



## Odyssey CMS Cheatsheet

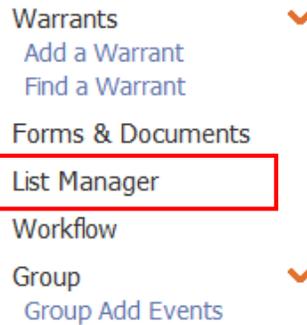
**Topic:** Adding Traffic Cases to the Court Calendar

**Date:** 5/30/2013

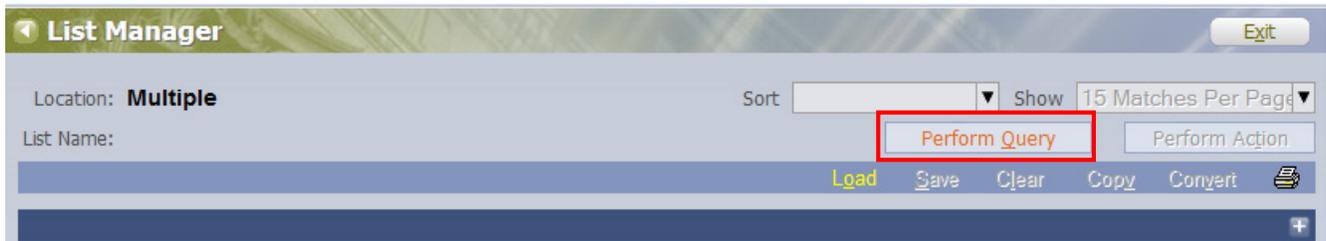
**Summary:** This cheatsheet explains the process of adding IF and OV traffic cases to the court calendar using the List Manager function.

**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.

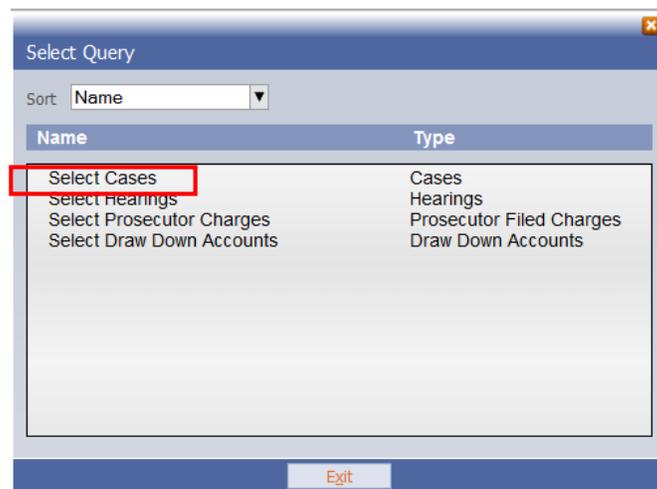
1. Click on **List Manager** from the left navigation bar.



2. When the org. chart appears, double click on the top node of your county. This will place check marks next to all of the courts in your county. Click **Continue**.
3. Once in List Manager, click on **Perform Query**.



4. When the Select Query box appears, click on **Select Cases**.





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- When the Select Cases box appears, fill out the criteria as follows:
  - In the **Case Type** field choose IF, OV or both. You can do this by typing "IF, OV" in the box, or by using the picker box under case type.
  - In the **Case Status** field choose pending. You can do this by typing "PEN" in the box, or by using the picker box under case status.
  - In the **Appear By Between** fields, fill in the court date that you wish to set these hearings on in both the Start Date and End Date fields. You can do this by typing in the fields, or by using the calendar picker.

Case Category

Case Type IF - Infraction; OV - Local Ordinance Violation

Case Subtype

Case Security Group

Offense Codes

Cause of Action

Case Status Pending

Case Flag

Event Type

Created by User

Filed Between Start Date End Date

Appear By Between Start Date 03/11/2013 End Date 03/11/2013

Create Exit

- Click on **Create**. This will take you back to the List Manager screen. Your list should be loaded.
- When you have your list, click on **Perform Action**.

