



Odyssey CMS Cheatsheet

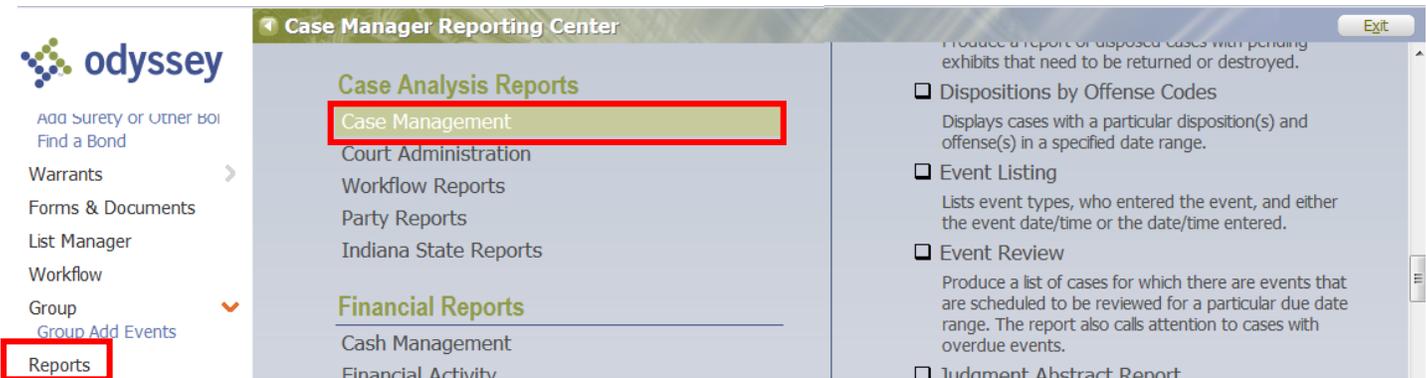
Topic: Event Listing Report

Date: 4/22/2013

Summary: This report lists event types, who entered the event, and either the event date/time or the date/time the event was entered.

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** → **Event Listing**.



2. Enter the following criteria:
 - **Locations:** Select locations for which the report will be run. Click the picker to view the Org Chart.
 - **Case Category:** Select case categories using the picker icon that are desired for the report output. Type "All" to include all case types.
 - **Case Types:** Select the case types to include in the results. Type "All" to include all case types or click on the picker icon to select from a list of case types.
 - **Case Sub-Types (Optional):** Select the case sub-types to include in the results. Type "All" to include all case sub-types or click on the picker icon to select from a list of case sub-types.
 - **Case Event Type:** Select specific event types for the report output. Type "All" to include all case sub-types or click on the picker icon to select from a list of event types.
 - **Service Type (Optional):** Select specific service types for the report output. Type "All" to include all service types or click on the picker icon to select from a list of service types.
 - **Judgment Type (Optional):** Select judgment types to include in the report output. Type "All" to include all statuses or click on the picker icon to select from a list of judgment types.
 - **Start Date:** Select the start date for the report output.
 - **End Date:** Select the end date for the report output. The end date must be after the start date.
 - **Start Time (Optional):** Enter a specific start time to filter the report output.
 - **End Time (Optional):** Enter a specific end time to filter the report output.
 - **Date and Time Entered:** Choose an option from the drop down box.
 - **Security Group (Optional):** Select security groups for inclusion on the report output. Type "All" to include all security group or click on the picker to select from a list of security groups.
 - **Entered By (Optional):** Select a specific user to filter the report output. IF a user is selected, the report will only include events added by that user.
 - **Sort Order:** Select sort criteria using the drop down box to sort the report output.
 - **Secondary Sort Order (Optional):** Select additional criteria using the drop down box to choose secondary sort criteria for the report output.
 - **Report Options (Optional):** Select additional information to be included in the report output.
 - **Include Comments:** Event comments will be listed for each event in the report output.
 - **Include Document Index #:** Document index numbers will be included in the report output.
 - **List Name (Optional):** Enter a list name to save the list to your List Manager function.



Odyssey CMS Cheatsheet

Event Listing Schedule Submit Exit

Clear Memorize Recall

Locations

Case Category

Case Type

Case Subtypes

Include Cases without a Subtype

Case Status

Is Current Status

Case Event Type

Judicial Officer

Judicial Officer On

Service Event Type

Judgment Event Type

Date and Time Range

Start Date Tuesday, January 1, 2013

End Date Sunday, March 31, 2013

Start Time

End Time

Event Status

Include Events with No Status

Event Status Date Range

Start Date

End Date

Security Group

Entered By

Sort Order

Report Options

Include Comments

Include Document Index #

Save as CSV

List Name

Append Job ID Number to List Name



Odyssey CMS Cheatsheet

3. Clicking the orange **Memorize** button will memorize these criteria in these fields under this report. When you return to this report from the Case Manager Home screen, these criteria will be filled in as you memorized them.
4. Clicking the green **Schedule** button will schedule the report to run as a job on a reoccurring basis.
5. Clicking the green **Submit** button will submit the job to the job queue for this one time. You can email the report to yourself using the Add Email Notification Recipients screen that will pop up. Add your email address in the "To" field. The Comment you type in the Comment Field will show on the email sent to you. Be sure that the checkbox next to **Attach Any Files Generated by Job and Keep Files in Job History** is check marked. Click **Finish**.

A screenshot of a software dialog box titled "Add Email Notification Recipients". The dialog has a blue header bar with a close button (X) in the top right corner. The main area is light gray and contains several input fields and checkboxes. The "To" field is highlighted with a red box and contains the email address "JDewitt@jtac.in.gov". Below it are empty "Cc" and "Bcc" fields. The "Comment" field contains the text "Q1 2013 Accounting Filed - TEST" and has a small icon with "ABC" and a checkmark to its right. Below the comment field are four checkboxes: "Attach Any Files Generated by Job" (unchecked), "Attach Any Files Generated by Job and Keep Files in Job History" (checked and highlighted with a red box), "Copy Job Files to Directory" (unchecked), and "Print to Network Printer" (unchecked). Below the checkboxes are three more input fields: "Directory" (empty), "Printer" (empty with a dropdown arrow), and "Printer" (empty with a dropdown arrow). At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Finish" on the right, both highlighted with red boxes.