



Odyssey CMS Cheatsheet

Topic: Abstract of Judgment Interface

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 fields and values:

- Type: **Sentenced**
- Judge: **Crane, Kit C. Dean**
- Date: **05/19/2014**
- Does not affect aging clock:
- Vol:
- Page:
- # Pages:
- Details (1 of 1):
 - Comment:
- Confinement:
 - Commence: **5/19/2014**
 - Jail Credit: Years Days
 - Suspended: Years Days
 - Concurrent with Prior Sentence:
 - Case #:
 - Consecutive with Prior Sentence:
 - Case #:
 - Comment:
 - Type: **Indiana Department of Col**

Red arrows point to the Jail Credit, Suspended, Case #, and Comment fields.



Odyssey CMS Cheatsheet

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** Does not affect aging clock
 Vol: Page: # Pages:

Details (1 of 1)

Case #
 Comment

Condition - Adult

Conditions:

Add Clear

Comment

Sentence: Add Default

Save Exit

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

Get All Codes Clear All 9 Results - Page 1 of 1

<<Back Next>> Search Continue Exit



Odyssey CMS Cheatsheet

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 Does not affect aging clock
Reason: [Dropdown] Page: [Text] # Pages: [Text]

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 Area]

Confinement

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

[Save] [Exit]

Select Codes

Description: [Text] Code: [Text]
 Show Selected Codes Only Sort: Description

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

[Get All Codes] [Clear All] 7 Results - Page 1 of 1

<<Back [Next>> [Search] [Continue] [Exit]



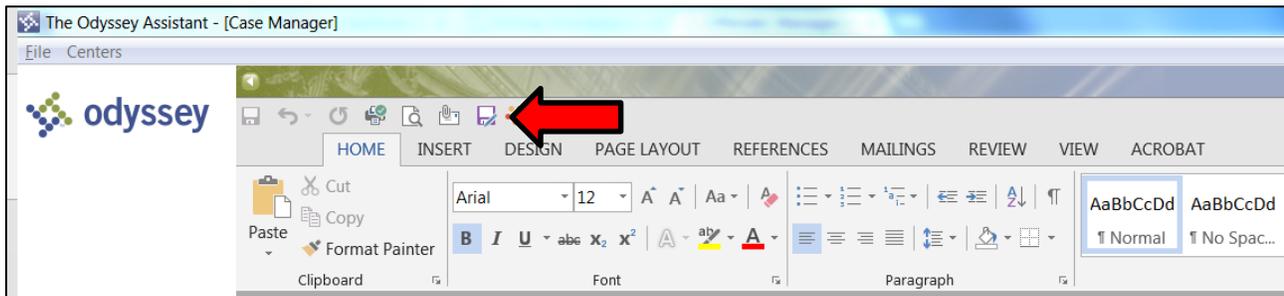
Odyssey CMS Cheatsheet

ODYSSEY TO INCITE PROCESS

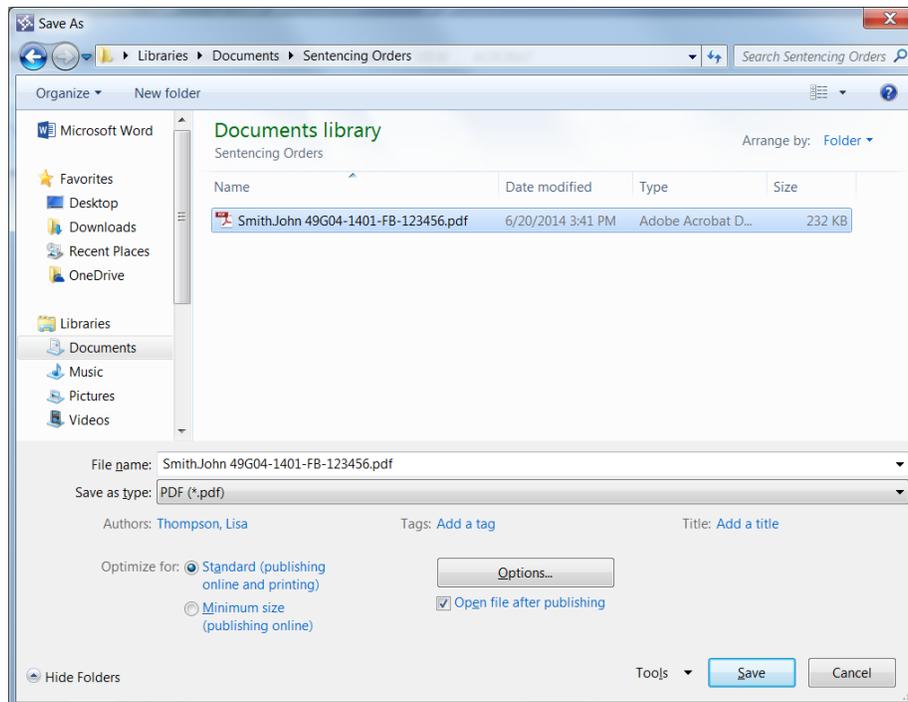
1. Complete the Disposition and Sentencing components in Odyssey.
2. Merge the Sentencing Order document via the Forms button in Odyssey.



