



Odyssey CMS Cheatsheet

Topic: Adding and Editing Officers
Date: 3/13/2015

Summary: This cheatsheet describes how to add or edit an Officer's record in Odyssey.

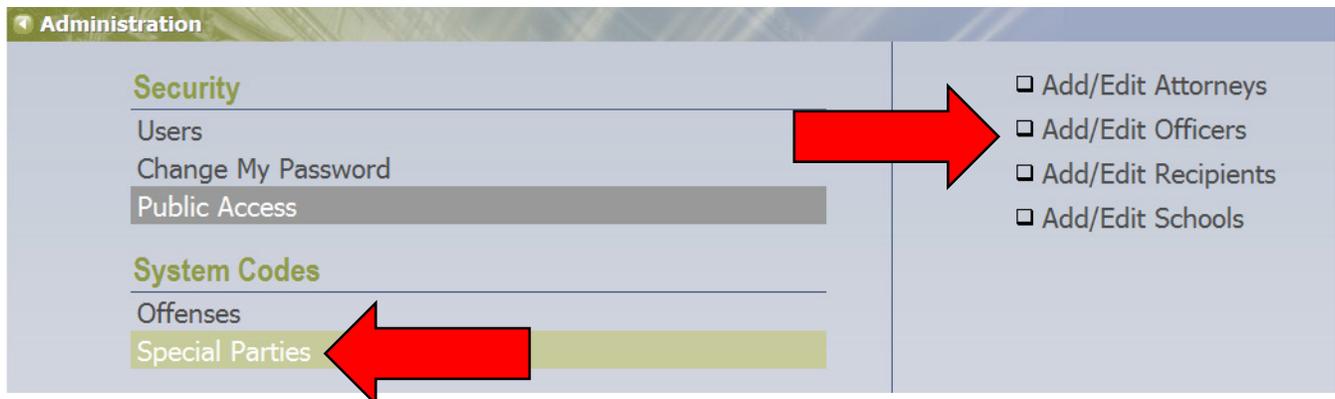
Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Note: Not all users have rights to add or edit an Officer's information.

1. From Case manager home click **Administration**.



2. Under System Codes select **Special Parties**. When the options appear to the right of the screen, select **Add/Edit Officers**.





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- You can search by entering the last and first name of the Officer and click **Search** or press **Enter**.

Find An Officer

Search by Party Information Use Soundex

Last Name: Friendly

First & Middle: Officer

Officer Badge: [Empty]

Search **Exit** **Add Party**

- You can also search by the Officer's badge number and use the drop down to select the Agency and click **Search** or press **Enter**.

Find An Officer

Search by Party Information Use Soundex

Last Name: [Empty]

First & Middle: [Empty]

Officer Badge: 1234

Agency: Adams County S

Search **Clear**

- Adams County Sheriff's Department
- Advance Police Department
- Akron Police Department
- Albany Police Department
- Albion Police Department
- Alexandria City Police Department
- Allen County Sheriff's Department
- Amo Police Department
- Anderson Police Department
- Anderson Public Safety

Note: If you don't know the correct spelling of the Officer's name, you may search using the astric (*). You must enter at least three letters of the last name with an * and 1 letter of the first name with an * when you search by name.

- When adding a new Officer, you should receive the "No Match Found" screen, confirming that this Officer has not been added into Odyssey yet; click **Add Party** at the bottom right of the screen.

Party Search Results | No Data Returned

No Match Found

<< Back **Next >>** **Refine** **Search** **Add Party**

- Fill out all required fields outlined in blue. Verify the Officer information is correct on the screen and click **Save**.



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Add Officer

Name
 Title
 First
 Middle
 Last
 Suffix

Agency Information
 Agency
 Badge #
 Active
 Inactive

User Association
 User-ID

Phones and E-Mail
 Work Ext
 Fax Ext
 Cell Ext
 E-Mail

Note: The Active date field will automatically populate today's date. If the Officer's active date is not today's date, enter the correct date in that field.

***This Active Date field affects when the Officer will display in the officer field on the charges and citations screens, allowing users to select the Officer based off the date the offense occurred. For Instance, if the Officer wrote a ticket or charged an individual on 1/31/15, but the Officer is just now added in Odyssey on 2/9/15, you would need to enter an active date of a least 1/31/15 in order for the Officer to be available to select.

Editing an Officers Information

1. To edit an Officer's Information, begin searching the same way to add an Officer. From Case Manager Home, click **Administration**.
2. Under System Codes, select **Special Parties**. When the options appear to the right of the screen, select **Add/Edit Officers**.

