*GTS Essentials* is a series of video tutorials, available at http://help.pacourts.us/gtsg, which is specifically designed to assist guardians and interested parties that are new to the Guardianship Tracking System (GTS). Each video is between 2-5 minutes in length and summarizes how to use an important feature of the GTS.

| # | Video Title | Description |
|---|---|---|
| 1. | Introduction | A brief summary of the information available to you in this video series. |
| 2. | Upcoming & Overdue Reports | Part I of getting to know your GTS Dashboard. Learn about the Upcoming & Overdue Reports section, which functions as your GTS 'To Do List'. |
| 3. | Active Cases | Part II of getting to know your GTS Dashboard. Discover how to track the guardianship cases on which you, or your organization, are currently participating. |
| 4. | More Actions | Part III of getting to know your GTS Dashboard. Learn about 'Notifications', a communications feature in the GTS, and how to maintain your GTS personal profile. |
| 5. | Inventory Report | An introduction to the Inventory Report that offers some helpful tips related to a few frequently asked questions. |
| 6. | Guardian of the Person Report | An introduction to the Guardian of the Person Report that offers some helpful tips related to a few frequently asked questions. |
| 7. | Guardian of the Estate Report: Overview | An introduction to the Guardian of the Estate Report that offers some helpful tips related to a few frequently asked questions. |
| 8. | Guardian of the Estate Report: Part V, Question 3 – Asset Management | A closer look at this important section of the Guardian of the Estate Report, which offers some helpful tips related to a few frequently asked questions. |
| 9. | Submission & Payment | Learn about the submission process for all three guardianship reports and, if any filing fees apply, how to submit payment for them online. |
| 10. | Submit Multiple Filings Simultaneously | If you have multiple reports ready for submission, learn more about the time-saving process that allows you to file them simultaneously. |
| 11. | Resubmitting a Corrected Report | Learn about how to resubmit a report if the court returns it to you with a request to correct or add any missing information. Corrections are requested before the court formally accepts a report. |
| 12. | Amend a Report | Learn about how to make a change to a submitted a report that the court has formally accepted. |
| 13. | Conclusion | Learn about the other help resources available to you as you use the GTS. |