



Odyssey CMS Cheatsheet

Topic: Citations Calendar Report
Date: 12/2/2013

Summary: This report displays a listing of Case/Citations and associated information (Offender Name, Officer Name, and Offense Description) with an Appear by Date for the court location within a specified date range.

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 left navigation bar, choose **Reports** → **Case Management** → **Citations Calendar Report**.



2. Enter the following criteria:



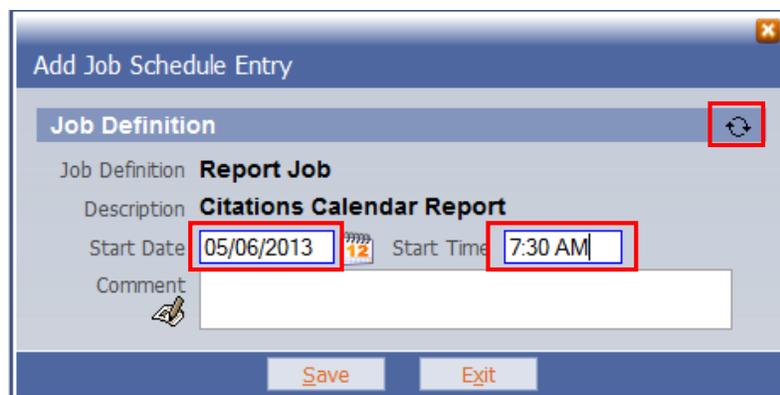
3. **Location:** When selecting your location you must choose the top County Node as well as your court node for which the report will be run. Click on the picker to view the *Org Chart*.





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4. **Start Date:** Select the start date for the desired report output. This date range refers to the “Appear By” date. You may either add W (for workday) or T (for today), or refer to the “**Basics**” cheat sheet, page 11, for more shortcut formulas for dates.
5. **End Date:** Select the end date for the desired report output. The end date must be after the start date. This date range applies to the “Appear By” date. You may either add W (for workday) or T (for today), or refer to the “**Basics**” cheat sheet, page 11, for more shortcut formulas for dates.
6. **Sort Order:** Select a sort option to provide basic sorting criteria for the report output.
7. **List Name:** Enter a name into the text box to save this report for use in your List Manager function. This is not a required field, but it is highly recommended that you save your list.
8. To generate the report in order to view it now, click **Submit** and skip to step 11.
9. To schedule a report, click on **Schedule**. Fill in the date and time you would like the report to run. Then, if you would like the report to recur, click on the double arrow recur symbol. 



The screenshot shows a dialog box titled "Add Job Schedule Entry". It contains the following fields and controls:

- Job Definition:** A dropdown menu showing "Report Job". A red box highlights a refresh icon to the right of this field.
- Description:** A text field containing "Citations Calendar Report".
- Start Date:** A date picker field showing "05/06/2013". A red box highlights the date.
- Start Time:** A time picker field showing "7:30 AM". A red box highlights the time.
- Comment:** A text area with a cursor icon.
- Buttons:** "Save" and "Exit" buttons at the bottom.

10. When the Add Job Recurrence screen comes up, choose how often you would like the job to recur by placing the radio button in Daily, Weekly, or Monthly. Choose the date you would like the recurrence to start and end or place the radio button next to “No end date”.

***Please also add a comment to the Comment field, such as D01’s report, emailed daily to Christy, Heather and Jenny.” This helps JTAC’s helpdesk to locate the correct report when you need to cancel or update an existing scheduled report. If you need to make updates or cancel a scheduled report, you can also forward the original email that you receive. It has a job ID number and other pertinent information that helps us locate the exact scheduled job that you previously setup. ***

When finished, click **Save**.



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Add Job Recurrence

Job Definition: **Report Job**

Description: **Citations Calendar Report**

Comment: Citations Calendar Report emailed to Mary, Jennifer, and Judge Allen.

Recurrence

Start Time: 7:30 AM

How often does this job recur?

Hourly Recur every 1 week(s)

Daily Monday Thursday Saturday

Weekly Tuesday Friday Sunday

Monthly Wednesday

Yearly

When does this recurrence start and end?

Start Date: 05/06/2013 No end date

End after: 10 occurrences

End by: 07/15/2013

What is the approach for job sequencing on this recurrence?

Run recurring job as configured

Do not start next recurrence of job until the current job in this job definition has completed processing

Do not start next recurrence of job until the following jobs have completed processing

Job Definitions: [Empty field]

Save **Exit**

11. When the Add Email Notification Recipients box comes up, add the email addresses of the people you would like to receive the report. Filling in the comment field will make your comment the subject of the email. Make sure that there is a checkmark next to **“Attach Any Files Generated by Job and Keep Files in Job History”**. Then, click **Finish**.

Add Email Notification Recipients

To: Mary@allen.gov; Jennifer@allen.gov; Judge@allen.gov

Cc: [Empty field]

Bcc: [Empty field]

Comment: Next week's Citations Calendar Report - C01

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 field]

Print to Network Printer

Printer: [Empty field]

Cancel **Finish**



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Results

Content

Only results matching the search criteria are shown.

Display (see Screenshot below)

Results are listed in a grid using the columns listed below. Top section will show selected search criteria. Results will be organized based on the sort options selected during the search criteria section.

1. Appear By Date
2. Offender's Name
3. Officer's Name
4. Citation Number
5. Case Number
6. Offense Description

Citations Calendar Report						INSUPREMETEST
Date Range : 07/01/2008 to 08/29/2008			Sorted by : Appear By Date			
Monroe County Circuit Courts						
Appear By Date	Offender's Name	Officer's Name	Citation #	Case #	Offense Description	
07/02/2008	CUNNINGHAM, BRANDON J	Jimmie, Durnil	R0468803	53C02-0804-IF-06004	9-19-10-2/IFD: Failure of Occupant to Use Safety Belt	
07/02/2008	FEEDER, JEFFREY C	James, Brian R	B212633	53C02-0804-IF-06085	9-21-5-2/IFC: Speeding	
07/02/2008	ARCHER, CARL D	Brown, Stacy L	K389380	53C02-0804-IF-06363	9-21-5-2/IFC: Speeding	
07/02/2008	POTTORFF, BRANDI J	Jimmie, Durnil	R0469314	53C02-0804-IF-06470	9-19-19-2/IFC: No Front Windshield	
		Jimmie, Durnil	R0469314		9-19-19-4(c)/IFC: Window Tint Violation by Driver	
07/02/2008	BRITAIN, ALYSSA B	Brown, Stacy L	K389383	53C02-0805-IF-06585	9-21-5-2/IFC: Speeding	