



## Odyssey CMS Cheatsheet

**Topic:** Adding Holidays to Calendars and Using the Resource Calendars  
**Date:** 1/4/2016

**Summary:** After completing the steps in this cheatsheet to add holidays, they will be added to all courts within the county.

**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.

### Adding Holidays to Calendars

1. On the left navigation menu, click on **View Resource Schedule**.



2. Select any View (Monthly or Weekly). In the Owned by Location field choose your county node from the picker box. In the Resource Type field, select **Unavailability Resource**. In the **Resource** field, select your county. In the **Color** field select a color of your choosing. When you have the required fields filled in, click **Continue**.

User Preferences

Use Last Calendar  
 Always Start With

View: Monthly

Owned by Location: Marion County

Resource Type	Resource
Unavailability Resource	Marion County

Select Location

- Elwood City Court
- Edgewood Town Court
- Pendleton Town Court
- Marion County
  - Marion County Circuit Courts
  - Marion Circuit Court
  - Marion County Superior Courts
    - Marion Superior Court, Civil Division 1
    - Marion Superior Court, Civil Division 2
    - Marion Superior Court, Civil Division 3
    - Marion Superior Court, Civil Division 4
    - Marion Superior Court, Civil Division 5
    - Marion Superior Court, Civil Division 6
    - Marion Superior Court, Civil Division 7
    - Marion Superior Court, Probate Division
    - Marion Superior Court, Juvenile Division
    - Marion Superior Court, Civil Division 10
    - Marion Superior Court, Civil Division 11

Exit Show All

Save Exit



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- To add a new holiday, click the calendar icon with an X on it in the top right corner of the screen.

Resource Schedule

Marion County's Schedule for April, May 2013

Owned By Location Marion County

Preferences Resource Refresh

Monday	Tuesday	Wednesday	Thursday	Friday
April 22	23	24	25	26

- In the Add Unavailable Time Screen, be sure to place a check mark in the “**All Day Event**” box. Fill in the date of the holiday in the **Date Range** field. Select “**Holiday**” from the **Unavailability** drop down menu. In the **Description** field, type in a description. Color is not a required field, but adding one will help distinguish the holiday from the normal sessions. When you are finished, click **Save**.

Add Unavailable Time

Unavailable Time Details

Resource Marion Count  All Day Event

Date Range 05/27/2013 to

Start Time End Time

Unavailability Holiday

Description Memorial Day - Closed

Color Red

Comment

Save Exit

- The holiday will now be added to your calendar. Since this was added at the top county node, it will apply to all of the individual courts.

27	28	29	30	31
Memorial Day - Closed				



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## USING RESOURCE CALENDAR

1. On the left navigation menu, click on **View Resource Schedule**.



2. Choose your **SPECIFIC COURT NODE** from the picker box (this will affect only your court).



3. Enter Resource Type = Court Reporter, Bailiff, Judge etc.
4. Enter Resource = Name of individual you would like to see on calendar
5. Color Field = Color of your choosing (easier if you use specific color for each person)
6. Continue.



7. Click on icon with the X.





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- Complete fields needed to appear on calendar to record individual days as below.  
(To enter a reoccurring time frame, see # 9-10)

**Add Unavailable Time**

**Unavailable Time Details**

Resource: Baker, April  All Day Event

Date: 01/11/2016

Start Time:  End Time:

Unavailability: Other

Description: April Vacation Day

Color: Green

Comment:

ABC

- To enter reoccurring times you would choose the blue reoccur button next to the date and then you will **"Add Recurrence"**. Example below if you wanted to show Magistrate was unavailable every Monday for three months to show on calendar – Click Continue

**Add Unavailable Time**

**Unavailable Time Details**

Resource: Barbar, Amy J - MAG  All Day Event

Date: 01/04/2016

Start Time:  End Time:

Unavailability:

Description:

Color:

Comment:

ABC



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### Add Recurrence

**How often does this unavailability occur?**

Daily    Recur every  week(s) on

Weekly     Monday     Thursday     Saturday

Monthly     Tuesday     Friday     Sunday

Yearly     Wednesday

**When does this recurrence start and end?**

Start Date:       End after:  occurrences

End by:

10. Fill in the rest of the data (use description field for info to show on calendar) – Use all day event or Start/End time if applicable

### Add Unavailable Time

**Unavailable Time Details**

Resource:   All Day Event

Date:

Start Time:     End Time:

Unavailability:

Description:

Color:

Comment:



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11. You will now see a calendar view of how it will appear on the resource calendar.

Monday	Tuesday	Wednesday	Thursday	Friday
January 4 8:00A Barbar unavil for court 8-12	5	6	7	8
April Vacation 11 8:00A Barbar unavil for court 8-12	12	13	14	15
Martin Luther King Day (Marion County) 18 8:00A Barbar unavil for court 8-12	19	20	21	22