



# Odyssey CMS Cheatsheet

**Topic: Odyssey R14 Basics**  
**Date: 3/30/2015**

**Summary:** This cheatsheet will explain the most important functionality differences between the R13 release of Odyssey and the upcoming release, R14.

**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.

Please note that in addition to the changes described below, scheduled reports may have changes. This means that scheduled jobs for these reports will likely break. Please refer to the cheatsheets on Alt F1 for rescheduling these reports and contact our helpdesk to cancel any recurring jobs that error out.

## Entering a Warrant

There will be Bond Setting changes when adding a Warrant. You will enter the Bond Setting Type as well as the Bond Type. To note that if a bond is 10% Cash eligible, you can add the percent in the "%" column rather than navigating to the "Notes" tab as required in the past.

**Add A New Warrant**

**Detail** | Status | Service | Narrative | Notes | Witness

**Duck, Donald** **Issued**  
Clerk's Office

10000 Disney Street, Walt Disney WD 00000

Warrant #  Issued **03/31/2015**

Type **Felony Arrest Warrant** Served **Unservd**

Administrative Owner **Carroll Superior Court** Expires

Issuing Judge **Fouts, Kurtis** Cases

[View History](#)

Affiant

Vol  Page  # Pages

**Cross Reference Numbers** **Conditions**

**Charges on this Warrant**

Code	Off Date	Offense	Deg	Fine	Bond
08D01-1503-F6-000008					
118817a5F1	02/28/2015	1. 11-8-8-17(a)(5)/F6: Failure to Register as a Sex or F6			

Current Balance on Case(s) **\$0.00**

**Setting**

Setting Type	Type	Exclusions	Amount	%	Total
<input type="text" value="Bond Amount"/>	<input type="radio"/> Any <input checked="" type="radio"/> Specified	<input type="text"/>	<input type="text" value="5,000.00"/>	<input type="text" value="10.00"/>	500.00 <a href="#">And/Or</a>
<input type="text" value="OR"/>	<input type="radio"/> Any <input checked="" type="radio"/> Specified	<input type="text"/>	<input type="text" value="50,000.00"/>	<input type="text"/>	50,000.00 <a href="#">And/Or</a>

**Warrant Printed**

This will include the 10% notation on the printed Warrant as well as the CCS.



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View Case Summary

CASE INFORMATION			
<b>Offense</b>	<b>Deg</b>	<b>Date</b>	<b>Case Type:</b> F6 - Felony 6
1. 11-8-8-17(a)(5)/F6: Failure to Register as a Sex or Violent Offender sex or violent offender does no	F6	02/28/2015	<b>Case Status:</b> 03/30/2015 Pending
<b>Warrants</b>			
Felony Arrest Warrant - Duck, Donald (Judicial Officer: Fouts, Kurtis ) 03/31/2015 11:15 AM Issued			
Fine: \$0			
Bond: \$5,000.00 (@10%, \$500 Carroll Cash Bond or \$50,000.00 Carroll Corporate Surety Bond			
Felony Arrest Warrant - Duck, Donald (Judicial Officer: Fouts, Kurtis ) 03/30/2015 3:23 PM Issued			
Fine: \$0			
Bond: \$5,000.00 (@10%, \$500.00) Carroll Cash Bond			
DATE		CASE ASSIGNMENT	
<b>Current Case Assignment</b>			
Case Number	08D01-1503-F6-000008		
Court	Carroll Superior Court		
Date Assigned	03/30/2015		

Preview Print Exit

To Hold a Defendant Without Bond, the Setting Type is Hold Without Bond.

