

# TRAINING PACKAGES

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## Package 1 – Full Suite

*Detailed training on all aspects of recording and maintaining a document and associated images, reporting, and searching.*

- Cashiering - Fee receipt entry, maintenance, and reporting.
- Index Recording - Recording and maintaining a document. Includes training on all applicable modules with tips and tricks to help you be as efficient as possible.
- Imaging - Scanning and filing images. Includes all features of quality control and exporting.
- Reporting - Reporting for all modules. This topic will include fee balancing, administrator reports, and data verification.
- eRecording - Processing and rejecting eRecording packages.
- Search - This session will review all the various ways of searching data and images, printing, and exporting.
- Administrative Options – Training on advanced features, this is targeted towards personnel roles with Administrator access. This session will cover security access, maintaining and consolidating tables, unlocking documents, search management, fee and index management features, and much more.
- Support Assistance and Ordering Supplies.

## Package 2 – New Official Training

*Overview of recording in each applicable module with Administrator training and workflow design.*

- Cashiering Introduction - Cashiering process.
- Indexing Introduction - Indexing process.
- Imaging Introduction - Scanning, quality control process and filing of images.
- Reference & Workflow Options - Review of software setup and available options.
- Reporting - Module reports and personnel performance reports.
- Security/Personnel – Personnel roles and access.
- Support Assistance and Ordering Supplies.

## Package 3 – Imaging

*Detailed training on options and features associated with image scanning, quality control, filing, reporting, and administrative features.*

- Imaging – Scanning, quality control features, and filing the image.
- Reporting - Reconciliation of scanned images and additional image reports.
- Administrative Features – Exporting and printing.

## Package 4 – Index and Imaging

*Detailed training on options and features associated to recording a document, scanning, document and image maintenance, reporting, and administrative features.*

- Imaging – Scanning, Quality control features, and filing the image.
- Index Recording – Recording and maintaining a document. Includes training on all applicable modules with tips and tricks to help you be as efficient as possible.
- Administrative Features – Additional index management features, image exporting, and printing.
- Reporting - Index reports, reconciliation of scanned images and additional index and image reports.

## Package 5 – Judgment and Court Records

*Detailed training on options and features associated with Judgment and Court Docket entry, maintenance, reporting, and administrative features. Includes eFiling and importing into Resolution3.*

- eFiling – Processing, downloading to Resolution3, and unlocking dockets.
- Importing - Auto and manual importing to Resolution3.
- Judgment and Court Docket Recording - Recording and maintaining a Judgment or Court Docket entry.
- Reporting - Court and Judgment reports.
- Administrative Features - Additional Judgment and Court Docket table management and attorney maintenance.

## Package 6 – Vitals

*Detailed training on options and features associated with Birth and Marriage entry, maintenance, and reporting.*

- Births - Recording and maintaining birth records.
- Marriages - Recording and maintaining marriage records including Online Marriage Application submissions.
- Reporting - Birth and Marriage reporting.
- Administrative Features - Exporting Marriages.

## Package 7 – eRecording

*Detailed training on options and features associated with eRecording package processing, rejections, and reporting.*

- Processing an ePackage Submission - Accepting and rejecting ePackages.
- ePackage Listing - Printing the package listings.
- Administrative Features - Managing processing hours, document maintenance, and voiding.

Package 8 – Selective Module Training or Training Discovery with an Implementation Specialist  
*Users select the training they wish to receive. This may include one or a combination of modules such as index recording, cashiering, imaging, search, vitals, judgment and court records, eRecording, or OIB. Training may also be considered for specific training needs within a module.*

# VERDICT<sup>™</sup> CRIMINAL

## Package 1 – Verdict Criminal Full Suite

*Detailed training on options and features associated with case entry, case and image maintenance, data transmissions, and reporting.*

- Case Initiation - Adding a new case with associated parties, charges, docket entries, and Judge.
- Imaging - Scanning and filing images. Includes all features of quality control and image maintenance.
- Case Maintenance - All aspects of case maintenance, postings, minutes, notices, and event scheduling.
- Transmitting and Importing - Importing, exporting, and transmitting features.
- Jury - Juror maintenance, service, reporting, and jury pools.
- Minute Recording and Maintenance - All aspects of recording a session, minutes, and minute maintenance.
- Reporting - Case, notice, minute print, and jury reporting.
- Administrative Features - Administrator users will receive training on configuration options and additional case maintenance features.

