

FullCourt Training

*** **Over-the-Counter Credit Card Processing** manual is available. (see the link on the intranet titled District Court Over-the-Counter Credit Card Processing Training Manual) Please use the Training Manual to coordinate with the available training videos. The manual and videos are made available to you so you can view these at your convenience. These training videos were made here in OJA by Karen Braun.

Please review the Accounting video close to the date your court is upgraded.

If you would like general FullCourt or specific training within FullCourt, please let us know. Sessions will be held in the OJA Training Lab, Basement Level of the Judicial Building. There are eight (8) workstations within the training lab and a conference table for those wanting to observe and take notes. Contact Virginia Taylor (785-296-4855) to discuss a possible time and date that will accommodate you and your staff.

We also are able to conduct trainings via the internet thru TeamViewer and a conference call. You and your staff are able to view the screen at your workstation while we (OJA) move throughout FullCourt and instruct you over the telephone. If this fits your timing and budget better, please don't hesitate to call and schedule a time for training.

As we prepare to upgrade each court to our latest release, you will be notified of the date in advance of your upgrade.