



Odyssey CMS Cheatsheet

Topic: Abstract of Judgment Interface with no Attached Order

Date: 6/20/2014

SUMMARY

This cheatsheet explains how to launch the Abstract of Judgment application in INCite upon completing the Disposition and Sentence for a case in Odyssey.

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

FIELDS AVAILABLE FOR IMPORT

The following fields are available as part of the import process and should be answered in Odyssey (if applicable) prior to launching the Abstract of Judgment.

Case Information

Case Number	Case Style (i.e. State of Indiana vs.)
Court Name	Presiding Judge
Prosecuting Attorney	Defense Attorney
Offense Date(s)	Arrest Date
State	County
File Date	Charge(s)
Charge Disposition(s)	

Sentencing Information

Confinement sentencing component:

- Jail Credit (converted to days)
- Confinement Type
- Comments

The screenshot shows the 'Add Sentence' form with the following details:

- Type:** Sentenced
- Judge:** Crane, Kit C. Dean
- Date:** 05/19/2014
- Details (1 of 1):**
 - Comment:** [Empty text box]
- Confinement:**
 - Commence:** 5/19/2014
 - Jail Credit:** [] Years [] Days
 - Suspended:** [] Years [] Days
 - Concurrent with Prior Sentence
 - Consecutive with Prior Sentence
 - Case #:** []
 - Case #:** []
 - Comment:** [Empty text box]
 - Type:** Indiana Department of Col

Red arrows in the image point to the Jail Credit and Suspended fields, the Type dropdown menu, and the bottom Comment field.



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Condition – Adult sentencing component:

- Abstract: Credit Restricted Felon
- Abstract: Purposeful Incarceration
- Abstract: Mental Health Concerns
- Abstract: Recommended Degree of Security – Maximum
- Abstract: Recommended Degree of Security – Medium
- Abstract: Recommended Degree of Security – Minimum
- Abstract: Recommended Degree of Security – No Recommendation
- Abstract: Recommended Degree of Security – Not Applicable
- Abstract: Currently Serving a Sentence Under DOC Custody

Modify Sentence

Type: **Sentenced** Judge: **Crane, Kit C. Dean**
 Date: **05/19/2014** **12** **Does not affect aging clock**
 Vol: Page: # Pages:

Details (1 of 1)

Case #
 Comment

Condition - Adult

Conditions

Comment

Sentence

Select Codes

Description Code
 Show Selected Codes Only Sort: **Description**
 Condition Type

	Description	Code	Condition Type
1.	<input checked="" type="checkbox"/> Abstract: Credit Restricted Felon	ACRF	Single
2.	<input checked="" type="checkbox"/> Abstract: Currently Serving a Sentence Under DOC Custody	ADOC	Single
3.	<input checked="" type="checkbox"/> Abstract: Mental Health Concerns	AMHC	Single
4.	<input checked="" type="checkbox"/> Abstract: Purposeful Incarceration	API	Single
5.	<input checked="" type="checkbox"/> Abstract: Recommended Degree of Security – Maximum	AMAX	Single
6.	<input checked="" type="checkbox"/> Abstract: Recommended Degree of Security – Medium	AMED	Single
7.	<input checked="" type="checkbox"/> Abstract: Recommended Degree of Security – Minimum	AMIN	Single
8.	<input checked="" type="checkbox"/> Abstract: Recommended Degree of Security – No Recommendation	ANR	Single
9.	<input checked="" type="checkbox"/> Abstract: Recommended Degree of Security – Not Applicable	ANA	Single

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Amended Sentence Reason:

- Revocation of Community Corrections
- Revocation of Probation
- Revocation of Other Community Supervision
- Revocation of Parole
- Appellate Court Action
- Post-Conviction Relief Granted
- Sentence Modification

Amend Sentence

Type: [Dropdown] Judge: Crane, Kit C. Dean
Date: 05/19/2014
Reason: [Text Field] (indicated by a red arrow)
Page: [Text Field] # Pages: [Text Field]

Details (1 of 1)

Charges: 1. 35-48-4-2(a)(1)(C)/FB: Dealing Schedule I, II, III Controlled on 04/11/2013

Comment

Comment: [Text Field]

Confinement

Commence: 05/19/2014
Term: 2 Years [Text Field] Days
Life:
Death:
Jail Credit: [Text Field] Years [Text Field] Days
Suspended: [Text Field] Years [Text Field] Days
Concurrent with Prior Sentence:
Case #: [Text Field]
Consecutive with Prior Sentence:

Save Exit

Select Codes

Description: [Text Field] Code: [Text Field]
 Show Selected Codes Only Sort: Description
Get All Codes Clear All

Description	Code
<input checked="" type="checkbox"/> 1. Appellate Court Action	APPACT
<input checked="" type="checkbox"/> 2. Post Conviction Relief Granted	PCR
<input checked="" type="checkbox"/> 3. Revocation of Community Corrections	RVCC
<input checked="" type="checkbox"/> 4. Revocation of Other Community Supervision	RVOCS
<input checked="" type="checkbox"/> 5. Revocation of Parole	RVPR
<input checked="" type="checkbox"/> 6. Revocation of Probation	RVP
<input checked="" type="checkbox"/> 7. Sentence Modification	SM

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<<Back Next>> Search Continue Exit



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ODYSSEY TO INCITE PROCESS

1. Complete the Disposition and Sentencing components in Odyssey.
2. While still on the Disposition tab, press and hold the ALT button on your keyboard while then pressing the F1 key. This will launch the INCite application in Internet Explorer. If you are not already logged into an instance of INCite in Internet Explorer, you will be prompted to enter your INCite user name and password.

