



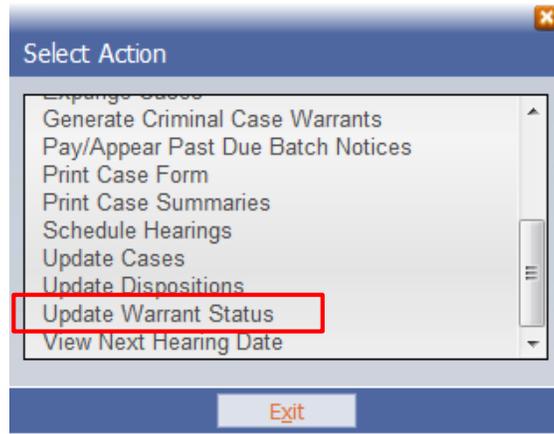
Odyssey CMS Cheatsheet

Topic: Batch Update Warrant Status
Updated: 3/12/2014

Summary: This feature allows users to update multiple cases with the same warrant status (a new warrant status). Counties that actively maintain the misdemeanor warrants may find this option useful.

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. After creating a list of cases in List Manager, click **Perform Action** Perform Action and select **Update Warrant Status**.



2. Complete the fields as required.

- **Current Status:** Choose the current status (or statuses) of the warrants you want to update from the picker. Any warrants in the list with a status other than those selected will not be updated.
- **Date:** The date will be filled with the current date. This date should **not** be modified.
- **Status:** Select the new warrant status for the list.
- **Location:** Select the location of the warrants based on the new status.
- *****Incomplete Action Section ***** **List Name:** Enter a name for this list so that you can identify the job if any warrants were not updated.
- Click **Submit**.



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3. You will see a pop up window letting you know your job has been sent to the job queue.



4. Once the job has finished, the update can be viewed from the **Warrants** tab, as well as the **CCS**.

Warrant # 30D01-1204-JD-000094 - 1

Detail **Status** Service Narrative Notes Witness Documents

McLeod, Tyler James **Issued**
 White Male DOB:07/07/1995 SSN:303-17-8428 Clerk's Office
 1158 W. 1000 N.,Fortville, IN 46040

Date	Time	Status	Location	Comment
03/06/2014	11:49 AM	Issued	Clerk's Office	Reissuance of expired war
03/06/2014	11:21 AM	Expired	Sheriff's Office	
05/16/2013	11:48 AM	Issued in Error	Clerk's Office	WRIT TO BE ISSUED AFTE

Info: Tyler J McLeod

Lead Attorney: McClarnon, Jeffrey D.
 Appointed: 06/18/2013

Charges

1. Reference CCS Entry	(CNV)	04/03/2012
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Most Recent Events & Hearings [Case Summary](#)

03/06/2014	Warrant or Writ of Attmnt for the Body of a Person Issued
07/03/2013	Clerk Administrative Event PJH
07/01/2013	Order for Payment of Pauper Fees (Judicial Officer: Snow, Terry K) Order Signed: 06/28/2013 FOR JEFFREY D MCCLARNON. TKS/JIP
06/08/2013	Clerk Administrative Event