



Odyssey CMS Cheatsheet

Topic: Batch Scanning with Divider Sheets & Work Queues
Updated: 12/1/2014

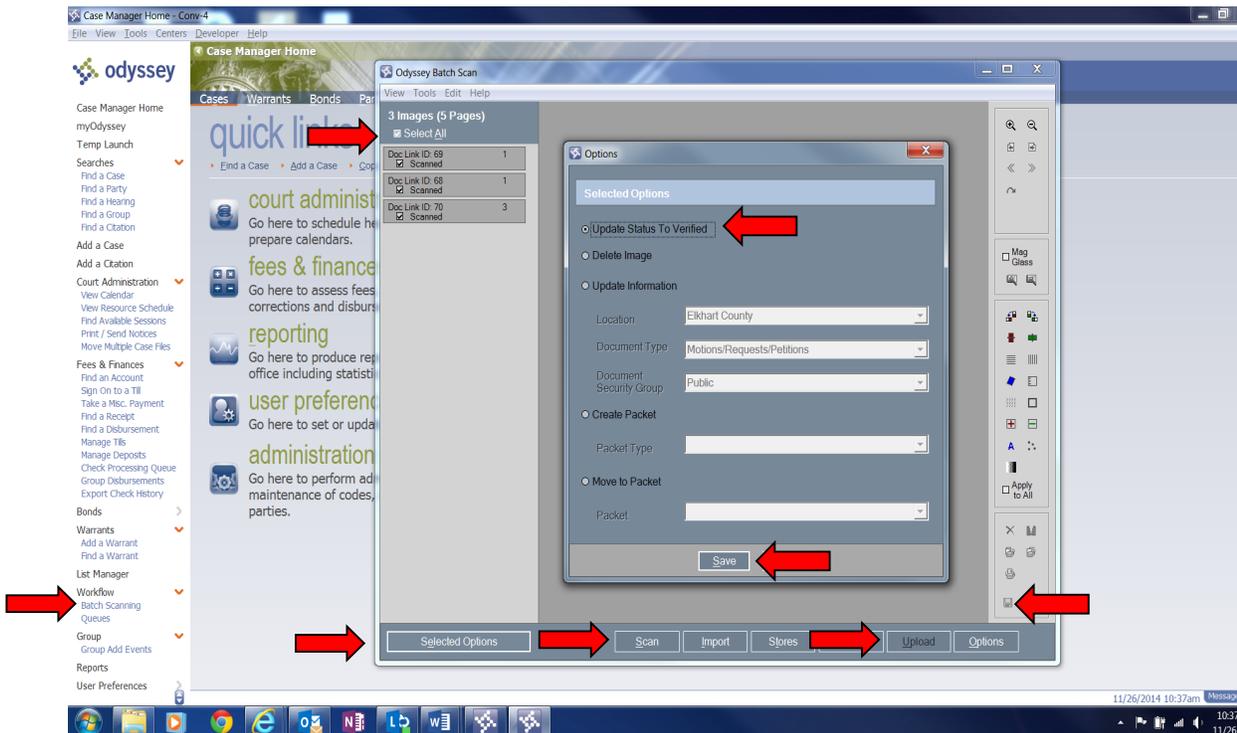
Summary: This will walk you through scanning and attaching documents to cases in Odyssey using the batch scanning process with workflow queues and barcode divider sheets. You will need access to a scanner and workflow queues must be initiated by Trial Court Technology. Event divider sheets will be supplied to offices utilizing this option.

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.

To begin this process you will need to separate your individual documents with the proper “document type barcode divider sheets” placed between the documents. You will place the barcode sheet on top with the document behind it, followed by the next barcode sheet and your next document, etc. You are creating your “batch scanning stack.”

SCANNING PROCESS

1. Place your “batch scanning stack” in your scanner.
2. Select “Batch Scanning” from the left navigation bar. The Odyssey Batch scan dialogue box appears.
3. Select “Scan” - Depending on configured options you may need to select your scanner from a pop up box.
4. Your documents should begin pulling through the scanner. On the left side of the viewer you will see the documents stacking up in individual blocks.