List Manager

Location: **Multiple** Sort: Case # Show: 15 Matches Per Page

List Name: **Unsaved** Perform Query Perform Action

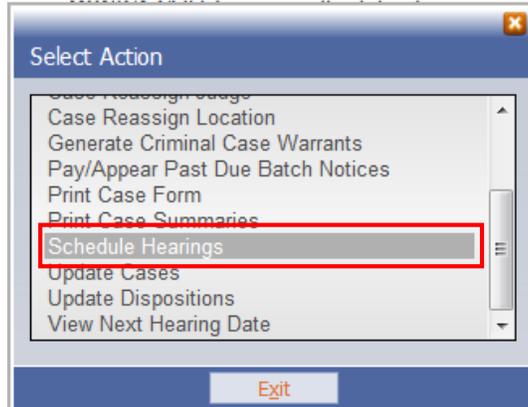
Cases Load Save Clear Copy Convert Previous Next

Case #	Style	Case Type	Judicial Officer	Status
49G13-1301-OV-00415	City Of Lawrence Indiana v. HAZEL FISHER	OV - Local Ordinanc... 01/22/2013	Young, William E Marion Superior Cou...	Pending 01/22/2013
49G13-1303-IF-024677	State of Indiana vs. Jason Courtney	IF - Infraction 03/28/2013	Joven, James A Marion Superior Cou...	Pending 03/28/2013

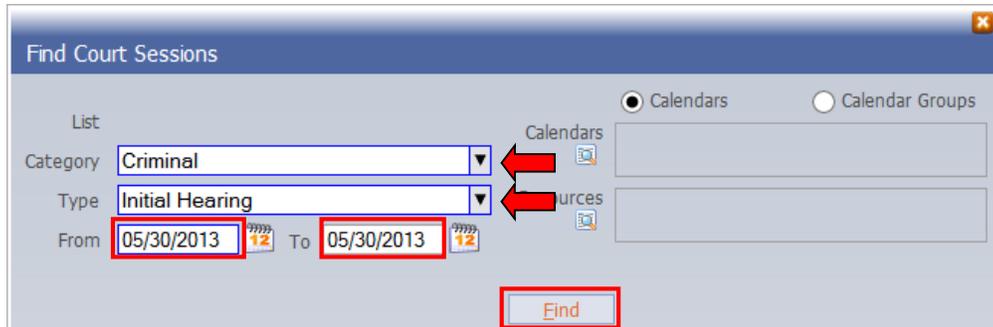


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8. When the Select Action box appears, click on **Schedule Hearings**.

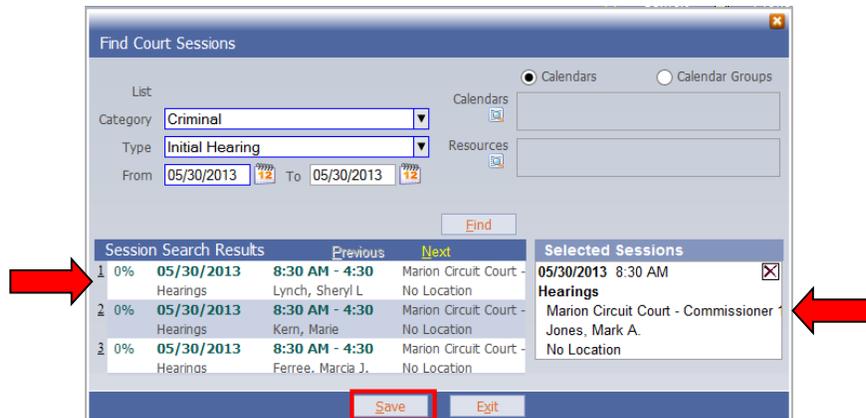


9. When the Find Court Sessions box appears, set the criteria as follows:
- In the **Category** field, choose Criminal from the dropdown
  - In the **Type** field, choose the type of hearing from the dropdown
  - In the **From Date** field, put in the court date that you want the hearings set on.



10. Click **Find**.

11. Choose the correct court and date from the list of results. Once you see that session has moved over to Selected Sessions, click **Save**.



12. The hearings have now been set on the court's calendar. A list can be printed from List Manager or from the Calendar.