



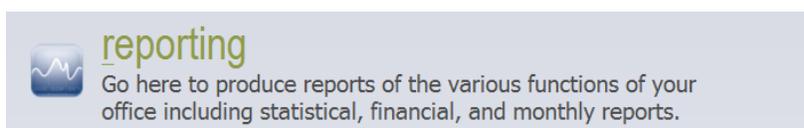
Odyssey CMS Cheatsheet

Topic: Cases without Future Hearings Scheduled Report
Date: 4/22/2013

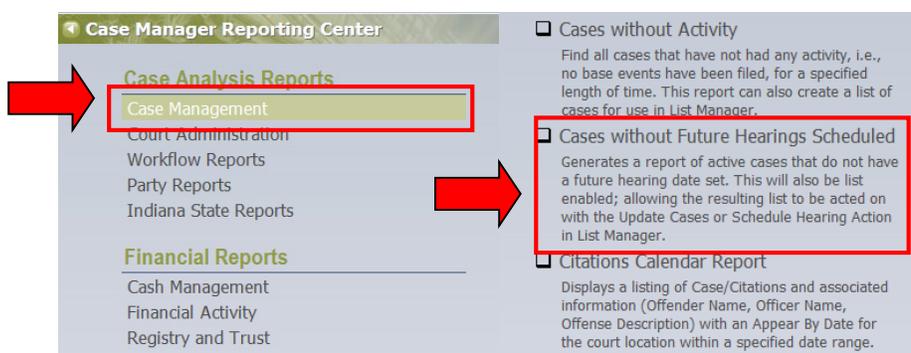
Summary: This report generates a list of active cases that do not have a future hearing date set. The results can also be saved for use in List Manager.

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. From the Case Manager Home screen, choose **Reporting**.



2. On the Reports screen, click on **Case Management**. On the right side of the screen choose **Cases without Future Hearings Scheduled** from the list of reports.



3. Your criteria should be as follows:
 - Location: Select the locations for which the report is to be run by clicking in the picker and viewing the Org Chart.
 - Case Category: Select the case categories that are desired for the report output.
 - Type "All" into the field to include all case types.
 - To include only certain case categories, click on the picker icon and select the desired case categories from the list.
 - Case Type: Select the case types that should be included in the results.
 - Type "All" to include all case types.
 - To include only certain case types, click on the picker icon and select the desired case types from the list.
 - Case Sub-Types (Optional field): Select the case sub-types that should be included in the results.
 - Type "All" to include all case sub-types.
 - To include only certain case sub-types, click on the picker icon and select the desired case sub-types from the list.
 - Include Cases Without a Subtype check box (Optional): May click on this checkbox to include cases without sub-types in the report results.
 - Case Status: Select the case status types that should be included in the report.



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- Pending (PEN) and Appealed and Pending (APP) are the options.
- Sort Order: A sort order must be selected using the drop down box to provide basic sorting criteria for the report output.
 - The second sort order drop down box is optional.
- Report Options: These boxes may be selected.
 - Insert Page Break on Location: if checked, a page break will be inserted into the report at the end of each chosen location.
 - Insert Page Break on Judicial Officer: this is not currently used.
 - Include Charges in Criminal Cases: if checked, the report will list charges for each criminal case in the output.
- Exclude Cases – Case Events with Future Due Date: will exclude cases with events that have a future due date and have an event type that is selected using the picker box.
- Security Groups: may select additional security groups for inclusion on the report output.
 - Type “All” to include all security groups.
 - To include only certain security groups, click on the picker box to select from a list of configured security group types.
- List Name: Here, enter a name into the text box and save this report in order to save the list to your List Manager function.

← **Cases without Future Hearings Scheduled** Schedule Submit Exit

Generates a report of active cases that do not have a future hearing date set. This will also be list enabled; allowing the resulting list to be acted on with the Update Cases or Schedule Hearing Action in List Manager.

