



# Odyssey CMS Cheatsheet

**Topic:** Modifying a Collection Status  
**Date:** 3/11/2013

**Summary:** This cheatsheet describes how to modify a collection status case in Odyssey.

**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. Find your case and navigate to the **Financial** tab.
2. Click on **Case Fees – Other** on the correct party with the collection status.
3. Click on the underlined **Bankruptcy Filed Prevent Payment** link.

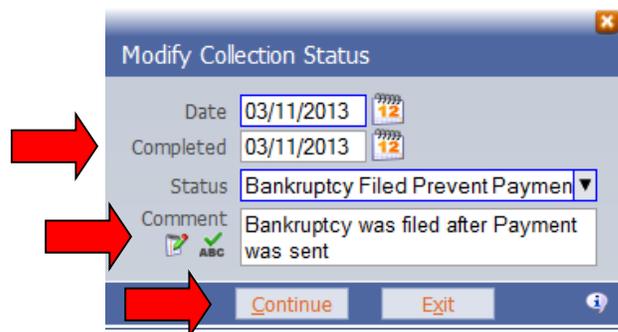
03/11/2013 Bankruptcy Filed Prevent Payment

Fee Category	Charges	Payments	Credits	Balance	Disb	Escrow
Filing Fees	100.00	0.00	0.00	100.00	0.00	0.00

4. Click into “Bankruptcy Filed Prevent PaymOn Case”.



5. In the Modify Collection Status screen, enter “t” (for today’s date) in the completed date field.
6. Enter a comment as to why the status is being removed. Click **Continue**.



7. Click **SAVE**.





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Now, take your payment and then add the collection status back if applicable.

## To ADD the Collection Status:

1. Click *No Collection Status*.

No Collection Status

Henry Jones vs. Penske  
Type CT - Civil Tort

Jones, Henry  Show Indirect Fees No Collection Status

Fee Category	Charges	Payments	Credits	Balance	Disb	Escrow
Filing Fees	100.00	0.00	0.00	100.00	0.00	0.00

2. Click the (+) to add a new Collection Status.

View Collection Status

All

Collection Status +

03/11/2013 Bankruptcy Filed Prevent Payment On Case Completed: 03/11/2013  
Bankruptcy was filed after Payment was sent

Save Exit

3. Select the correct status from the drop down menu.
4. Click **Continue**.

Add Collection Status

Date 03/11/2013

Completed

Status Bankruptcy Filed Prevent Payment

Comment

Continue Exit

5. Click **Save**.

View Collection Status

All

Collection Status +

03/11/2013 Bankruptcy Filed Prevent Payment On Case

03/11/2013 Bankruptcy Filed Prevent Payment On Case Completed: 03/11/2013  
Bankruptcy was filed after Payment was sent

Save Exit