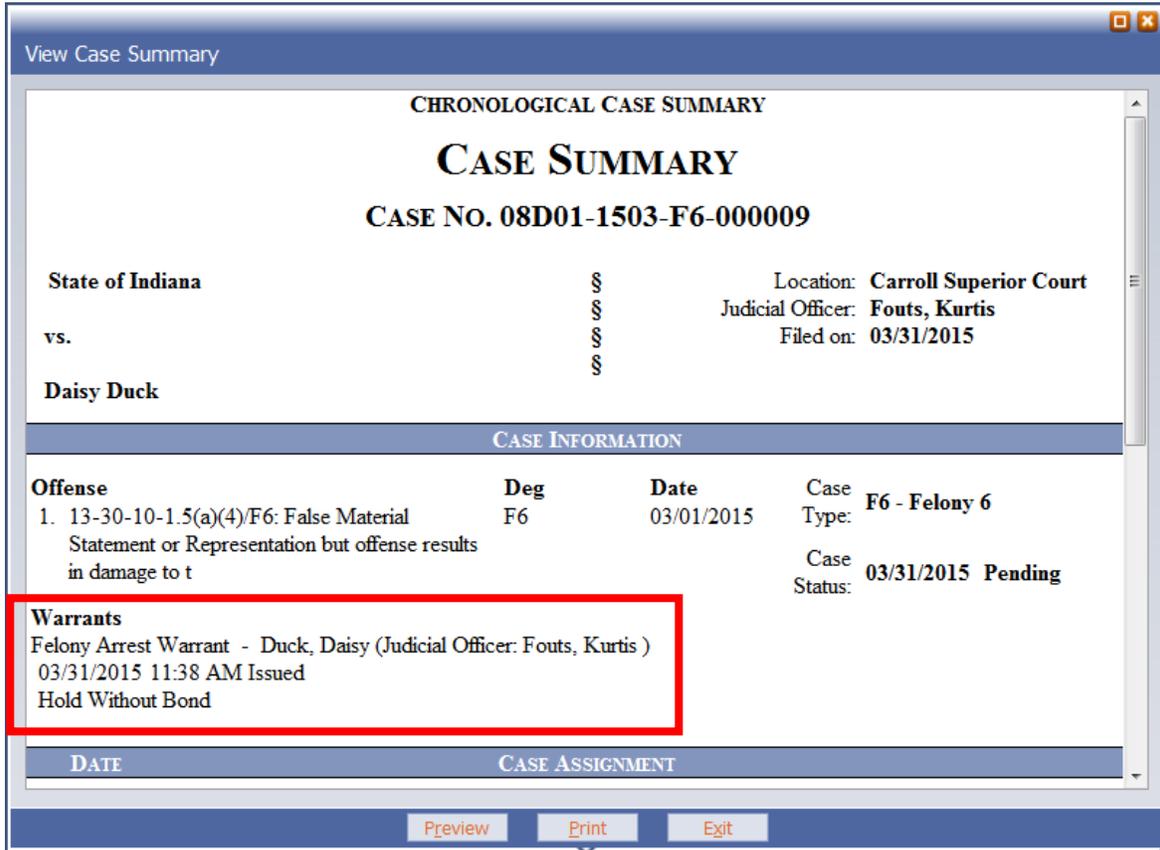
Charges on this Warrant						
Code	Off Date	Offense	Deg	Fine	Bond	
08D01-1503-F6-000009						
13301015a	03/01/2015	1. 13-30-10-1.5(a)(4)/F6: False Material Statement or F6				
Current Balance on Case(s) \$0.00						
Setting						
Setting Type	Type	Exclusions	Amount	%	Total	
Hold Without Bond	<input type="radio"/> Any <input type="radio"/> Specified				And/Or	

Save Exit  Warrant Printed



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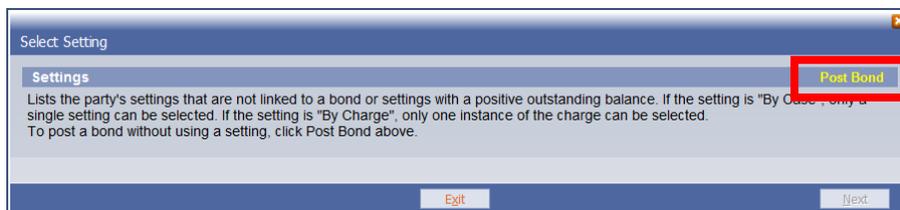
This will also add the Hold Without Bond to the CCS in the Warrants section.



For detailed step by step instructions, please see the “Creating and Adding Service Information to a Warrant” cheatsheet for R14 available via Alt-F1.1

## Adding a Bond

In R14, when Adding a Bond, you will get a “Select Setting” box. You should select the yellow “Post Bond” link. All other steps of posting the bond will remain the same.



