



# GTS Guardian 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

## GTS Dashboard ? Help

The Guardianship Tracking System Dashboard provides users access to cases in which they are an active case participant and the ability to view, edit and submit their inventory and annual reports.

**Upcoming and Overdue Reports (29) 1**

Quick access to upcoming inventory reports, initial/annual/final reports that are due or may be overdue.

Case File No.	County	Caption	Report	Status	Due	
134-2019	York	Guardianship of Ruel, Lou, an Incapacitated Person	Person	Draft	6/7/2022 (12 days overdue)	
772-2018	York	Guardianship of Kimbell, Lenny, an Incapacitated Person	Inventory	New	6/10/2022 (20 days overdue)	
162-2019	York	Guardianship of Dawg, Lenny, an Incapacitated Person	Person	New	6/10/2022 (26 days overdue)	

**Active Cases (17) 2**

Easy access for Guardians, Attorneys and interested parties to all cases in which they are an active case participant:

Case File No.	County	Caption	Guardian(s)	Attorney(s)	Filing Date	Adjudication Date	Status	
OC-1201-2019	York	Guardianship of Thorn, Winston, an Incapacitated Person	Windsor Guardians		08/08/2019	08/28/2019	Adjudicated Incapacitated	<span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>
OC-43-2019	York	Guardianship of Harris, Yolanda, an Incapacitated Person	Windsor Guardians		08/02/2019	08/09/2019	Adjudicated Incapacitated	

**More Actions**

[Notifications 4](#)  
[My GTS Profile 5](#)  
 Organization Profile:  
 Windsor Guardians 6

**Recent News**

[Latest GTS News 7](#)  
 Updated: 9/13/2022

Need technical assistance?  
 Call the GTS Help Desk at: 1-877-227-2672 or send an e-mail to:  
[GTSOAOPC@pacourts.us](mailto:GTSOAOPC@pacourts.us)  
 The Help Desk is available Monday-Friday from 8:00am-4:30pm EST. Please note that the Help Desk is unable to provide legal assistance or take

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. <b>Upcoming and Overdue Reports</b> – Displays all reports for an incapacitated person that are overdue and the next reports that are due. Access reports using the Create Report and Edit Report icons and submit multiple reports ready for submission. The reports displayed can be filtered by numerous options by use of the Filter icon.</li> <li>2. <b>Active Cases</b> – Lists and provides access to all active cases for the guardian or guardian organization. The cases displayed can be filtered by numerous options by use of the Filter icon.</li> <li>3. <b>Favorites</b> – Any case marked as a favorite will always display at the top of the Active Cases grid. If any are marked as favorites, you will only receive notifications on those cases.</li> </ol> | <ol style="list-style-type: none"> <li>4. <b>Notifications</b> – View all notifications regarding the status of filings submitted by guardians and upcoming and overdue reports.</li> <li>5. <b>My GTS Profile</b> – View/update some of your UJS Web Portal account profile information and provides the ability to record assigned counties, trainings, and certifications.</li> <li>6. <b>Organization Profile</b> – View/update some of the UJS Web Portal account profile information for a guardian organization and add counties in which they provide guardian services.</li> <li>7. <b>Recent News</b> – Opens the ‘GTS News’ section of the Help and displays any information that has been published which affects your use of the GTS. The date that appears indicates the last time information was published.</li> </ol> |
|---|--|