SCENARIOS

Once logged into INCite, the user will be brought to the Offender Management System and depending on the search capabilities, could land on the Find an Offender page, the Abstract of Judgment tab of the case or even directly in a new Abstract of Judgment record.

Stopped at Find an Offender Page

This means the Offender Management System performed a search of the case number that the user launched ALT+F1 from within Odyssey and no matches were found in INCite. The user will now need to perform a name search for the offender in the Offender Management System.

If the offender is found with the name search, the user should continue using the existing record by clicking the Select button to the right of the age and sex of the offender. Upon selecting the existing offender, user will be taken directly to the Adult History tab and asked if they want to import the case memorized from ALT+F1.

If the offender is not found, the user should proceed with adding a new offender to the Offender Management System. Required fields are indicated in maroon text and have an asterisk in front of the field label. Once the offender has been added, the user will need to manually proceed to the Adult History tab to continue with the case import feature.

The user will then be asked if they want to import the case that was memorized from Odyssey upon launching ALT+F1.

A dialog box with a blue header titled "Case Number Detected". The main text asks, "Would you like to import the case that was memorized from Odyssey upon launching ALT+F1?". At the bottom right, there are two buttons: "Yes" and "No".

Clicking **Yes** will then bring up the Import Case dialog box that contains the case number memorized from Odyssey, as well as an option to import just the case or the case and the Abstract information from Odyssey. Leave the second option to import the Case and Abstract from Odyssey selected.

An "Import Case" dialog box with a blue header. It contains a text field with the case number "33C02-1309-FB-000085". Below the field is a note: "When importing a case from an external source, please include all characters as they appear in that source including any hyphens or leading zeros." There are two radio button options: "Case Only" and "Case and Abstract from Odyssey", with the second option selected. At the bottom right are "OK" and "Cancel" buttons.



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Click **OK** to begin the import process. The information available from Odyssey will now load on the New Adult Case screen. Any additional or missing information can be added to the Add New Case screen before clicking **OK**. Once all necessary information is entered on the case, click OK to save the record.

The user will now be brought to the Abstract of Judgment tab of the case (for Original Sentences or unmapped Amended Sentences) or to the Abstract of Judgment screen if a new Abstract of Judgment has been started automatically due to a mapped Amended Sentence Reason.

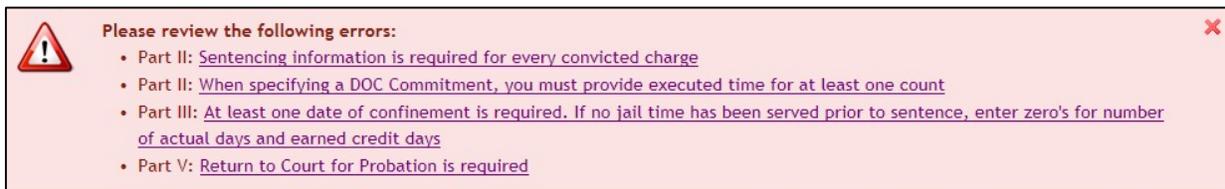
Stopped at Abstract of Judgment Tab of the Case

This means the Offender Management System performed a search of the case number that the user launched ALT+F1 from within Odyssey and a match was found. You are now sitting on the Abstract of Judgment tab of the case, where the Abstract Type must be manually selected. This will happen anytime there is no Amended Sentence Reason indicated in Odyssey (i.e. Original Sentences) or an Amended Sentence Reason that does not map to the options outlined above.

Select the Abstract Type from the drop-down menu and click **New Abstract**.



Immediately upon starting a new Abstract of Judgment, validation appears at the top of the screen to show all of the Abstract of Judgment fields that still must be completed in order to save the Abstract successfully. You may click on any of the hyperlinks available at the top of the screen to be taken directly into the edit screen for that section of the Abstract of Judgment.



Stopped Within the Abstract of Judgment Edit Screen for a New Abstract

This means the Offender Management System performed a search of the case number that the user launched ALT+F1 from within Odyssey and a match was found. The Offender Management System also recognized one of the Amended Sentence Reasons outlined in this document and was able to select the Type of Abstract to start as either a Revocation, Sentence Modification, Appeal or Post-Conviction Relief.

The user will then be able to immediately start working through the validation errors at the top of the page.

Once all validation errors have been resolved, click **Complete** to finalize the Abstract of Judgment.