
- Guardians
- Other Case Participants
- Attorneys
- Reports
- Bond Ordered
- Suppressed Flags
- Report Reminders

**Vertical tabs**  
Screen information is condensed into tabs, like the separate sections that made up the previous version of this screen.

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### Dashboard (horizontal tabs)

#### Court User Dashboard

Upcoming and Overdue Reports (81) Submitted Reports (11) Ready For Review (45)

Case File No.	Incapacitated Person	Report	Submitted By	Submitted Date	
2019-0125	Adams, James	Person	Sheridan, George	09/24/2022 03:08 PM	
2019-0125	Adams, James	Person	Sheridan, George	09/24/2022 03:09 PM	

### Edit Person/Org. screen (vertical tabs)

#### Edit Person/Organization

Participant Information				
Name	Address	Email	Phone Number	
Sheridan, George	5457 Henley Way Gettysburg, PA 17325 (Home)	myemail@email.com	(717) 555-8888	

Names										+
Preferred	Prefix	Last Name	First Name	Middle Name	Suffix	Generation	Name Type	Title		
<input checked="" type="checkbox"/>		Sheridan	George							

- Names**
- Addresses
- Phone
- Email
- Attributes
- Guardian Details
- Attorney Details
- Alerts
- Audit Information



## Working with Icons

Previously, within any given screen, there were rows of information that contained a clickable link or button. For example, in the Case Actions section of the Guardianship Case Management screen, you could do the following:

- Click a link to view a PDF version of a document
- Click the ADD CASE ACTION button
- Click the VIEW/EDIT button for a case action
- Click the REMOVE button for a case action
- Click the PRINT MH COMMITMENT button

Action Date/Time	Case Action	Filers	Documents		
02/06/2018 02:04:00 PM	Final Decree - Adjudication of Incapacity/Appointment of Guardian	Bigham, Robert G.		<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/05/2019 02:08:36 PM	Annual Report of Guardian of the Person Submitted	Sheridan, George	<a href="#">Report of Guardian of the Person</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/05/2019 02:09:50 PM	Annual Report of Guardian of the Person Accepted			<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/07/2019 12:00:59 AM	eService Overdue Notice Sent			<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/01/2019 10:23:32 AM	Inventory for an Incapacitated Person Report Submitted	Sheridan, George	<a href="#">Inventory Report</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/01/2019 10:24:24 AM	Inventory for an Incapacitated Person Report Accepted			<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/01/2019 10:24:34 AM	Inventory for an Incapacitated Person Report Reviewed			<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/08/2019 11:26:28 AM	Overdue Notice Sent		<a href="#">Send Overdue Letter-Estate.pdf</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/08/2019 11:26:35 AM	Overdue Notice Sent		<a href="#">Send Overdue Letter-Estate.pdf</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
04/08/2019 11:27:02 AM	Overdue Notice Sent		<a href="#">Send Overdue Letter-Estate.pdf</a>	<a href="#">View/Edit</a>	<a href="#">Remove</a>
01/06/2020 12:00:01 AM	eService Reminder Notice Sent			<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/07/2020 12:00:17 AM	eService Overdue Notice Sent			<a href="#">View/Edit</a>	<a href="#">Remove</a>
02/26/2020 12:00:07 AM	eService Overdue Notice Sent			<a href="#">View/Edit</a>	<a href="#">Remove</a>
08/17/2022 02:40:00 PM	Guardian Terminated	Bigham, Robert G.		<a href="#">View/Edit</a>	<a href="#">Remove</a>

[Add Case Action](#) [Print MH Commitment](#)

Prior to December 12, 2022

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Beginning on December 12, the links and buttons that appeared in grids have been transformed into clickable icons. All icons appear at the far right, or just above, the grid and hovering your mouse pointer over any one of them describes its use. The screens used by the guardians feature changes of a similar nature.