## Package 2 – Verdict Criminal Exports & Imports

*Detailed training on importing data to Verdict Criminal and exporting data to other entities.*

- Data Imports - Import sheriff service returns, citations, and cases from the District Attorney.
- Data Exports - Export data to vendors.
- Reporting - Export and transmit reports and statistics.

## Package 3 – Verdict Criminal Jury

*Detailed training on options and features associated with Jury entry, maintenance, and reporting.*

- Jury Pools - Maintaining and creating jury pools.
- Juror Entry and Maintenance - Juror entry, maintenance and juror service management.
- Reporting - Juror and Jury listings and check management reports.
- Administrative Features - Additional juror management features.

## Package 4 – Verdict Criminal Case Maintenance

*Detailed training on all aspects of case maintenance, reporting, and calendar scheduling.*

- Case Maintenance - All aspects of case maintenance, docket entry, minutes, notices, and event scheduling.
- Reporting – Case Management reporting.

## Package 5 – Verdict Criminal Minutes

*Detailed training on all aspects of minute entry, maintenance and reporting.*

- Minute Recording and Maintenance - All aspects of recording a session, minutes, and minute maintenance.
- Reporting - Printing minutes.

## Package 6 – Verdict Criminal Administrator Training

*Criminal and Jury options and features available to Verdict Administrators.*

- Criminal References and Features - Consolidating tables, case management setup, deleting, and exporting.
- Jury Features - Jury maintenance and check management.
- Reporting - Printing minutes.



### Package 1 – Verdict Civil Full Suite

*Detailed training on all aspects of recording, document and image maintenance, reporting, and administrative features within the Verdict Civil Software Application.*

- Case Initiation - Adding a new case with associated parties, docket entries, Judge and escrow.
- Imaging - Scanning and filing images. Includes all features of quality control and image maintenance.
- Case Maintenance - All aspects of case maintenance, posting of docket entries, minutes, costs, notices, event scheduling, and supplemental disbursements.
- Statements, Disbursements and Check Management - Statements, supplemental checks, disbursement runs, and check management.
- Minute Recording and Maintenance - All aspects of recording a session, minutes, and minute maintenance.
- Jury - Juror maintenance, juror service, reporting, and jury pools.
- Reporting - Civil and Jury reporting.
- Administrative Features - Administrator users will receive training on configuration options for Civil, Jury, and Minutes, additional case maintenance features, and check maintenance.

### Package 2 – Verdict Civil and Imaging

*Detailed training on options and features associated with case entry and maintenance, image scanning and maintenance, disbursements, and reporting.*

- Case Initiation - Adding a new case with associated parties, docket entries, Judge and escrow.
- Imaging - Scanning and filing images. Includes all features of quality control and image maintenance.
- Case Maintenance - All aspects of case maintenance, posting of docket entries, minutes, costs, notices, event scheduling, and supplemental disbursements.
- Statements, Disbursements and Check Management - Statements, supplemental checks, disbursement runs, and check management.
- Reporting - Civil reporting.
- Administrative Features - Administrator users will receive training on configuration options, additional case maintenance features, and check maintenance.



### Package 3 – Verdict Civil Jury

*Detailed training on all aspects of Jury maintenance and reporting.*

- Jury pools - Maintaining and creating jury pools.
- Juror Entry and Maintenance - Juror entry, maintenance, and juror service management.
- Reporting - Juror and Jury listings.
- Administrative Features - Administrator users will receive training on configuration options, and check management.

### Package 4 – Verdict Civil Minutes

*Detailed training on all aspects of minute entry, maintenance and reporting.*

- Minute Recording and Maintenance - All aspects of recording a session, minute, and minute maintenance.
- Reporting - Printing minutes.
- Administrative Features - Minute configuration setup and options.

### Package 5 – Verdict Civil Administrator Training

*Options and features available to Verdict Civil Administrators.*

- Civil References and Features - Configuration options, consolidating values in reference tables, administrative Civil maintenance options, and exporting.
- Jury Features - Jury configuration options and check management.
- Minute References - Minute configuration setup and options.
- System References - System configuration options.



## Package 1 – RecordRoom Full Suite

*Detailed training on options and features associated with recording and maintaining a document, image scanning and maintenance, reporting, and searching*

- Cashiering - Fee receipt entry, maintenance, and reporting.
- Index Recording - Recording and maintaining a document. Includes training on all applicable modules (land, vitals, etc.)
- Imaging - Scanning and filing images. Includes all features of quality control and exporting.
- Reporting - Review of fee reports, fee balancing, index reports, image reports, and eRecording reports.
- eRecording - Processing and rejecting eRecording packages.
- Search - Review all the various ways of searching data, images, historical data, and printing from the search.
- Administrator Options - Administrator training is targeted towards personnel with various Administrator roles. Sessions will be based on user role and may include module references, search management, user management, administrator reports, and much more.
- Support Assistance and Ordering Supplies.