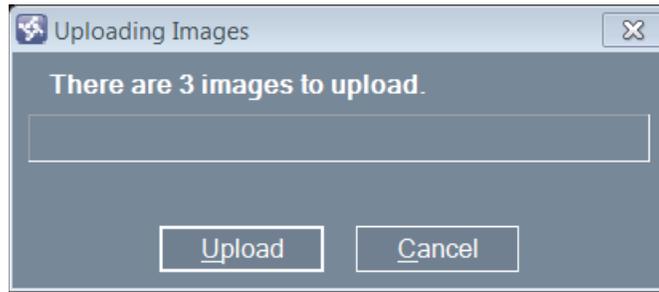


5. Select each document and review it for any clean up. Use the clean-up tools on the right side of the screen to provide a variety of functions. NOTE: If you performed any clean up on a document be sure to save the individual documents using the clean-up tools save icon in the lower right.
6. After review and clean up click “Select All” or individually select the documents you wish to attach by clicking the check boxes next to each document.
7. Click **Selected Options** – The options dialogue box will appear.
8. The **Update Scan to Verified** radio button must be checked. Click “Save” in the options dialogue box.

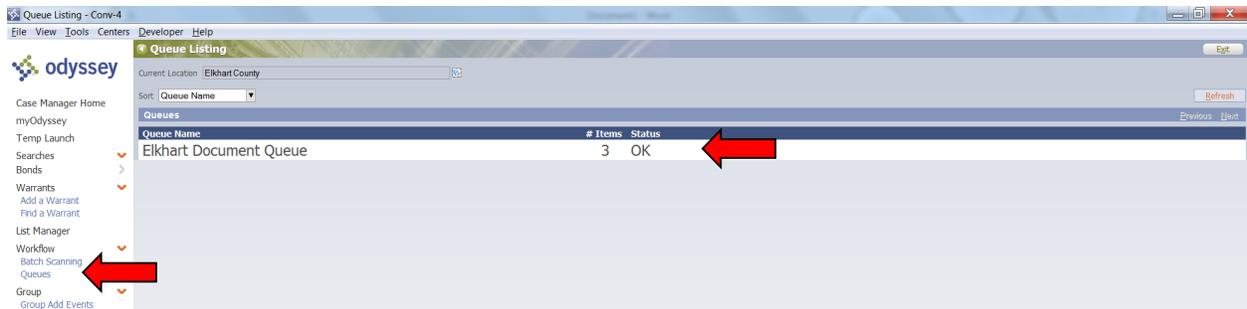


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9. Click **Upload** to begin the process. A dialogue box will appear -click **Upload** again.



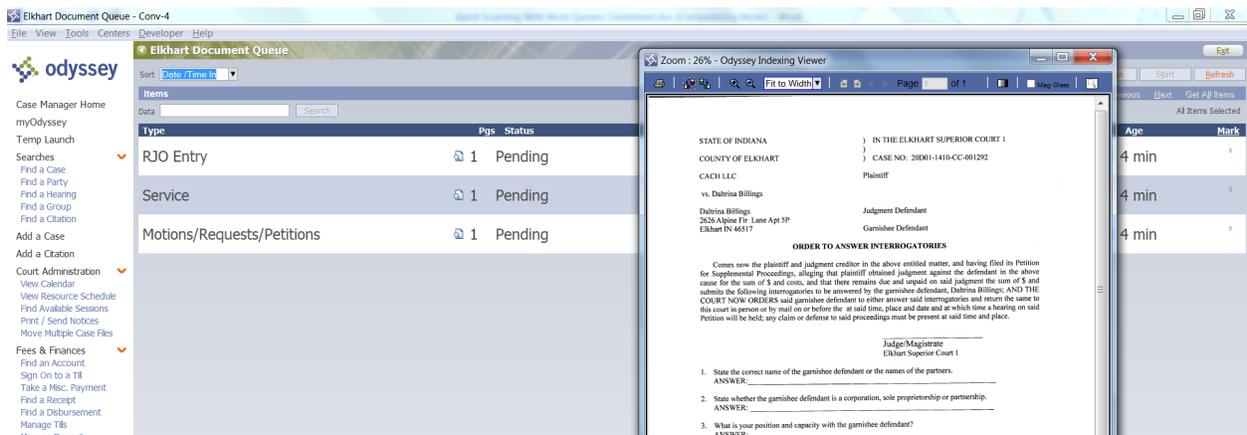
10. The documents have now been added to a workflow queue for your county. Access the queue by clicking on **“Queues”** under Workflow located on left menu bar.