Incapacitated Person	Case Actions				
	Action Date/Time	Case Action	Filers	Documents	
Case Actions	04/01/2019 10:23 AM	Inventory for an Incapacitated Person Report Submitted	Sheridan, George		
Guardians	04/01/2019 10:24 AM	Inventory for an Incapacitated Person Report Accepted			
Other Case Participants	04/01/2019 10:24 AM	Inventory for an Incapacitated Person Report Reviewed			
Attorneys	04/08/2019 11:26 AM	Overdue Notice Sent			
Reports	04/08/2019 11:27 AM	Overdue Notice Sent			
Bond Ordered	01/06/2020 12:00 AM	eService Reminder Notice Sent			
Suppressed Flags	AM	eService Overdue Notice Sent			
Report Reminders	AM	eService Overdue Notice Sent			
	PM	Guardian Voluntarily Removed	Bigham, Robert G.		

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### Case Action tab icons

- Print MH Commitment**
- Add a Case Action**
- Electronic document named for the attached file (i.e., Inventory)**
- View Case Action**
- Edit Case Action**
- Delete**

## Clickable icons used in the GTS

	<b>Add</b> * <sup>△</sup>	Appearing both above and within grids, use this icon to add a new record.
	<b>Edit</b> * <sup>△</sup>	Appears within a grid and is used to edit the corresponding record.
	<b>Electronic Document</b> *	Replaces the link, often associated to a guardianship report or case action attachment, that opens a PDF document.
	<b>Filter</b> *	Replaces the button of the same name and, in some instances, offers new ways to filter results.
	<b>Delete</b> *	Replaces the REMOVE button.
	<b>Print/Reprint</b> <sup>△</sup>	Replaces the buttons of the same names.
	<b>Save</b> *	Displays for many individual grid rows and is used to save any changes made to the corresponding row. This button does not navigate you away from the screen after saving.
	<b>Three Lines menu</b>	Appears above a grid and is used to display a list of options appropriate for one or more records in that grid.
	<b>View</b> * <sup>△</sup>	Replaces buttons of the same name throughout the GTS (ex. Guardian Case Search and Case Details).
	<b>View/Edit Participant</b>	Allows you to view and edit (as needed) the details of the corresponding participant. This icon has additional uses when copying filer information during case creation.
	<b>Add Principal/Responsible Agent</b>	Add principal and responsible agent information during case creation or adjudication.

\* Also applies to GTS screens used by guardians.

<sup>△</sup> The precise name of the icon varies based on where it appears and its intended purpose (i.e. adding or editing a participant vs. a case action vs. an address).



## Non-clickable (informational) icons in the GTS

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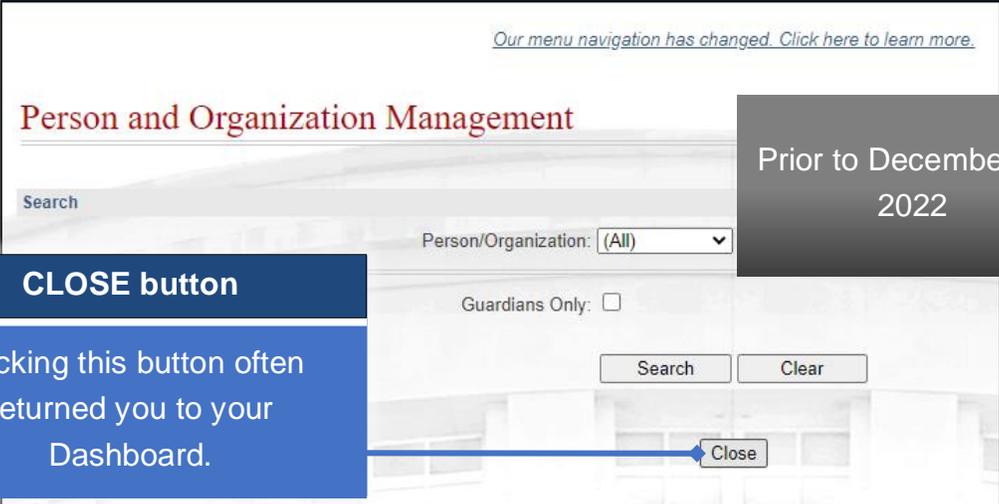
For your reference, some informational icons have also changed in appearance.

Before December 12		Beginning December 12
	Case contains non-registered GTS users *	
	Report Overdue*	
	Sealed	
	Participant has active alerts	

\*The updated icon appears in the **Other Info** column of the *Upcoming and Overdue Reports* tab of your Dashboard.