3. After completing any remaining vacant fields in the document, attach the Sentencing Order to the Documents tab of the case by clicking the **Save As** quick access button at the top left of the screen.



- a. Navigate to the file locate where you wish to save a copy of the Sentencing Order. Provide a File Name for the document. Make sure to save the file as a PDF; this can be changed in the **Save as Type** menu.
- b. Click **Save**.



- c. Click **Exit** to leave the merged form.
4. Go to the Disposition tab of the case.
 5. Right click on the word "Sentence" in Charge Disposition section.

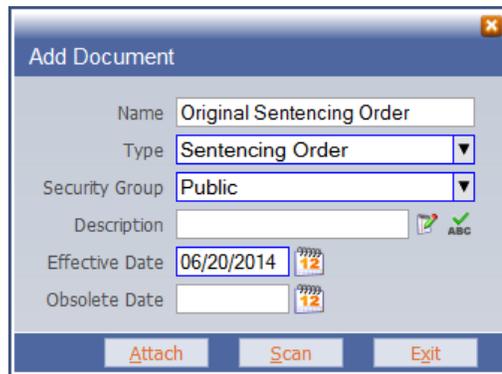


Odyssey CMS Cheatsheet

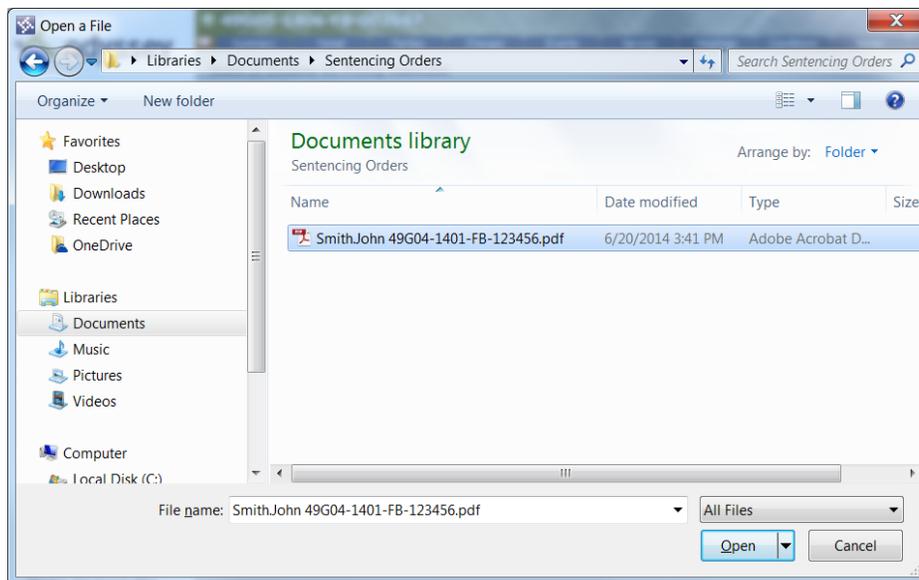
- a. Choose to **Attach Document**.



6. Provide a Name for the document (i.e. Original Sentencing Order, Revocation Order, etc.)



7. The **Type** of document can be selected from the drop-down menu, as well as the Security Group (i.e. Public or Confidential).
8. Click the **Attach** button.
9. Navigate to the file location where the Sentencing Order was saved in step 3a. Select the desired document and click **Open**.



10. An Adobe PDF document icon will appear to the left of the sentence on the Documents tab where the Sentencing Order can be viewed at a later date (the icon is also accessible from the CCS on the Detail tab).