Clear Memorize Recall

Locations	<input type="text" value="Hancock Circuit Court, Hanco"/>
Case Category	<input type="text" value="All"/>
Case Type	<input type="text" value="CM - Criminal Misdemeanor; DF - CL D Felony or lesser charge; FA - Class A Felony; FB - Class B Felony; FC -"/>
Case Subtype	<input type="text"/>
	<input type="checkbox"/> Include Cases Without a Subtype
Case Status	<input type="text" value="Pending"/>
Sort Order	<input type="text" value="Case Type"/> <input type="text" value="Case Number"/>
Report Options	<input checked="" type="checkbox"/> Insert Page Break on Location <input type="checkbox"/> Insert Page Break on Judicial Officer <input checked="" type="checkbox"/> Include Charges in Criminal Cases
Exclude Cases - Case Events with Future Due Date	<input type="text"/>
Security Groups	<input type="text"/>
List Name	<input type="text" value="Hancock Co. - Cases without Futu"/>

If this list name already exists for your user-id, the results of this report will overwrite the existing list.



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- Clicking the orange **Memorize** button will memorize these criteria in these fields under this report. When you return to this report from the Case Manager Home screen, these criteria will be filled in as you memorized them.
- Clicking the green **Schedule** button will schedule the report to run as a job on a reoccurring basis.
- Clicking the green **Submit** button will submit the job to the job queue for this one time. You can email the report to yourself using the Add Email Notification Recipients screen that will pop up. Add your email address in the "To" field. The Comment you type in the Comment Field will show on the email sent to you. Be sure that the checkbox next to **Attach Any Files Generated by Job and Keep Files in Job History** is check marked. Click **Finish**.

The screenshot shows a dialog box titled "Add Email Notification Recipients". It contains the following fields and options:

- To:** JDewitt@jtc.in.gov
- Cc:** (empty)
- Bcc:** (empty)
- Comment:** Hancock Co. - Cases without Future Hearings Sche
- Attach Any Files Generated by Job
- Attach Any Files Generated by Job and Keep Files in Job History
- Copy Job Files to Directory
- Directory:** (empty)
- Print to Network Printer
- Printer:** (dropdown menu)
- Buttons:** Cancel and Finish

- Your report should look like this:

Cases without Future Hearings Scheduled				INSUPREMEQA	
Hancock Circuit Court				Hancock Circuit Court; Hancock Superior Court 1; Hancock Superior Court 2	
Sort Order:	Case Type	Case Type(s):	CM - Criminal Misdemeanor, DF - CL D Felony or lesser charge, FA - Class A Felony, FB...		
Case Number	Case Type	Style	Judicial Officer	Last Hearing (Original Type if different) or Event Type	
30C01-0303-CM-000114	CM - Criminal Misdemeanor 08/26/2001	Taulman, Shawn M 1 SEE CCS FOR OFFENSE INFORMATION 2 SEE CCS FOR OFFENSE INFORMATION	Culver, Richard D	7/17/2003	(Converted Event)
30C01-0410-CM-000144	CM - Criminal Misdemeanor 09/20/2004	Williams, Christopher 1 SEE CCS FOR OFFENSE INFORMATION	Culver, Richard D	3/17/2011	(Converted Event)
30C01-0410-CM-000156	CM - Criminal Misdemeanor 05/21/2004	Wampler, Tyler M 1 SEE CCS FOR OFFENSE INFORMATION	Culver, Richard D	1/13/2006	(Converted Event)
30C01-0502-CM-000017	CM - Criminal Misdemeanor 12/11/2004	Lynch, Daniel L 1 SEE CCS FOR OFFENSE INFORMATION 2 SEE CCS FOR OFFENSE INFORMATION 3 SEE CCS FOR OFFENSE INFORMATION	Culver, Richard D	3/4/2005	(Converted Event)
30C01-0503-CM-000046	CM - Criminal Misdemeanor 02/08/2005	St John, Robert E, Jr. 1 SEE CCS FOR OFFENSE INFORMATION 2 SEE CCS FOR OFFENSE INFORMATION	Culver, Richard D	5/26/2006	(Converted Event)
30C01-0506-CM-000114	CM - Criminal Misdemeanor 05/13/2005	Foley, Matthew C 1 SEE CCS FOR OFFENSE INFORMATION 2 SEE CCS FOR OFFENSE INFORMATION 3 SEE CCS FOR OFFENSE INFORMATION	Culver, Richard D	6/20/2006	(Converted Event)
30C01-0511-CM-000245	CM - Criminal Misdemeanor 11/10/2005	Gulley, Plummer J 1 SEE CCS FOR OFFENSE INFORMATION 2 SEE CCS FOR OFFENSE INFORMATION	Culver, Richard D	6/1/2007	(Converted Event)