



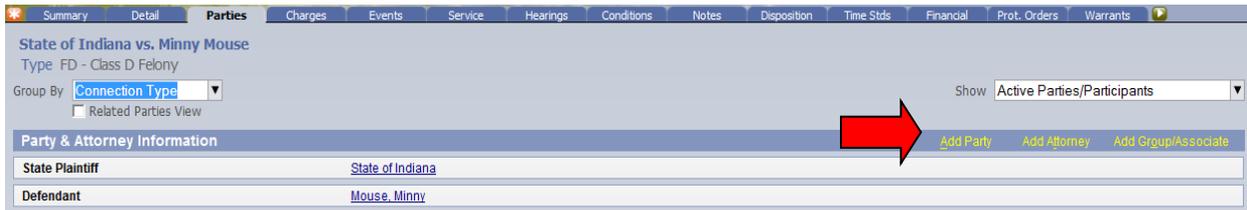
# Odyssey CMS Cheatsheet

**Topic:** Adding the Next Friend Party Connection  
**Date:** 3/5/2013

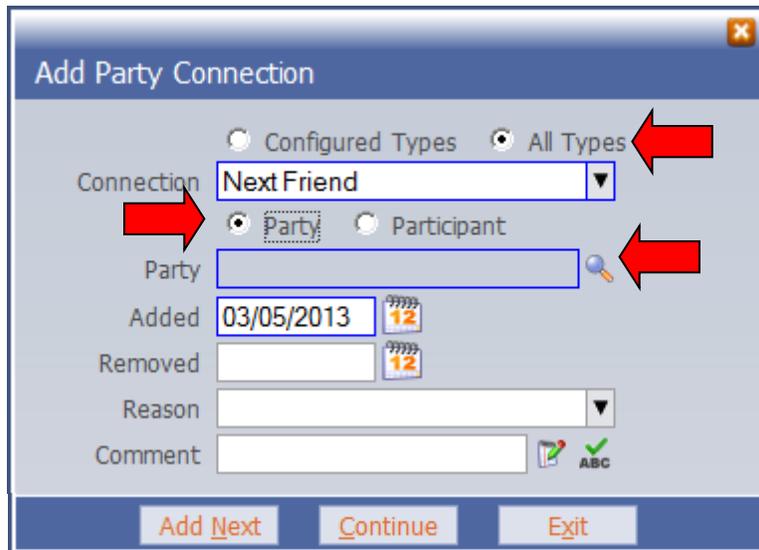
**Summary:** The purpose of this cheatsheet is to instruct the user how to add the party connection of Next Friend. (In this example we are adding the State of Indiana as Next Friend of the Child.)

**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. On the Parties tab, click on **Add Party**.



2. Click on the **"All Types"** radio button and choose the **"Next Friend"** party connection. Click the **"Party"** radio button. (It will default to Participant). Click into the magnifying glass to search for your party.



3. Click onto the **"Business"** radio button and type **"State of Indiana"**. Click **Search** and select the correct State of Indiana party record.





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- From the *Add Party Connection* screen, click on the “+” beside “Relationship”.

**Add Party Connection**

Configured Types  All Types

Connection:

Party  Participant

Party:

Added:

Removed:

Reason:

Comment:

**Relationship**

- From the *Add Relationship* screen, click into the “**Related To**” picker and select the appropriate party from the list. The Connection will be defaulted. Click **Continue**.

**Select Party**

Connection Type:

Show Inactive Parties

Description	Connection	Lead Attorneys
<input checked="" type="radio"/> Mouse, Minny	Defendant	
<input type="radio"/> State of Indiana	State Plaintiff	



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6. The relationship is now added. Click **Continue**.

**Add Party Connection**

Configured Types  All Types

Connection: **Next Friend**

Party  Participant

Party: **State of Indiana**

Added: **03/05/2013**

Removed: [ ]

Reason: [ ]

Comment: [ ]

**Relationship**

Defendant: **Mouse, Minny**

**Add Next Friend** **Continue** **Exit**

7. You will notice the related parties do not currently show on the screen. Click into the *“Related Parties View”* checkbox near the top left of the screen.

Summary Detail **Parties** Charges Events Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

State of Indiana vs. Minny Mouse  
Type: FD - Class D Felony

Group By: **Connection Type** Show: Active Parties/Participants

Related Parties View

**Party & Attorney Information**

State Plaintiff	State of Indiana
Defendant	Mouse, Minny
Next Friend	State of Indiana

8. The related parties now appear.

Summary Detail **Parties** Charges Events Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

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Type: FD - Class D Felony

Group By: **Connection Type** Show: Active Parties/Participants

Related Parties View

**Party & Attorney Information**

State Plaintiff	State of Indiana
Defendant	Mouse, Minny Next Friend
Next Friend	State of Indiana Defendant

9. Click **Save**.

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Forms **Save** **Exit**

Summary Detail **Parties** Charges Events Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

State of Indiana vs. Minny Mouse  
Type: FD - Class D Felony