## Package 2 – RecordRoom New Official Training

*Overview of recording in each applicable module with Administrator training and workflow design*

- Document Workflow Overview - Overview of the cashiering, indexing, and imaging processes.
- Reporting - Overview of reporting.
- Scheduled Services - Creating print jobs, image importing, and image exporting.
- Administrator Options - Available options, reference table review, maintaining organization details, and public notifications.
- User Management - Personnel roles, user licensing, and user management.
- Administrator Reporting - Revenue, billing, and reconciliation reports.
- Support Assistance and Ordering Supplies.

### Package 3 – RecordRoom Indexing, Imaging and Search

*Detailed training on all aspects of recording, document and image maintenance, searching, and reporting*

- Index Recording - Recording and maintaining a document. Includes training on all applicable modules (land, vitals, etc.)
- Imaging - Scanning and filing images. Includes all features of quality control and exporting.
- Reporting - Review of index and image reports.
- Search - Review all the various ways of searching data, images, historical data, and printing from the search.
- Administrator Options - Administrator training is targeted towards personnel with various Administrator roles. Sessions will be based on user role and may include index and imaging references, search management, administrator reports, and much more.

### Package 4 – RecordRoom Fees and Indexing

*Detailed training on all aspects of cashiering, document entry and maintenance, and reporting*

- Index Recording - Recording and maintaining a document. Includes training on all applicable modules (land, vitals, etc.)
- Cashiering - Fee receipt entry and maintenance.
- Reporting - Fee and index reports. Includes balancing fees using the reports.
- Administrator Options - Administrator training is targeted towards personnel with various Administrator roles. Sessions will be based on user role and may include fee and indexing references.

### Package 5 – RecordRoom Fees

*Detailed training on all aspects of cashiering and fee reporting*

- Cashiering - Fee receipt entry and maintenance.
- Reporting - Review of all fee reports. Includes balancing fees using the reports.
- Administrator Options - Administrator training is targeted towards personnel with the Fee Administrator role. Sessions will be based on user role and may include fee references and fee administrator options.

### Package 6 – RecordRoom Indexing

*Detailed training on all aspects of document entry and maintenance*

- Index Recording - Recording and maintaining a document.
- Reporting - Review of all index reports.
- Administrator Options - Administrator training is targeted towards personnel with the Index Administrator role. Sessions will be based on user role and may include index references and index administrator options and reporting.

## Package 7 – RecordRoom Imaging

*Detailed training on all aspects of document scanning, image maintenance, and image filing*

- Imaging - Scanning and filing images. Includes all features of quality control and exporting.
- Reporting - Review of all image reports.

## Package 8 – RecordRoom eRecording

*Detailed training on all aspects of eRecording*

- eRecording - Processing and rejecting eRecording packages.
- Reporting - eRecording reports.

## Package 9 – RecordRoom Vitals Indexing

*Detailed training on all aspects of Birth, Death, and Marriage entry, maintenance, and reporting*

- Recording Births and Deaths - Recording and maintaining a document.
- Recording Marriages - Marriage applications, returned and non-returned applications, and expired applications.
- Reporting - Review of all vital reports.

## Package 10 – RecordRoom County Administrator and Scheduled Services

*Detailed training on options exclusive to County Administrators and creating/scheduling jobs and reports*

- User Management - Creating and deactivating users, and role assignment.
- Scheduled Services - Index Print and Front Index print reporting, image reporting and exporting.
- Reporting - Administrator reports.
- Certified Copies (if applicable) - Processing certified copies and reporting statistics.



### Package 1 – Toby Trax Full Suite

*Detailed training on all options and features associated to recording and maintaining dog licensing*

- Entry and Maintenance - Adding and maintaining dog and owner information and renewing and printing licenses.
- Reporting - Review of all reports and postcards.
- Administrator Options - Configuration options and data exports.



### Package 1 – Marriage Marshal Full Suite

*Detailed training on all aspects of processing marriage licenses*

- Application and Payment - Processing the purchase of the license.
- License Maintenance - Complete the recording after married, modify and delete licenses.
- Online Marriage Application Processing - Process licenses submitted online.
- Reporting - Printing applications and licenses.