Administration

Security
 Users
 Change My Password
 Public Access

System Codes
 Offenses
 Special Parties

Court Administration Setup
 Court Administration Codes

Add/Edit Attorneys
 Add/Edit Officers
 Add/Edit Recipients
 Add/Edit Schools



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3. Enter the Officer's last and first name or badge number and agency information and click **Search** or press **Enter**. You can search with as little as the last name; however, the more information you have, the narrower your search results will return.

The screenshot shows the 'Find An Officer' window with the following fields filled: Last Name: Ziliak, First & Middle: Paul. The Search button is highlighted with a red arrow.

The screenshot shows the 'Find An Officer' window with the following fields filled: Last Name: (empty), First & Middle: (empty), Officer Badge: Z8034. The dropdown menu is open, showing a list of agencies including Indianapolis International Airport Authority, Indianapolis Metropolitan Police, Indianapolis Public Housing Agency Police Department, Indianapolis Public School Police, Ingalls Police Department, Irvington Community Schools Police, ISP District 13, ISP District 14, ISP District 22, and ISP District 24. Red arrows point to the Officer Badge field, the dropdown menu, and the Search button.

Note: If you don't know the correct spelling of the Officer's name you may search using the astrict (*). You must enter at least three letters of the last name with an * and 1 letter of the first name with an * when you search by name.

The screenshot shows the 'Find An Officer' window with the following fields filled: Last Name: Ziliak, First & Middle: P*. The Search button is highlighted with a red arrow.



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- Click on the Officer's name when the list appears.

Party Search Results | Records 1 - 1 of 1

Name	Badge Number	Standing
Ziliak, Paul Edward	Z8034	Active

Agency: Indianapolis Metropolitan Police

Phone: E-mail:

On this screen you can add or edit information for this Officer.

Modify Officer

Name: Ziliak, Paul Edward

Agency Information: Agency: Indianapolis Metropolitan Police, Badge #: Z8034, Active: 01/01/2007, Inactive: []

User Association: User-ID: []

Other Links: [Party Information](#)

Phones and E-Mail: E-Mail: []

Save Exit

Note: Odyssey stacks information to show a history of changes made so rather than clicking on the name, PLEASE click the plus sign (+) to add information.



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5. **Add or Correct Officer's Name:** To correct or add a new name for the Officer, click the plus sign (+) and a small box will appear. If you are adding a standard name, make sure your radio button for standard name is selected. Next, type in the new or corrected name in the appropriate fields', then click **save**.

The screenshot shows the 'Modify Officer' interface. The 'Name' section has a plus sign icon and a red arrow pointing to it. The 'Personal Information' section includes a dropdown for 'Agency' (Indianapolis Metropolitan Police), a text field for 'Badge #' (Z8034), and date fields for 'Active' (01/01/2007) and 'Inactive'. The 'User Association' section has a 'User-ID' dropdown. The 'Other Links' section has a link for 'Party Information'. The 'Phones and E-Mail' section has an 'E-Mail' field. At the bottom are 'Save' and 'Exit' buttons.

The 'View Name' dialog box shows three radio buttons: 'Standard' (selected), 'Nickname', and 'Business'. Below are fields for 'Title', 'First' (Paul), 'Middle' (Edward), 'Last' (Ziliak), and 'Suffix'. There is a checked checkbox for 'Current Known Name' and an 'Exit' button at the bottom. Red arrows point to the 'Standard' radio button, the 'First', 'Middle', and 'Last' fields, and the 'Exit' button.

6. **Edit Agency:** To edit or change the Agency, click on the drop down arrow to show the list and scroll up or down to find your new agency. You can also search for the agency by typing the name of the agency while in that field.



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7. **Edit Badge #:** To edit a Badge #, simply type in the new or corrected number.
8. **Edit Active / Inactive Dates:** To edit the Active and Inactive date fields, type in the dates or use the calendar icons (pickers) to the right of each field to select a date from the calendar.

The screenshot shows the 'Modify Officer' form with the following fields and sections:

- Name:** Ziliak, Paul Edward
- Agency Information:**
 - Agency: Indianapolis Metropolitan Police (dropdown menu)
 - Badge #: (empty text box)
 - Active: (empty text box with calendar icon)
 - Inactive: (empty text box with calendar icon)
- User Association:** User-ID: (empty dropdown menu)
- Phones and E-Mail:** E-Mail: (empty text box)
- Other Links:** [Party Information](#)
- Buttons:** Save, Exit

Red arrows indicate the following fields and buttons:

- Agency dropdown menu
- Badge # text box
- Active date picker
- Inactive date picker
- Save button

Finally, click **Save** to add the information you've edited. ***Remember all fields outlined in blue require information.



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Adding an Officer using an Existing Badge Number

Note: In the event an Officer retires or is no longer with an Agency you may need to exchange an existing badge number from one Officer to another.

1. To add a new Officer using an existing badge number, first search the original Officer by going to **Administration** from Case Manager Home.

