



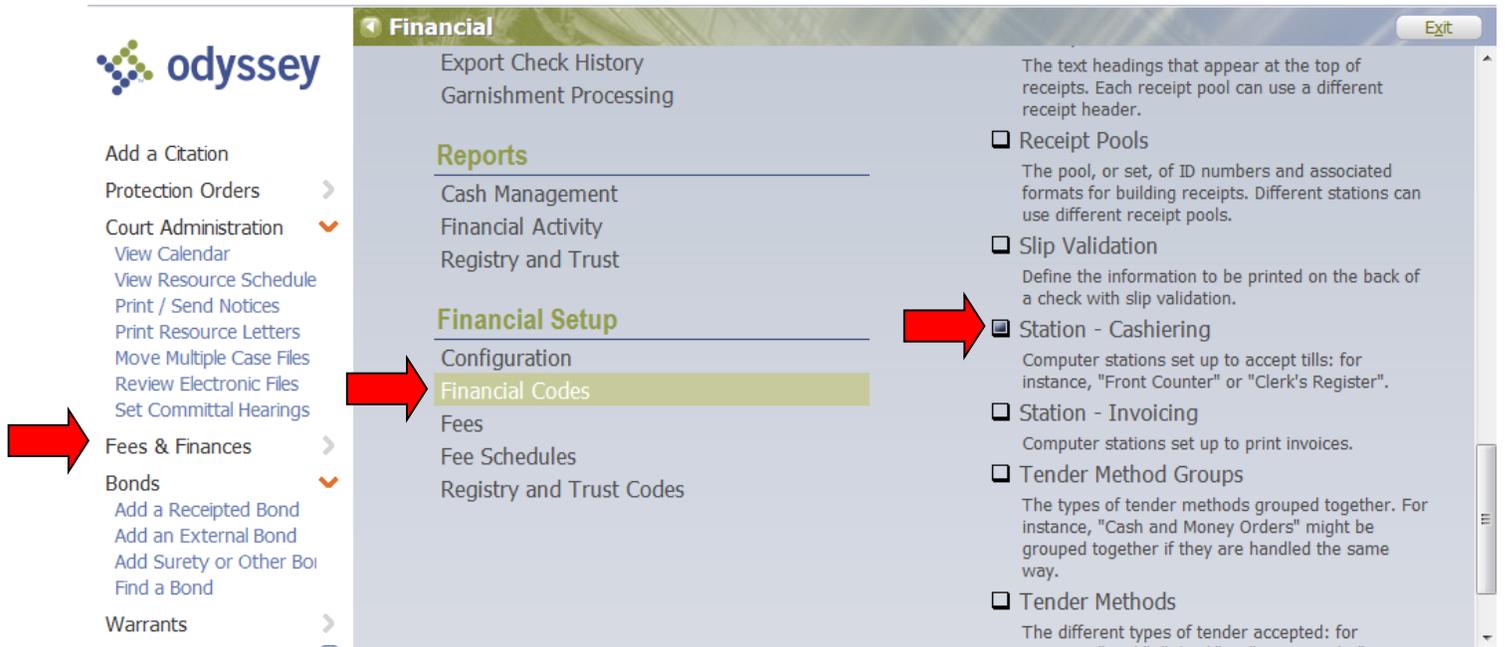
Odyssey CMS Cheatsheet

Topic: Establishing a Cashiering Station
Date: 3/11/2014

Summary: Each workstation that processes financial transactions must be linked to a cashiering station 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. From the left navigation bar, click **Fees & Finances** → **Financial Codes** → **Station - Cashiering**.



2. Select the Node (if required).





Odyssey CMS Cheatsheet

3. Click + to the right of the *Receipt Pool* field.

| Info | Code | Description | Status | Receipt Pool |
|------|------|---------------------------------|--------|---------------|
| | AEC | Adam Earnheart Station | Linked | Conversion Re |
| | CCS | Conversion Cashiering Station | Linked | Conversion Re |
| | CCS2 | Conversion Cashiering Station 2 | Linked | Conversion Re |
| | CCS3 | Conversion Cashiering Station 3 | Linked | Conversion Re |

4. Type the code in the *Code Word* field.

5. Click **Continue**.

Enter Code Word

Code Word: JVD

Continue Exit

6. Type in a description in the *Description* field.

7. Click the yellow **Link to this PC** hyperlink.

Modify Station - Cashiering

Show this code for Warren County Circuit Courts
 Use for API only

System-Wide Code and Description

Code: JVD
Description: Janelle's Cashiering Station

System-Wide Effective Information

Effective Date: [] [12]
Obsolete Date: [] [12]

System-Wide Station - Cashiering Behavior

Status: **Linked** [Link to this PC](#)

Receipts
Default Printer: []
Print Template: []

Cash Drawer
Default Printer: []
Configuration: []