For detailed step by step instructions, please see the “Posting a Cash Bond” or “Adding a Surety Bond to the Bond Tab” cheatsheet for R14 available via Alt-F1.1



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## Personal Recognizance Bond

You can now enter a Personal Recognizance Bond on the Bond tab under Surety and Other Bonds. This Bond will not require any amount posted (other than the Special Death Benefit fee if applicable), but will post the Events.

[View Case Summary](#)

### CHRONOLOGICAL CASE SUMMARY

## CASE SUMMARY

**CASE NO. 08D01-1504-F6-000012**

State of Indiana

§  
§  
§  
§

Location: **Carroll Superior Court**  
Judicial Officer: **Fouts, Kurtis**  
Filed on: **04/01/2015**

vs.

Lex Luthor

### CASE INFORMATION

#### Offense

1. 35-43-4-2(a)(1)(B)/F6: Theft

#### Deg

F6

#### Date

01/16/2015

#### Case

Type: **F6 - Felony 6**

#### Bonds

Carroll Personal Recognizance Bond  
4/1/2015      Approved by Judge  
Counts: 1

#### Case

Status: **04/01/2015 Pending**

## Password Restrictions

Previously Odyssey had restrictions regarding the length of the Password limiting you to 10 characters. This restriction has been removed.

## IE11 Compatible

If your County has the desire to upgrade your version of Internet Explorer, Odyssey R14 is IE11 compatible



# Odyssey CMS Cheatsheet

## Case Party – Restrict Access from Public

Odyssey now allows you to Restrict a Party from Public Access. This can be done by navigating to the Case Parties tab and selecting the party to be excluded. Checkmark the box “Display as Restricted Party in Public”.

**Modify Case Party Details**

**Name** +  
Mouse, Minnie

**Address**  
 Party Correspondence Address  
 9938 Blue Ridge WAY  
 Indianapolis, IN 46234  
 Case Correspondence Address  
 Same As Party Correspondence Address

Style  ABC

Do Not Send Notice  
 Always Send Notice  
 **Display as Restricted Party in Public**

**Attorney** +

**Connection** +  
 Type Defendant  
 Added 03/30/2015

[Continue](#) [Exit](#)

This will replace the party’s name and information from Public Access. Please note that this does not affect the Case Style or the CCS generated from Odyssey. This process affects only Public Access.

Skip to Main Content Logout My Account Search Menu New Criminal & Citation Case Records Search Refine Search Back Location : All Odyssey Courts-Case Search Help

### CHRONOLOGICAL CASE SUMMARY

CASE No. 02D05-1503-F6-000202

<b>State of Indiana vs. Minnie Mouse</b>	§ § § §	Case Type: F6 - Felony 6 Date Filed: 03/30/2015 Location: Allen Superior Court 5
PARTY INFORMATION		
<b>Defendant **Confidential**</b>	0' 0", 0 lbs	Attorneys
State Plaintiff	State of Indiana	
CHARGE INFORMATION		
<b>Charges: **Confidential**</b> 1. 13-30-2-1/F6: Environmental Management Law Violation	Statute 13-30-2-1	Level Felony 6 Date 02/28/2015



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## Find an Account Search includes PersonID

Now in Find an Account (left Navigation Bar under Fees & Finances), user can search for a party using the PersonID.

The screenshot shows the 'Find An Account' web application interface. The main search area is divided into three sections: 'Search by Identifier Information', 'Search by Party Information', and 'Search by Attorney Information'. The 'Search by Party Information' section is selected, and the 'Person ID' field is highlighted with a red box, containing the value '1234567'. The interface also includes a 'quick links' section with 'Save My Settings' and 'Use Advanced Search', a 'search options' section with checkboxes for 'Include Inactive Cases', 'Include Accounts without Cases', 'Include Zero Dollar Balances', and 'Include all Cases with Balance', a 'case categories' section with checkboxes for 'Crim-Juv-Traffic', 'Civil', 'Family', and 'Probate or Mental Health', and a 'courts' dropdown menu set to 'All'. The bottom of the interface shows the date and time '3/30/2015 3:51pm' and a 'Messages' icon.



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## Hearing Flags

You can now add Hearing Flags, such as indicating that a defendant has checked in.