Odyssey CMS Cheatsheet

Charge Disposition

1. [35-43-4-2\(a\)/FD: Theft](#)
 01/07/2014 (FD) 35-43-4-2(a) (354342aFD)

Judgment	05/20/2014	Finding of Guilty
Sentence	05/20/2014	Sentenced

Comment ()
 Confinement to Commence 05/20/2014
 Indiana Department of Correction
 Term: 545 Days
 Jail Credit: 5 Days
 Condition - Adult:

1. Abstract: Mental Health Concerns, 05/20/2014, Active 05/20/2014
2. Abstract: Purposeful Incarceration, 05/20/2014, Active 05/20/2014
3. Abstract: Currently Serving a Sentence Under DOC Custody, 05/20/2014, Active 05/20/2014
4. Abstract: Recommended Degree of Security - Medium, 05/20/2014, Active 05/20/2014

The Sentencing Order will also appear as an entry on the Documents tab of the case.

Documents

Show Obsolete Documents
 Show Document Versions
 Open in External Viewer
 Use Default Image Printer

Search Get All Documents Refresh

Type: All
 Sort: Name
 Show: All Documents

Doc	Date	Type	Name	Pgs	Mark
	06/20/2014	Sentencing Order	Original Sentencing Order	0	x

11. 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.

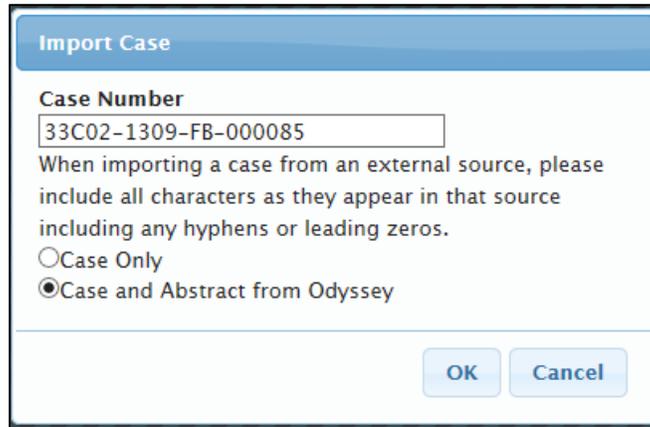
Case Number Detected

Would you like to import the case that was memorized from Odyssey upon launching ALT+F1?



Odyssey CMS Cheatsheet

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.



The dialog box is titled "Import Case". It contains a text input field for "Case Number" with the value "33C02-1309-FB-000085". Below the input 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" (unselected) and "Case and Abstract from Odyssey" (selected). At the bottom right are "OK" and "Cancel" buttons.

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

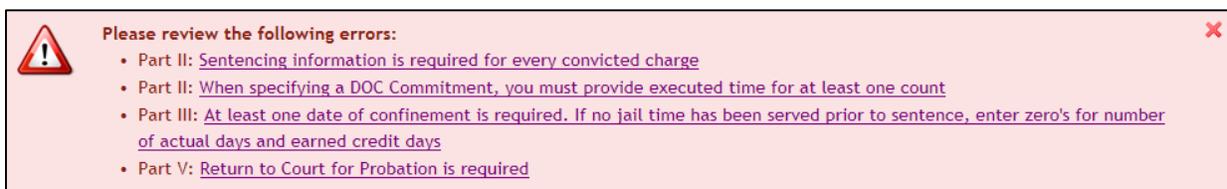
This means the Offender Management System performed a search of the case number that the user launched ALT+F1 from within Odyssey and a match was found. You are now sitting on the Abstract of Judgment tab of the case, where the Abstract Type must be manually selected. This will happen anytime there is 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**.



The screenshot shows the "Abstracts of Judgment" tab in the Odyssey CMS. At the top are navigation tabs: Overview, Charges, Presentence Investigation, Abstracts of Judgment, and Documents. A message box states: "No Abstracts of Judgment have been created on this case". Below this is a "New" section with a red arrow pointing to a dropdown menu currently set to "-- Select One --". To the right of the dropdown is a "New Abstract" button with a green plus icon.

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.



The error message box has a red warning icon and a close button (X). The text reads: "Please review the following errors:" followed by a list of four items:

- Part II: [Sentencing information is required for every convicted charge](#)
- Part II: [When specifying a DOC Commitment, you must provide executed time for at least one count](#)
- Part III: [At least one date of confinement is required. If no jail time has been served prior to sentence, enter zero's for number of actual days and earned credit days](#)
- Part V: [Return to Court for Probation is required](#)



Odyssey CMS Cheatsheet

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.