



## Odyssey CMS Cheatsheet

**Topic:** Online Payment Processing (ePayments)  
**Date:** 5/12/2016

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**Summary:** This cheatsheet will assist users with what entries are automatically made to cases where ePayments are received for traffic cases on Public access. It will also identify areas where additional updates are needed in order to complete the case.

**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. The on-line payment system will add events to a case depending on the selection made or the status of the case when payment was made:
  - a. Deferral Paid in Full (DPD) will be added if the deferral fee schedule appears on the case when the payment is received.
  - b. Payment SR16 to be sent to the BMV (BMVSR16PAY) will be added if the case has a FTP.
  - c. Admission Paid in Full (APF) will be added if the person admits and is paying on time.
  - d. Nolo Paid in Full (NPF) will be added if the person selects to pay as nolo contendere.
  - e. Admission Paid in Full on FTA (APFFTA) will be added if the person admits but was FTA.
  - f. Nolo Paid in Full on FTA (NPFFTA) will be added if the person pays after being FTA and selects nolo contendere.



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- The events added above can be used to schedule daily List Manager jobs that can be updated in batch. The process will use the Event List Report:

Reports → Case Management → Event Listing

Lists event types, who entered the event, and either the event date/time or the date/time entered.

Clear Memorize Recall

Locations: Case Manager

Case Category: All

Case Type: All

Case Subtypes:

Include Cases without a Subtype

Case Status:

Is Current Status

Case Event Type: Admission Paid in Full

Case Event Judicial Officer:

Judicial Officer On:

Case Event Status:

Include Events with No Status

Case Event Status Date Range: Start Date: End Date:

Service Event Type:

Judgment Event Type:

Date and Time Range: Start Date: Wednesday, March 4, 2015; End Date: Wednesday, March 4, 2015; Start Time: End Time:

Date and Time Entered:

Security Group: All

Entered By:

Sort Order: Case Number; Entered By;

Report Options: Run Detail Only;  Include Comments;  Include Document Index #;  Save as CSV

List Name: Admission Paid in Full;  Append Job ID Number to List Name



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Note: You will create a separate Event Listing job for each event that needs updating. The Deferral Paid in Full will not need updating if you use the automatic close functionality. The BMVSR16PAY event cases will not need updating. The report can be scheduled to run daily. Please note that cases are updated in real time, so there will be events dated Saturdays and Sundays. Saturdays and Sundays should be included in Event Listing Jobs that you run.

3. Once the report is scheduled, the user will update using List Manager. Click on List Manager in the Navigation Menu.



4. Click to Load one of your lists. Once your list has loaded, you will click Perform Action.

\*\*When using List Manager, you should always name the list in case there are errors to be reviewed.

### Nolo Contendere Paid in Full:

5. Select Update Cases and add the Statistical closure of "Violations Bureau".
6. Add A List name in the "Incomplete Action" section on the bottom left of your screen.



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7. Click the "Submit" button.

Update Cases

Case Category **Crim-Juv-Traffic**

Events

**Events** +

Judgment Event

Date  12

Type

Judge

Case Status

Date  12

Status

Comment

Statistical Closure

Date **03/04/2015** 12

Disposition **Violations Bureau**

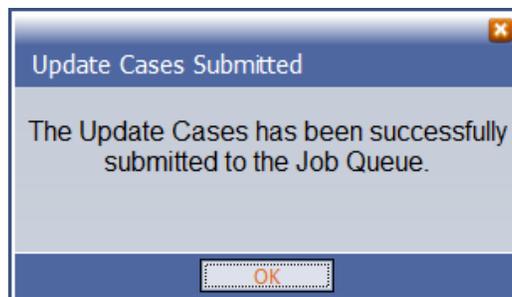
Comment

**Incomplete Action**

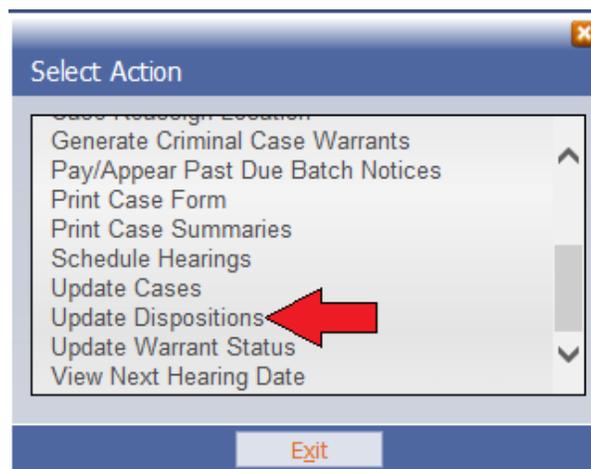
List Name **Nolo Stat Closure** x

**Submit** **Exit**

8. You will receive notification that the action has been successfully submitted to the Job Queue.



9. You will then need to add a disposition to the cases. Click "Perform Action" at the list of cases and then select "Update Dispositions" from the dialog box.