Click on the proper document queue. A list of items to be indexed is populated as shown below.



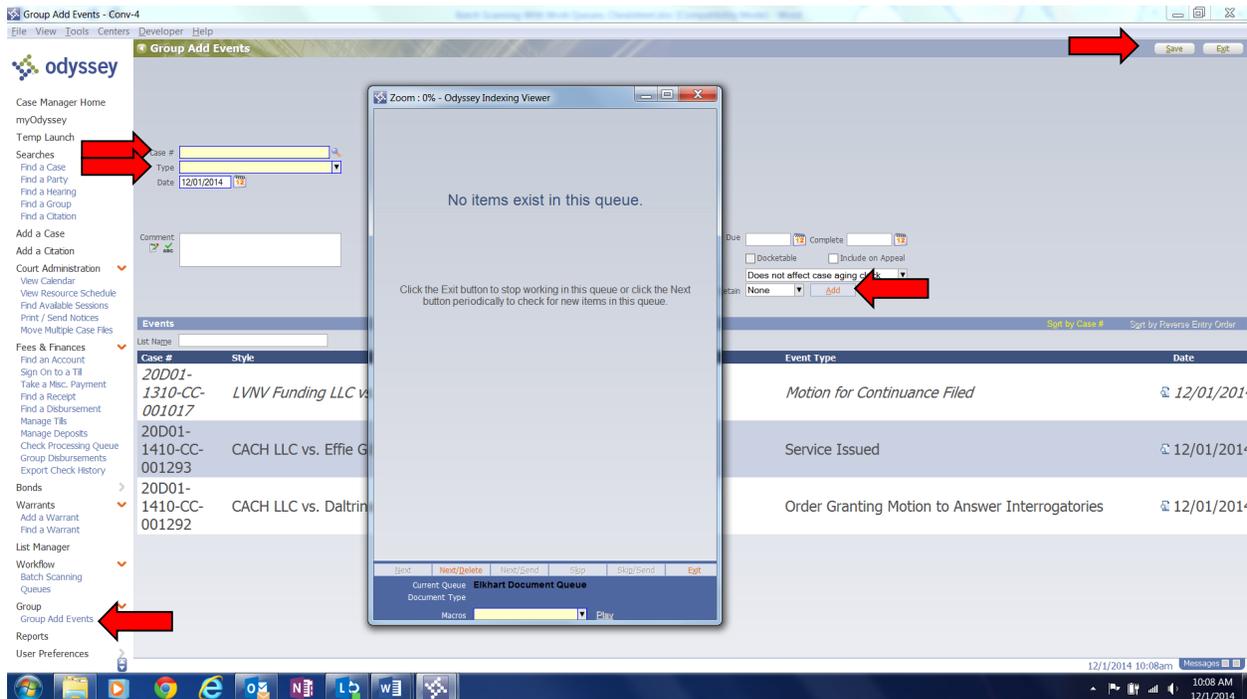
Click the **“Start Button”** in the upper right and the Odyssey Indexing Viewer will open as shown below.





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11. Click on **“Group Add Events”** from the left menu bar. *If you wish to add your documents individually from a case, right click on the event and select **“Link”** to actually the link the image in the indexing viewer directly to the event.
12. Type in the **Case Number** of the case you wish to add a scanned document to.
13. Add the event type by selecting the option from the **Type** dropdown.
14. Complete any required additional fields.
15. Click **“Add Next”** button to start adding additional cases that have documents to be attached. You will notice as you move through adding the events the documents will move out of the Odyssey Indexing viewer and the list of documents will expand in group add event. *It may be helpful to have a large or additional monitor attached to the computer performing the indexing.



When all the cases/events have been added the indexing viewer will show that no items exist in the queue.

16. Click **“SAVE”** at the top right of the screen. Your documents will now be saved to the proper case and an event will be created on the case.