



Odyssey CMS Cheatsheet

Topic: Change of Elected Clerk

Date: 12/17/2014

Summary: This cheatsheet is a checklist of changes that need to be made when Clerks leave and/or enter office. Many of the changes will be made by Court Technology while some changes will be made locally.

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.

Change of Clerk Checklist



Indicates items that will be completed automatically by Court Technology



Set the Outgoing Clerk's Odyssey and INcite UserID's to expire.



Expire Check Signature of outgoing Clerk as of 12/31



Submit signed User Agreements for Clerk-Elect if not current employee
Form available via Alt-F1



Notify Court Technology of changes to Tills needed



Notify Court Technology of changes to user Rights/Roles



Submit copy of Clerk signature for checks



Notify Court Technology of any staffing changes within the office



Submit User Agreements for new Staff (Form available via Alt-F1)



Notify Court Technology of any updates to email distribution lists.

Please submit any required information to us via email to **helpdesk@courts.in.gov** or via fax to **(317)234-2605**.