



# Odyssey CMS Cheatsheet

**Topic: How to Continue or Reset Hearings**  
**Updated: 5/26/2015**

**Summary:** This cheatsheet explains how to continue or reset hearings.

**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: Adding, Resulting, and Vacating hearings are described in separate cheatsheets.*

## To Continue/Reset a Hearing from the Case:

1. Navigate to the Hearings Tab of the case with the hearing you would like to continue or reset. Click into the hearing by clicking on the line.



2. Click **Reschedule**.





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3. Select the **Continuance (or reset)** radio button, select a **Reason** and select the **Requested By** picker icon to the right of field. Click on **Continue**.

**Note:** The *Comment* field can be used here but this comment field does not populate to the Chronological Case Summary (CCS). (The *Comment* field on the following screenshot will populate to the CCS as part of the hearing entry only until the date of the hearing.)

4. The **Hearing Type** selected previously remains selected. **Note:** Comments can be typed but will only appear on the CCS until the hearing date has passed. If you know the desired hearing date and/or time, complete those fields. Click **Find** to select a desired session. Click **Continue**.



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5. Click **Save** in the Modify Hearing dialog box.



## To Continue/Reset a Hearing from the Calendar:

1. Click on the session which contains the hearing you wish to continue.

	March 11, 2013	March 12, 2013	March 13, 2013
8:00	Miscellaneous 4 of 20	Miscellaneous 1 of 20	Miscellaneous 0 of 20
9:00	Traffic/Initial H 0 of 100	Criminal 1 of 120	Hearings/Trials 0m of 3h
10:00	Miscellaneous 1 of 80		
11:00			

2. *Right* click on the hearing to display the menu options.



3. Select **Reschedule Now** and follow steps 3-5 above.