Receipt Pools
Case Manager: Grant County Receipt Po

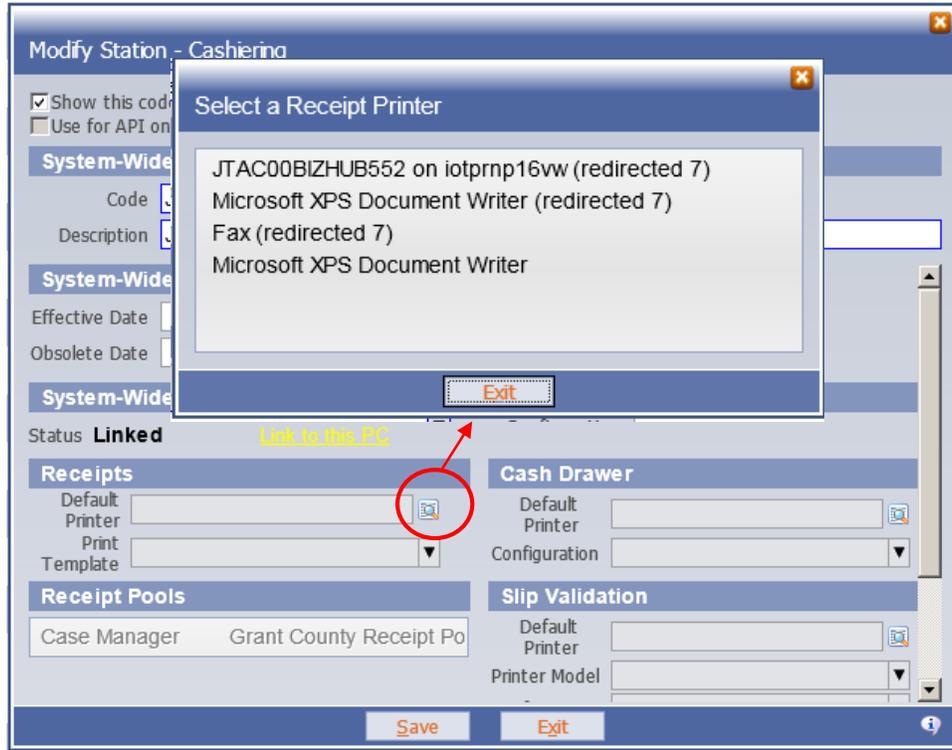
Slip Validation
Default Printer: []
Printer Model: []

Save Exit

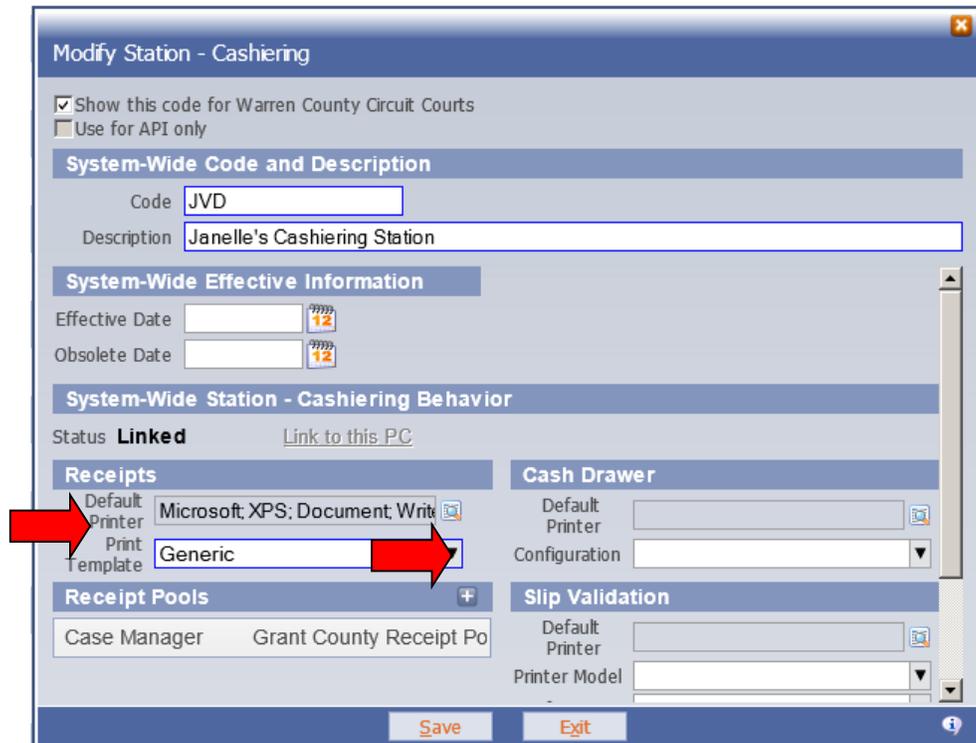


Odyssey CMS Cheatsheet

- Click the picker icon next to the *Receipts Default Printer* and select a printer that will print your receipts.



- Click the drop down arrow next to the *Receipts Print Template* and select a template for the receipts.
- Click the + to the right of the *Receipt Pools*.





Odyssey CMS Cheatsheet

11. Click the drop down arrow in the *Product field* and select a product.
12. Click the drop down arrow in the *Receipt Pool* field and select a pool.
13. Click the **Continue** button.

Modify Receipt Pool

Product Case Manager

Receipt Pool Warren County Receipt Pool

Continue Exit

14. Click the **Save** button.

Modify Station - Cashiering

Show this code for Warren County Circuit Courts
 Use for API only

System-Wide Code and Description

Code JVD
Description Janelle's Cashiering Station

System-Wide Effective Information

Effective Date [12/12]
Obsolete Date [12/12]

System-Wide Station - Cashiering Behavior

Status **Linked** [Link to this PC](#)

Receipts

Default Printer Microsoft XPS Document Writer
Print Template Generic

Cash Drawer

Default Printer
Configuration

Receipt Pools

Case Manager Grant County Receipt Pool
Check Manager Warren County Receipt Pool

Slip Validation

Default Printer
Printer Model

Save Exit

15. Click the **Exit** button.

Maintain Station - Cashiering

Current Location Warren County Circuit Courts

Code Table Values

Sort Description

20 Matches Per Page

| Info | Code | Description | Status | Receipt Pool |
|------|------|---------------------------------|--------|---------------|
| | AEC | Adam Earnheart Station | Linked | Conversion Re |
| | CCS | Conversion Cashiering Station | Linked | Conversion Re |
| | CCS2 | Conversion Cashiering Station 2 | Linked | Conversion Re |
| | CCS3 | Conversion Cashiering Station 3 | Linked | Conversion Re |