## Navigating with Breadcrumbs

Previously, OK, CANCEL, and/or CLOSE buttons were available at the bottom of many GTS screens. In addition to any other action each performed, clicking them closed the corresponding screen. In many cases, you were automatically navigated back to your Dashboard or, in the instance of the Guardianship Case Management screen, the Guardian Case Search screen.



*Our menu navigation has changed. [Click here to learn more.](#)*

### Person and Organization Management

Search

Person/Organization: (All) ▾

Guardians Only:

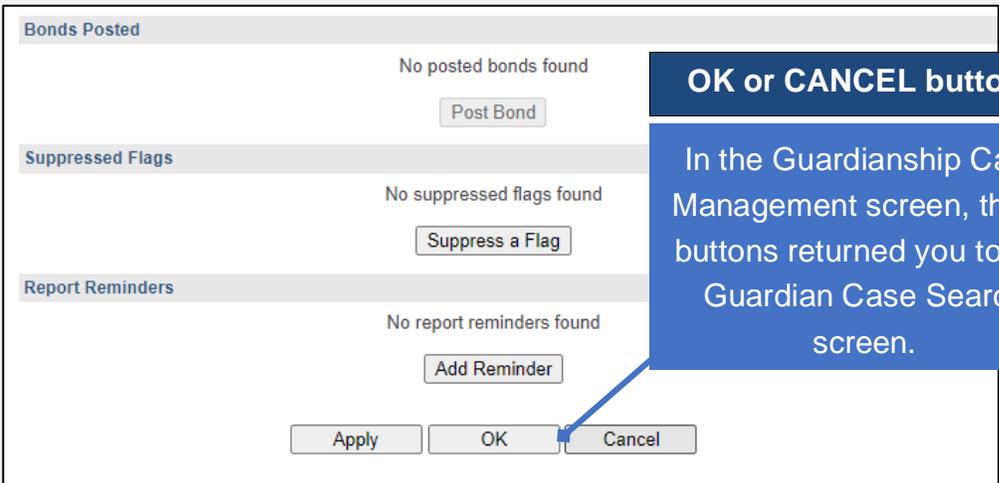
Search Clear

Close

**CLOSE button**

Clicking this button often returned you to your Dashboard.

Prior to December 12, 2022



**Bonds Posted**

No posted bonds found

Post Bond

**Suppressed Flags**

No suppressed flags found

Suppress a Flag

**Report Reminders**

No report reminders found

Add Reminder

Apply OK Cancel

**OK or CANCEL buttons**

In the Guardianship Case Management screen, these buttons returned you to the Guardian Case Search screen.

*(continued on the next page)*



Beginning on December 12, since many OK, CANCEL, and CLOSE buttons are replaced with icons or eliminated altogether, the options for navigating away from a screen has changed in some areas. Navigational breadcrumbs, which are a series of links that are named for screens you have previously visited, appear at the top of most pages. Click on any individual link (breadcrumb) that displays to navigate to that page.

Home | My Services | Case Information | Guardianship(L) | PACFile® | Pay Online | Help

Home > Guardianship Dashboard > Participant Search

*Our menu navigation has changed. Click here to learn more.*

## Participant Search

Search By:  ? (One or more of these fields is required)

Guardians Only:  (One or more of these fields is required)

### Why breadcrumbs?

These navigational links help you find your way back to screens you have previously visited.

Beginning  
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Home | My Services | Case Information | Guardianship(L) | PACFile® | Pay Online | Help

Home > Guardianship Dashboard > Guardianship Case Search > Guardianship Case

*Our menu navigation has changed. Click here to learn more.*

## GTS Case - OC-1001-2018 - Guardianship of Bates, Edward

General Information								
Judicial Authority	Is Sealed ?	Filing Fees Waived ?	Case Status	Case State	Filing Date	Requested Domain	Ordered Domain	Help
Bigham, Robert G.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed	Closed	07/11/2018	Person (Plenary) Estate (Plenary)		

Incapacitated Person | Case Actions | Person Info

## Reviewing Results with Scrollbars

Previously, the information and/or search results that appeared in several screens across the GTS required you to click through multiple “pages” of results depending on the number of corresponding rows available and the display limit. This included the Dashboard, Report History, Notifications, Person and Organization Management, and Death Notice Search screens.

