



# Odyssey CMS Cheatsheet

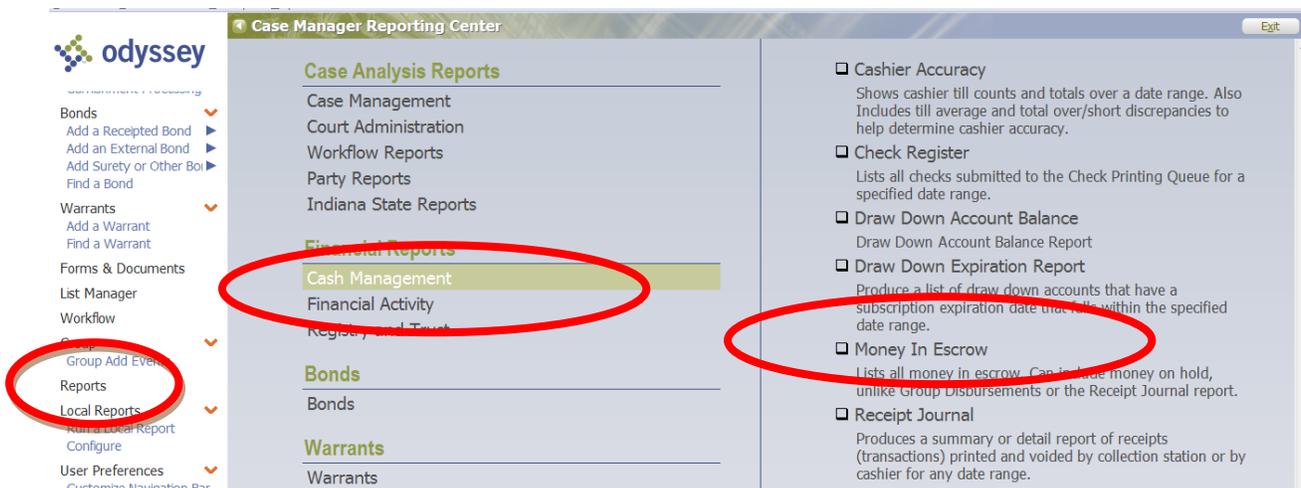
**Topic:** Copying a Saved Report from Another User

**Date:** 3/27/2014

**Summary:** This cheatsheet explains how to recall a report from another user and memorize it under you login. You must be logged into Odyssey with your user name and password to complete this process. This cheatsheet is using Money in Escrow report as an example, but the steps below can be used to copy any report.

**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.

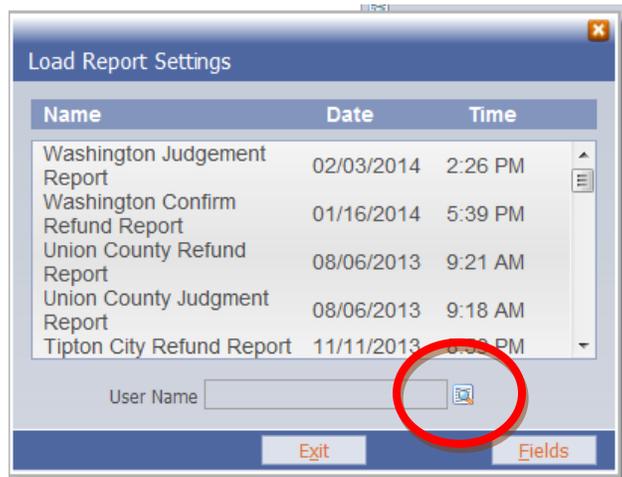
1. From the left navigation bar, choose **Reports** → **Cash Management** → **Money in Escrow**.



2. Click on orange **RECALL** button.



3. Click into picker box to the right of **User Name**.





## Odyssey CMS Cheatsheet

- Type in name of the user whose report that you are wanting to copy. You can search by first name or last name. It will narrow your search to use both names. Click **SEARCH**.

Select Users

User ID  Sort: User ID

First Name  User List

Last Name

User ID	First Name	Last Name
20C01Counter	C01 Goshen	Counter
20D01Counter	D01/D02 Elkhart	Counter
20D03Counter	D03 Goshen	Counter
20D04Counter	D04 Goshen	Counter
20D05Counter	D05 Elkhart	Counter
20D06Counter	D06 Elkhart	Counter
20JUVCounter	JUV Elkhart	Counter
5Counter	Blackford County Clerk	Counter
AAbbott	Alison	Abbott
AAguirre	Ana	Aguirre

Get All Users 3338 Results - Page 1 of 334

<< Back Next >> **Search** Exit

- Click on the correct name.

Select Users

User ID  Sort: User ID

First Name  User List

Last Name

User ID	First Name	Last Name
DWeatherholt	Debra	Weatherholt

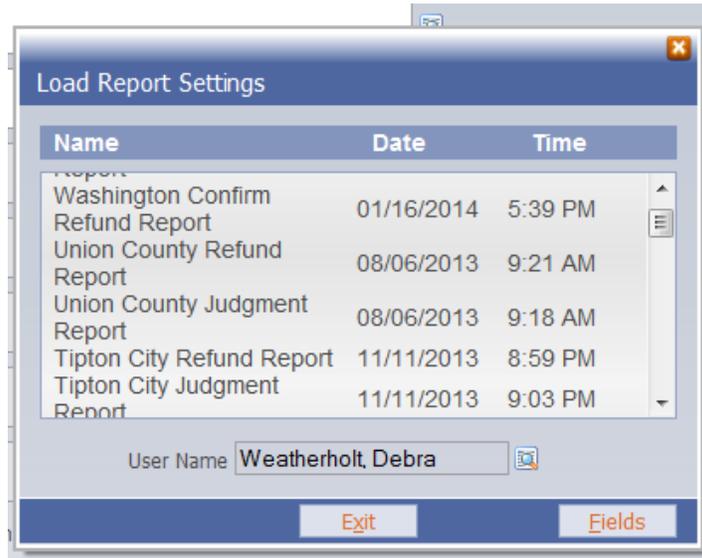
Get All Users 1 Result - Page 1 of 1

<< Back Next >> Search Exit

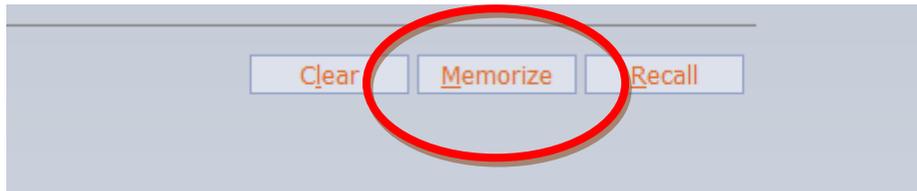


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6. Click on the correct report.



7. Click orange **MEMORIZE** button.



8. Name your report in the **NAME TO SAVE** field and click **SAVE**.