The screenshot shows the Odyssey CMS Case Manager Home page. The left navigation menu includes sections like 'Fees & Finances', 'Bonds', 'Warrants', 'List Manager', 'Workflow', 'Group', 'Reports', 'User Preferences', and 'Administration'. The 'Administration' section is highlighted with a red arrow. The main content area features a 'quick links' section with icons and text for 'court administration', 'fees & finances', 'reporting', 'user preferences', and 'administration'. A red arrow points to the 'administration' quick link.

2. Under System Codes, select **Special Parties**. When the options appear to the right of the screen, select **Add/Edit Officers**.

The screenshot shows the Odyssey CMS Administration page. The left side has a list of system codes: 'Security' (with sub-items 'Users' and 'Change My Password'), 'Public Access', 'System Codes' (with sub-items 'Offenses' and 'Special Parties'), and 'Court Administration Setup' (with sub-item 'Court Administration Codes'). The 'Special Parties' link is highlighted with a red arrow. The right side shows a list of options: 'Add/Edit Attorneys', 'Add/Edit Officers', 'Add/Edit Recipients', and 'Add/Edit Schools'. A red arrow points to the 'Add/Edit Officers' option.



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3. Enter the Officer's last and first name or badge number and agency information and click **Search** or press **Enter**.

Note: If you don't know the correct spelling of the Officer's name you may search using the astrict (*). You must enter at least three letters of the last name with an * and 1 letter of the first name with an * when you search by name.

Find An Officer

Search by Party Information Use Soundex

Last Name: Friendly

First & Middle: Officer X

Officer Badge: [] []

Search Clear Exit Add Party

Find An Officer

Search by Party Information Use Soundex

Last Name: []

First & Middle: [] []

Officer Badge: 1234

Adams County Sheriff's Department

Adams County Sheriff's Department

Advance Police Department

Akron Police Department

Albany Police Department

Albion Police Department

Alexandria City Police Department

Allen County Sheriff's Department

Amo Police Department

Anderson Police Department

Anderson Public Safety

Search Clear

4. Select the Officer's record you want to edit.

Party Search Results | Records 1 - 1 of 1

Friendly, Officer Badge Number 1234 Standing Inactive

Agency	Phone	E-mail
Adams County Sheriffs Department		

<< Back Next >> Refine Search Exit Add Party



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- On the next screen, edit the **inactive** date field to reflect the date before the new Officer was added; click **Save**.

Note: For instance, in the two examples below, to make badge number 1234 inactive for Officer Friendly and active for Officer Unfriendly, first search Officer Friendly's records to edit his inactive date. This date will have to be the day before Officer Unfriendly became active. Click **Save** after making your changes.

Modify Officer

Name
Friendly, Officer

Agency Information
Agency: Adams County Sheriff's Department
Badge #: 1234
Active: 02/06/2015
Inactive: 02/08/2015

User Association
User-ID: [dropdown]

Other Links
[Party Information](#)

Phones and E-Mail
E-Mail: [text field]

Save **Exit**

- Next, search for the new officer, "Officer Unfriendly"
 - Enter the badge number that is being reused in the **Badge #** field.
 - Then enter today's date in the **Active** date field and **Save**.

Add Officer

Name
Title: [dropdown]
First: Officer
Middle: [text field]
Last: Unfriendly
Suffix: [dropdown]

Agency Information
Agency: Adams County Sheriff's Department
Badge #: 1234
Active: 02/09/2015
Inactive: [text field]

User Association
User-ID: [dropdown]

Phones and E-Mail
Work: [text field] Ext: [text field]
Fax: [text field] Ext: [text field]
Cell: [text field] Ext: [text field]
E-Mail: [text field]

Save **Exit** **Advanced**



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Note: Please note that depending on when the officer started and began submitting tickets, you may need to play with the inactive and active dates on the original officer and the new officer.

- Notice that when searching a badge number in an agency that is shared by more than one Officer, both Officers will now display in the search results; however, their "Standing" will show as ACTIVE and INACTIVE. There should only be one Officer with a Standing as ACTIVE, if they share a badge number.

Find An Officer

Search by Party Information Use Soundex

Last Name

First & Middle

Officer Badge Adams County S x

- Adams County Sheriff's Department
- Advance Police Department
- Akron Police Department
- Albany Police Department
- Albion Police Department
- Alexandria City Police Department
- Allen County Sheriff's Department
- Amo Police Department
- Anderson Police Department
- Anderson Public Safety

Party Search Results | Records 1 - 2 of 2

	Badge Number	Standing
Friendly, Officer	1234	Inactive
Agency	Phone	E-mail
Adams County Sheriff's Department		
Unfriendly, Officer	1234	Active
Agency	Phone	E-mail
Adams County Sheriff's Department		

<< Back Next >> Refine Search Exit Add Party