Has Actionable Flags:

Prior to December 12, 2022

Case File No.	Incapacitated Person	Report	Status	Organization
OC-1202-2019	Koll, Randolph	Inventory	Accepted	Sheridan, George
OC-1202-2019	Koll, Randolph	Inventory	Accepted	Sheridan, George
OC-1201-2019	Thorn, Winston	Estate	Reviewed	Windsor Guardians
OC-1123-2018	Leafy, Green	Inventory	Reviewed	North, Cornelius
OC-1123-2018	Leafy, Green	Estate	Reviewed	North, Cornelius
OC-1123-2018	Leafy, Green	Estate	Accepted	North, Cornelius
OC-1015-2019	Tinkrt, Joe	Inventory	Reviewed	Sheridan, George
OC-1011-2019	Clay, Henry	Estate	Reviewed	Sheridan, George
OC-1011-2019	Clay, Henry	Inventory	Accepted	Sheridan, George
OC-1011-2019	Clay, Henry	Estate	Reviewed	Sheridan, George
OC-1010-2019	Marshall, John	Person	Accepted	Sheridan, George
OC-1010-2019	Marshall, John	Inventory	Reviewed	Sheridan, George
OC-1004-2018	Stevens, Lincoln	Estate	Accepted	Stevens, John
OC-1004-2018	Stevens, Lincoln	Estate	Accepted	Stevens, John
OC-1004-2018	Stevens, Lincoln	Estate	Accepted	Sheridan, George
OC-1004-2018	Stevens, Lincoln	Person	Reviewed	Sheridan, George
OC-1004-2018	Stevens, Lincoln	Person	Reviewed	Sheridan, Phillip
OC-1004-2018	Stevens, Lincoln	Person	Reviewed	Sheridan, George
OC-1004-2018	Stevens, Lincoln	Estate	Accepted	Sheridan, George
OC-1004-2018	Stevens, Lincoln	Estate	Accepted	Sheridan, George

**Pagination**

Any single “page” displayed a maximum of 20 records. Separate pages were needed to view additional records.

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

*(continued on the next page)*



Beginning December 12, for any screen where it was previously necessary to click through two or more pages of information and/or results, this grid functionality has been replaced by a scrollbar. Only a limited set of results can display on screen at any given moment, but you can scroll through the entire list without having to navigate to a new “page. ”

### Report History

Select a Search Type from the dropdown

\* Search Type: Report Type  
\* Report Type: All  
Report Status:  
Submission Start Date: mm/dd/yyyy  
Submission End Date: mm/dd/yyyy  
Accepted Start Date: mm/dd/yyyy  
Accepted End Date: mm/dd/yyyy  
Reviewed Start Date: mm/dd/yyyy  
Reviewed End Date: mm/dd/yyyy  
Has Actionable Flags:   
Submit Clear

Beginning  
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Case File No.	Incapacitated Person	Report	Status	Submitted By	Submitted Date	
OC-1202-2019	Koll, Randolph				11/21/2019 1:39:00 PM	
OC-1202-2019	Koll, Randolph				11/21/2019 1:41:00 PM	
OC-1201-2019	Thorn, Winston				7/14/2020 9:26:00 AM	
OC-1123-2018	Leafy, Green				11/28/2018 11:43:00 AM	
OC-1123-2018	Leafy, Green				11/28/2018 11:54:00 AM	
OC-1123-2018	Leafy, Green	Estate	Accepted	North, Cornelius	11/28/2018 12:00:00 PM	
OC-1015-2019	Tinkrt, Joe	Inventory	Reviewed	Sheridan, George	3/25/2019 10:30:25 AM	
OC-1011-2019	Clay, Henry	Inventory	Accepted	Sheridan, George	12/11/2019 1:49:00 PM	
OC-1011-2019	Clay, Henry	Estate	Reviewed	Sheridan, George	2/10/2020 2:21:42 PM	

**Scrollbar**  
All cases are available. You can scroll through the list to locate any case.