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10. Select "Add Disposition" from the Action dropdown list. Then select "Nolo Contendere" from the New Disposition dropdown list.

Update Dispositions

Action: Add Dispositions

Current Disposition: [Text Field]

New Disposition: Nolo Contendere

Date: 03/04/2015

Judge: [Dropdown]

Reason: [Text Field]

Does not affect aging clock

Comment: [Text Field]

Update cases with outstanding fees

Incomplete Action

List Name: Nolo Paid in Full Disp

Submit Exit

### Nolo Paid in Full on FTA:

11. Load your List and click "Perform Action" at the list of cases and then select "Update Dispositions" from the dialog box.

Select Action

- Generate Criminal Case Warrants
- Pay/Appear Past Due Batch Notices
- Print Case Form
- Print Case Summaries
- Schedule Hearings
- Update Cases
- Update Dispositions
- Update Warrant Status
- View Next Hearing Date

Exit



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12. Select "Add Disposition" from the Action dropdown list. Then select "Nolo Contendere" from the New Disposition dropdown list.

### Update Dispositions

Action

Current Disposition

New Disposition

Date

Judge

Reason

Comment

Update cases with outstanding fees

**Incomplete Action**

List Name

**Note:** You should review your Stat Closure error list. If you are a conversion county, these cases should represent your prior FTA cases and may need the BMVSR16REO event added as well. (Please note that if you were a conversion county and JTAC was able to map your FTA event, this step will not be needed). The event can be added in batch by using the Perform Action and Update Cases options.



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### Admission Paid in Full:

13. Load your list and click Perform Action, select Update Cases. Change the Case Category to "Crim-Juv-Traffic". Then check the Statistical Closure checkbox, enter the effective date of the closure and select the Disposition of "Violations Bureau". Then click the "Submit" button.

Update Cases

Case Category **Crim-Juv-Traffic**

Events

**Events** +

Judgment Event

Date  12

Type

Judge

Case Status

Date  12

Status

Comment

Statistical Closure

Date **03/04/2015** 12

Disposition **Violations Bureau**

Comment

**Incomplete Action**

List Name **Admission Stat Closure** x

Submit Exit

14. You will receive notification that the action has been successfully submitted to the Job Queue.

Update Cases Submitted

The Update Cases has been successfully submitted to the Job Queue.

OK

15. You will then need to add a disposition to the cases. Click "Perform Action" and then select "Update Dispositions" from the dialog box.

Select Action

Generate Criminal Case Warrants

Pay/Appear Past Due Batch Notices

Print Case Form

Print Case Summaries

Schedule Hearings

Update Cases

Update Dispositions

Update Warrant Status

View Next Hearing Date

Exit



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16. Select “Add Disposition” from the Action dropdown list. Then select “Admission” from the New Disposition dropdown list.

Update Dispositions

Action **Add Dispositions**

Current Disposition

New Disposition **Admission**

Date **03/04/2015**

Judge

Reason

**Does not affect aging clock**

Comment

Update cases with outstanding fees

**Incomplete Action**

List Name **Admission Disposition**

**Submit** **Exit**

### Admission Paid in Full on FTA:

17. You will the need to add a Disposition to the cases. Click “Perform Action” and then select “Update Dispositions” from the dialog box.

Select Action

Generate Criminal Case Warrants

Pay/Appear Past Due Batch Notices

Print Case Form

Print Case Summaries

Schedule Hearings

Update Cases

Update Dispositions

Update Warrant Status

View Next Hearing Date

**Exit**



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18. Select "Add Disposition" from the Action dropdown list. Then select "Admission" from the New Disposition dropdown list.

**Update Dispositions**

Action: Add Dispositions

Current Disposition: [Empty]

New Disposition: Admission

Date: 03/04/2015

Judge: [Empty]

Reason: [Empty]

Does not affect aging clock

Comment: [Empty]

Update cases with outstanding fees

**Incomplete Action**

List Name: Admission Disposition

Submit Exit

Note: You should review your Stat Closure error list. If you are a conversion county, these cases should represent your prior FTA cases and may need the BMVSR16REO event added as well. (Please note that if you were a conversion county and JTAC was able to map your FTA event, this step will not be needed). The event can be added in batch by using the Perform Action and Update Cases options.