



Odyssey CMS Cheatsheet

Topic: Group Add Events

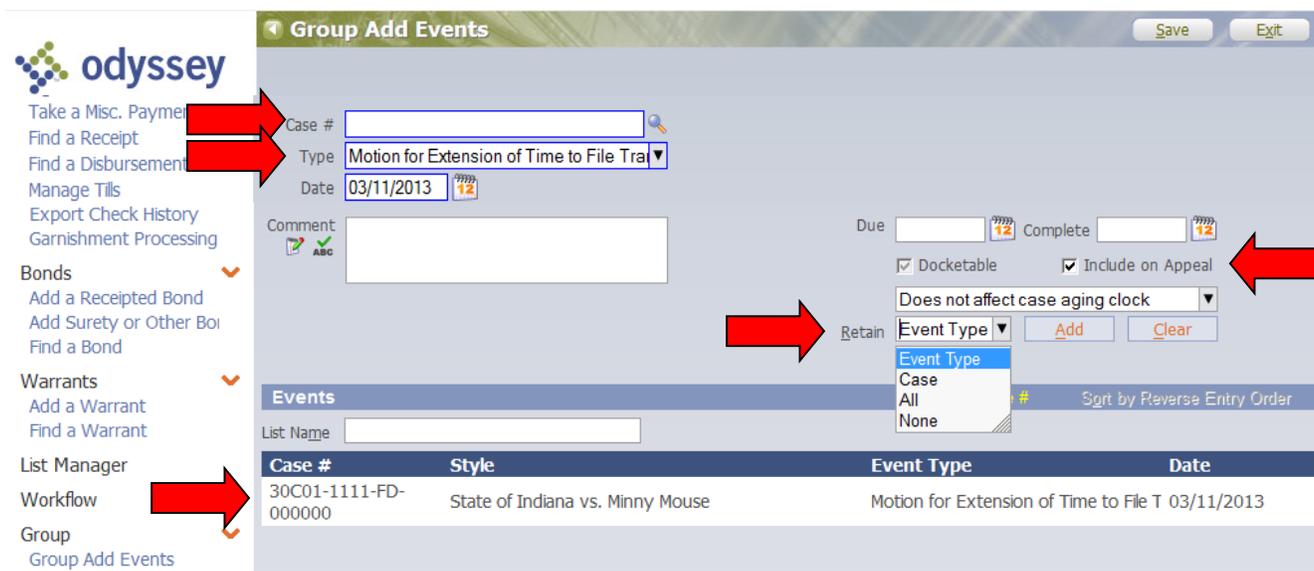
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Summary: Group Add Events is used most effectively used when adding the same event to a group of cases at the same time.

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.

Note: Forms are not accessible when using Group Add Events. However, adding a List Name to your Group Add Events list will provide an option to use forms via the List Manager bulk processing functionality.

1. Click on **“Group Add Events”** on the left menu bar.
2. Make a selection from the **Retain** dropdown box.
 - **All:** If you are adding one event to a list of cases, select **“All”** before clicking **Add**. The option to retain **“All”** will maintain the event, date, and comments, data, etc. as each case is added.
 - **Type:** To retain just the event type, choose the **“Event Type”** in the **Retain** drop down box.
 - **Case:** To retain the case so that multiple events can be added to that single case, choose **“Case”**.
 - **None:** Retain **“None”** will clear all the data fields each time a case is added.
3. Type in the case number or use the magnifying glass icon to search for the case in the **Case** field.
4. Add the event **Type** by selecting an option from the dropdown using one of the methods described in the **“Events Overview”** Cheatsheet.
5. Add a comment into the comment field, if desired. Comments can be modified per each case number.
6. Click **“Add”**.
7. Add additional cases by clicking **Add** and entering the case number. The cases will display on the bottom portion of the screen.



8. To save the list for future use, add a **“List Name”**, then click Save.

Note: Adding a List Name before **Saving** the event information to the **Group Add Events** list will provide the opportunity for bulk processing functions in List Manager without the necessity for building a separate list.