



Odyssey CMS Cheatsheet

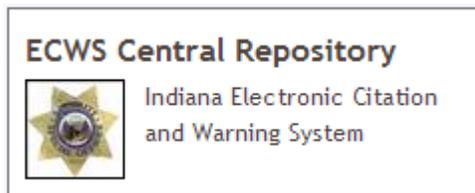
Topic: Batch Printing Tickets from eCWS

Date: 4/24/2013

Summary: This cheat sheet explains how to batch print tickets from the eCWS INCite application that have already been added to Odyssey. To access INCite, please go to <https://mycourts.in.gov/> and enter your INCite login information.

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.

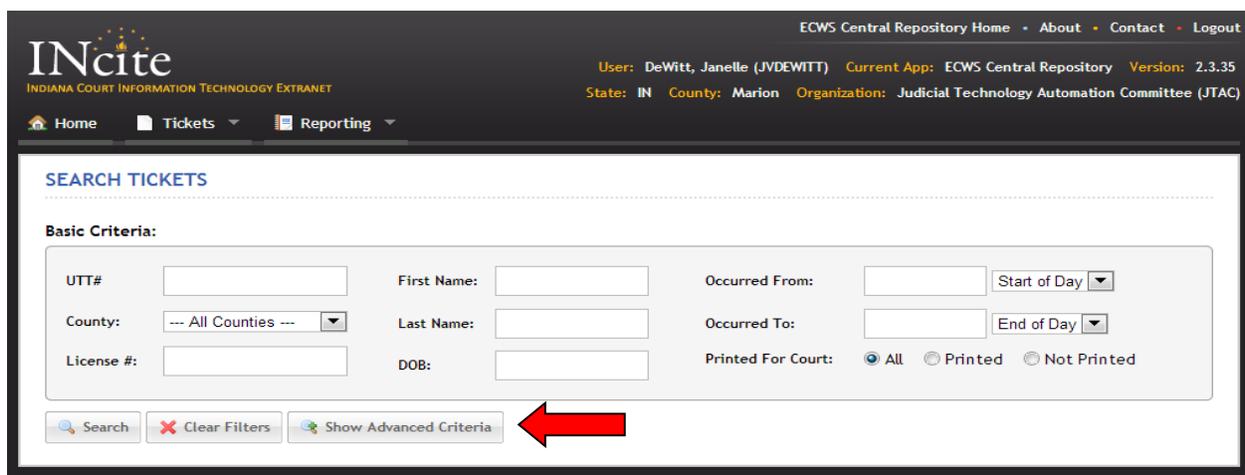
1. Select the eCWS Central Repository icon from the right hand navigation bar.



2. Click on the Tickets drop down on the top of the page, then select **Search Tickets**.



3. Click **Show Advanced Criteria**.





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- In the **Ticket Info** field, select **Infractions** only. (If your city/towns file ordinances via eCWS, then you would select ordinances too). Fill in the **Court Info** fields on the right side of the screen. The Run # is located in the subject line of the email you receive from eCWS each day. Click  .

SEARCH TICKETS

Basic Criteria:

UTT# First Name: Occurred From: Start of Day
 County: Last Name: Occurred To: End of Day
 License #: DOB: Printed For Court: All Printed Not Printed

Ticket Info: Felonies Ordinances
 Misdemeanors Warnings
 Infractions Voids

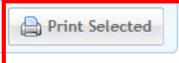
Vehicle Info: VIN:
 Plate #:

Court Info: County:
 Court:
 Court Date: To:
 Run #:

Agency/Officer Info: County: District:

- Scroll to the bottom of your results screen where you will see all of the tickets listed. Click on the **Select All** box at the top left hand side of the list. Then select **Print Selected**.

You will have to click on each page if you have multiple pages of record (the list will display 10 records per page), and repeat the above print steps for each page.

Viewing: 

	UTT	County	Offender	Occurred On	Officer	Court Date	F	M	I	OV
<input type="checkbox"/>	000041390057	HANCOCK	LINGLE, MICHELLE	04/22/2013 11:50 PM EDT	JACKSON, JUSTIN	06/24/2013 *	0	0	1	0
<input type="checkbox"/>	000039003327	HANCOCK	TORRES, OSVALDO	04/20/2013 09:00 AM EDT	BARNES, JESSICA	05/10/2013 09:00 AM	0	0	2	0
<input type="checkbox"/>	000033625408	HANCOCK	JAMES, COURTNEY	04/20/2013 07:50 AM EDT	CONDRA, JIMMIE	07/01/2013 08:30 AM	0	0	1	0
<input type="checkbox"/>	000043621125	HANCOCK	CLEARY, LAUREN	04/20/2013 03:22 AM UEDT	WEBER, MATT	06/18/2013 08:30 AM	0	0	1	0
<input type="checkbox"/>	000044029880	HANCOCK	FROST, ELIZABETH	04/19/2013 09:56 PM EDT	FREEMAN, CALEB	06/10/2013 08:30 AM	0	0	1	0
<input type="checkbox"/>	000044251031	HANCOCK	BIRTHMARK, MARTINA	04/19/2013 02:30 PM EDT	YODER, ROSS	05/20/2013 01:30 PM	0	0	1	0
<input type="checkbox"/>	000036708125	HANCOCK	WINSTEAD, JAMILA	04/18/2013 08:23 PM EDT	BORGMANN, CHRIS	07/01/2013 08:30 AM	0	0	1	0
<input type="checkbox"/>	000044028569	HANCOCK	KIMBERLIN, TAYLOR	04/18/2013 07:27 PM EDT	YODER, ROSS	05/13/2013 01:30 PM	0	0	1	0
<input type="checkbox"/>	000042877789	HANCOCK	BURKART, CONOR	04/18/2013 03:20 PM EDT	FAWVER, AARON	06/03/2013 01:30 PM	0	0	1	0
<input type="checkbox"/>	000045292716	HANCOCK	FORDING, GARY	04/18/2013 02:17 PM EDT	MCKEEMAN, ROBERT	06/12/2013 08:30 AM	0	0	1	0

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