**Find Court Sessions**

Case # **04C01-1502-IF-000026** State of Indiana vs. **VALERIE S SYKES**  
Type IF - Infraction

Type **Initial Hearing**

Comment

Location **Benton Circuit Court**

Calendars  Calendar Groups

Calendars

Priority

From **04/02/2015** To

Start  End  Dur

Resources

Show **All Search Results** **Find**  Interpreter Required

**Session Search Results** Previous Next

Click the Find button to search for court sessions.

**Selected Sessions**

- 04/02/2015 1:00 PM - 1:05 PM  
PM Session  
Benton Circuit Court  
Kepner, Rex  
Benton Circuit Court

**Hearing Flags**

Checked In	Defendant checked in.
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**Supplemental Hearing Information**

Event  Charge  Party

**Save** **Exit**



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A hearing flag can be added from the Find Court Sessions screen.

This flag is then visible on the Hearings tab of the case and the hearings session on the calendar.

Type / Duration	Case Number / Style or Defendant	Lead Attys	Rescheduled	Actions	Mark
1:00 PM Initial Hearing 5m	04C01-1502-JF-000026 SYKES, VALERIE S			!	x

You have the ability to filter on this flag as well. From the Court Session screen, click the Filter button, then select the hearing flag you want to display. This will only display those hearings that have a specific hearing flag.

### Blind Till Balancing Option

You have the option of using Blind Till Balancing. This is rights and roles driven as determined by the Clerk. Users who balance “blind” will not see the transaction totals by tender method when entering the cash/check/credit till breakdown.

Reconcile Closed Till

Till **Daily Till (Benton)** Created **04/02/2015** Assigned To **Natalie Kidd, Kimberly Hasser**

**Till Breakdown** +

No breakdowns exist.  
Click the add icon to add a new breakdown.

Till Balance **0.00**

Reconciliation Complete

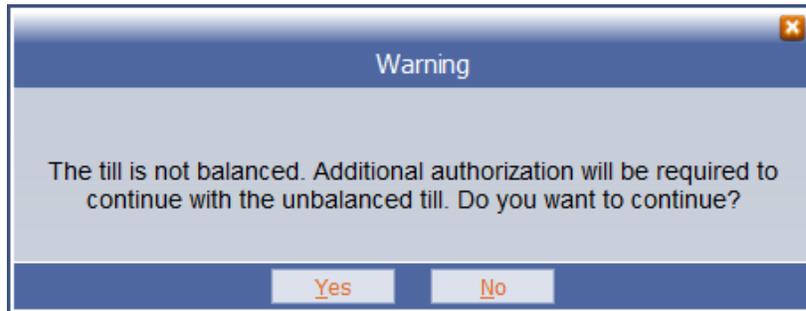
Continue Exit

The Transaction Analysis and the Difference columns don't display, only the Till Breakdown displays. Once the Reconciliation Complete checkbox is selected, click Continue. If the till is balanced, the Reconcile screen will return to the Till screen, like always, and display as 'Balanced'.

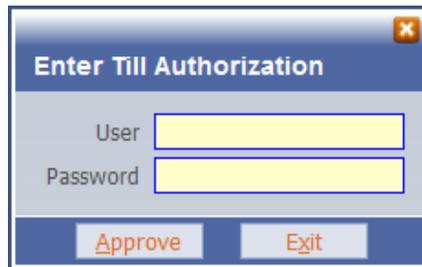


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If the till is not balanced, a warning will display.



Selecting 'No' returns the user to the Reconcile screen. Selecting 'Yes' displays the Till Authorization screen.



Users with the authority to approve unbalanced tills will enter their username/password and click Approve. The name of the person who authorized the till displays in the 'Approved By' column in the Till screen.

The screenshot shows the "Daily Till (Benton County)" screen. At the top right, there are "Save" and "Exit" buttons. Below them is a "Show" dropdown menu set to "Undeposited". The main area is a "Till Listing 03/24/2015 - 04/02/2015" with navigation links for "Previous 10 Days", "Next 10 Days", and "Go to Date". A table below shows the till listing with columns: Created, Closed, Transactions, Short/Over, Assigned To, Approved By, and Deposited. The "Approved By" column for the first row is highlighted with a red box.

Created	Closed	Transactions	Short/Over	Assigned To	Approved By	Deposited
04/02/2015	04/02/2015	-		Natalie Kidd, Kimberly H	Mark Nieman	