



# Odyssey CMS Cheatsheet

**Topic: Printing Calendars**

**Updated: 3/21/2013**

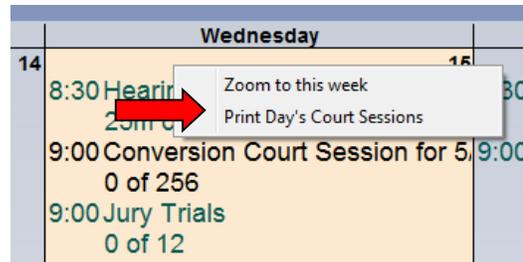
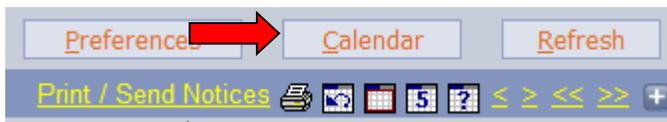
**Summary:** This cheatsheet explains how to print a court calendar for reference.

**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.

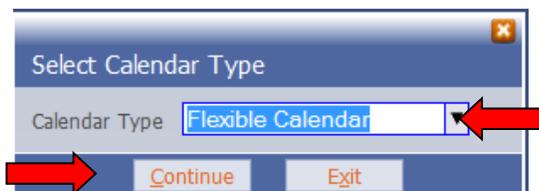
1. Click on **View Calendar** from the Navigation Bar on the left navigation menu.
2. To select a calendar other than the calendar displayed currently (i.e. Duty Calendar, Traffic & Misdemeanor, Small Claims, etc.), click the Calendar button on the top left to select the calendar you wish to print.



3. To print the entire day's hearings, you can either click the **Printer icon** button or you can **right click** on the date that you wish to print.



4. From the **Select Calendar Type** box, select "**Flexible Calendar**" from the **Calendar Type** drop down. Click **Continue**.





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5. Complete the Location, Form Name, Calendar, Date Range, desired Report Options, Primary and Secondary Sort, (The data fields retain the information last entered.) Click **Submit** to email the calendar report or **View** to print/view the report.

Calendar Report - Flexible

Flexible Calendar Report.

Clear Memorize Recall

Location: Allen Circuit Court

Form Name: Circuit Court Calendar (Short)

Calendar: Allen Circuit Court

Date Range: Start Date: Thursday, March 21, 2013; End Date: Thursday, March 21, 2013

Report Options:  Include rescheduled hearings;  Hide style/party detail on cases with Security Groups;  Include blank rows at end of each hearing; Number of rows: 2

Primary Sort: Case Number

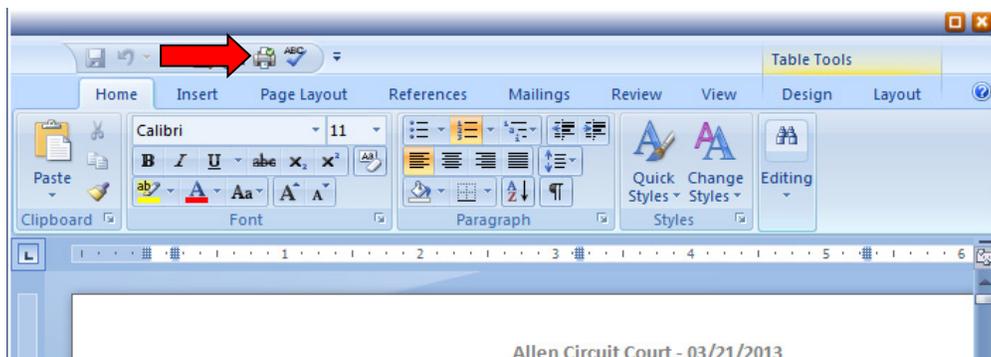
Secondary Sort: First Defendant's Last Name

List Name: [Empty]

Tag Along Cases: Location: [Empty]; Base Status: [Empty];  Exclude the following case statuses. [Empty]

Submit View

**Click View:** You can print the calendar by using the quick print printer icon or Ctrl+P.





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Click **Submit**: Enter email address(es); Add Comment, if desired; click checkbox to **Attach Any Files Generated by Job and Keep Files in Job History**; Click **Finish**.

**Add Email Notification Recipients**

To:

Cc:

Bcc:

Comment:

Attach Any Files Generated by Job

**Attach Any Files Generated by Job and Keep Files in Job History**

Copy Job Files to Directory

Directory:

Print to Network Printer

Printer:

6. From the **Calendar Report – Flexible** screen, to save the **Flexible Calendar Report** settings, click **Memorize**, type in a **Name to Save**, click **Save**.

**Calendar Report - Flexible**

Flexible Calendar Report.

**Save Current Report Settings**

Name	Date	Time
Jackson Superior 2, Courtroom 1 Calendar	04/26/2012	9:30 AM
(Previous Run)	03/21/2013	4:34 PM
(Previous Run)	02/13/2013	8:57 AM
(Previous Run)	02/06/2013	4:01 PM
(Previous Run)	02/06/2013	9:10 AM
(Previous Run)	02/04/2013	12:55 PM
(Previous Run)	02/04/2013	12:43 PM
(Previous Run)	02/04/2013	12:41 PM

Name to Save:

Click **Recall**, when necessary, to restore settings and print or view a Flexible Calendar Report that has been memorized.

**Calendar Report - Flexible**

Flexible Calendar Report.