



# Odyssey CMS Cheatsheet

## Topic: Copying a Court Calendar Session

Updated: 4/18/2013

**Summary:** This cheatsheet will explain how to set future court sessions by copying and modifying an existing calendar session.

**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. Click on View Calendar.
2. Right Click a session and select Copy Session.



3. Fill in the appropriate fields in the *Session Details* section:
  - Session Name: Update this to a name that you want to see on your future sessions.
  - Date: This will automatically fill in after selecting the Recurrence button.
  - Start Time/End Time: Enter the times needs for your session.

The 'Copy Court Session' dialog box is shown with the following details:

- Session Name:** Hearings
- Date:** [Calendar icon]
- Start Time:** 8:30 AM
- End Time:** 4:30 PM
- Case Category:** Crim-Juv-Traffic; Civil; Family
- Hearing Group:** All
- Hearing Type:** Hearing on Motion for 41E Dismissal
- Resources:** Multiple Resources
- Session Type:** [Dropdown]
- Maximum:** [Input field]
- Hearings Per Attorney:** [Input field]
- Display Defendant Count
- Display Additional Offense Info
- Multiple Hearings for Same Case

**Capacity Details:**

- Hearing Start At:** [Dropdown]
- Intervals:** [Input field] minutes
- Limit Based On:** [Dropdown]
- # of Hearings:** [Input field]
- Overbook Limit:** [Input field]
- Sort Order:** [Dropdown]
- Ignore Duplicate Cases
- Ignore Duplicate Defendants
- Allow Close Prior to Capacity

Buttons: Save, Exit



## Odyssey CMS Cheatsheet

4. In the Capacity Details Section, the criteria will depend on the type of hearing session you choose.

**NOTE: Always check "Allow Close Prior to Capacity".**

- Hearing Start At: **Different Times**
  - i. Limit Based on: **Duration**

Hearing Start At: **Different Times** (dropdown) Intervals:  minutes  
Limit Based On: **Duration** (dropdown) # of Hearings:  Overbook Limit:   
Sort Order:  (dropdown)  
 Ignore Duplicate Cases  
 Ignore Duplicate Defendants  
 Allow Close Prior to Capacity

- Hearing Start At: **Regular Intervals** ("mini" cattle call; every \_\_ minutes)
  - i. Limit Based On: **Quantity**
  - ii. Intervals: Enter the number of minutes you want to have between each group of hearings. (e.g. I want 4 small claims cases set for the same time at 15 minute intervals.)
  - iii. Number of Hearings: Enter the total number of hearings you think could potentially be scheduled on any given session.

Hearing Start At: **Regular Intervals** (dropdown) Intervals: **15** minutes  
Limit Based On: **Quantity** (dropdown) # of Hearings: **4** Overbook Limit:   
Sort Order:  (dropdown)  
 Ignore Duplicate Cases  
 Ignore Duplicate Defendants  
 Allow Close Prior to Capacity

- Hearing Start At: **Same Time** (Cattle Calls)  
(List Manager/Batch processes are available for hearings scheduled in this session).
  - i. Limit Based On: **Quantity**
  - ii. Sort Order: Enter a Sort (optional – Only available for Same Time sessions) If you want the session to default to sort in a specific order by default.
  - iii. Number of Hearings: Enter the total number of hearings you think could potentially be scheduled on any given session.
  - iv. Overbook Limit: The number of hearings you want users to be able to overbook the session by.

Hearing Start At: **Same Time** (dropdown) Intervals:  minutes  
Limit Based On: **Quantity** (dropdown) # of Hearings: **15** Overbook Limit: **5**  
Sort Order:  (dropdown)  
 Ignore Duplicate Cases  
 Ignore Duplicate Defendants  
 Allow Close Prior to Capacity

5. Recurrences: Click the  button located next to the Session Name:

Copy Court Session

Session Details

Session Name: **Hearings** 

6. Weekly:

- **How Often Does Your Session Reoccur?:** Select up to 4 days to copy your session to per week.
  - i. Select Weekly.
  - ii. Select the Days you want your session to be scheduled on.



# Odyssey CMS Cheatsheet

- **When Does Your Session Start and End?:**
  - Enter the Start Date: first of the year.
  - Enter the End Date: last day of the year.

NOTE: You can schedule up to 4 days. Otherwise, you will receive the following error message:

'5/30/2014' is invalid. Occurrences must be between 1 and 260.

7. Daily:
  - **How Often Does Your Session Reoccur?:**
    - Select Daily.
    - Every Weekday
  - **When Does Your Session Start and End?:**
    - Enter the Start Date: first of the year
    - Enter the End Date: 06/30/20\_\_.

NOTE: When scheduling every day for the week, you can only set your end date for 6 months out. If you try to schedule the entire year you will receive the following message:

'5/30/2014' is invalid. Occurrences must be between 1 and 260.



## Odyssey CMS Cheatsheet

### 8. Monthly:

- **How Often Does Your Session Reoccur?:**
  - i. Select either the day (#) of every # of Months or
  - ii. The First, Second, Third, Fourth or Last (Day of the Week, Weekday or Day) of the month (or Multiple months)
- **When Does Your Session Start and End?:**
  - i. Enter the Start Date: first of the year
  - ii. Enter the End Date: last day of the year.

### 9. Click Continue.

### Removing a Recurrence:

1. Right Click on the session for which you want to cancel the recurrences.
2. Choose Modify Court Session.
3. Make sure that there is a check mark in the **Modify All Sessions In Recurrence** box.
4. Click the Recurrence Button:
5. Click Remove.

NOTE: This will only remove sessions that don't have a hearing scheduled in the court session. Those sessions where a hearing was scheduled will remain on your calendar. You can close the session to prevent from scheduling additional hearings within that session.