



Odyssey CMS Cheatsheet

Topic: Processing Electronic Tickets and Printing Jackets or Labels
Date: 5/16/2013

Summary: This cheatsheet explains how to batch print electronic traffic tickets and print jackets or labels.

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.

Processing Electronic Tickets

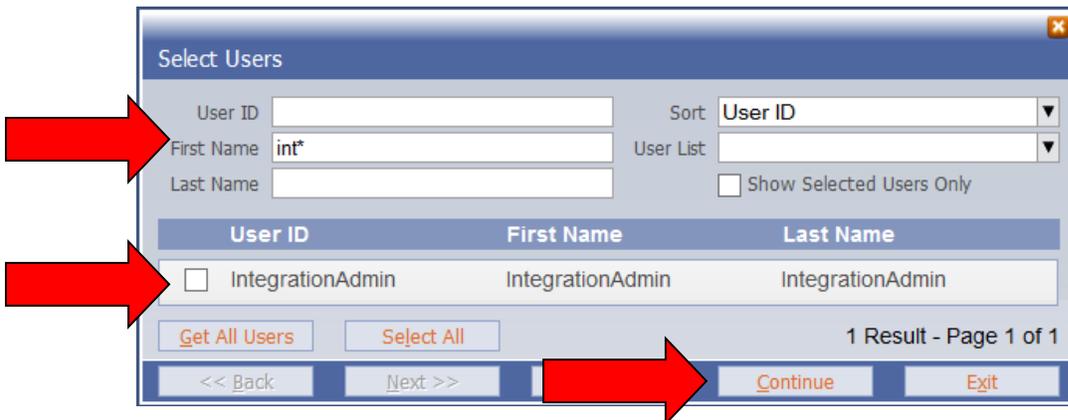
1. Click on **List Manager** in the left navigation bar.
2. Double-click on your Court node so it check marks all courts.
3. Click the **Perform Query** button.



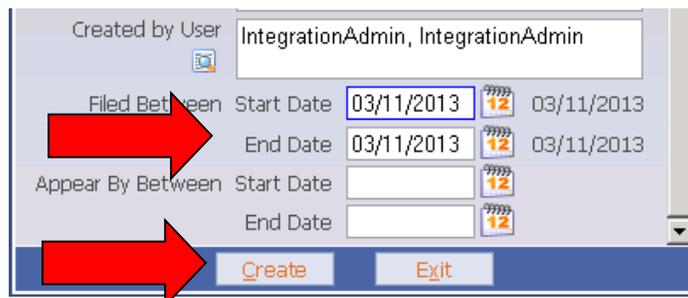
4. Click "Select Cases" in the prompt that appears.
5. Click into the "Created by User" picker box.



6. In the First Name field, enter INT* and be sure to enter the asterisk. Click Search (or Enter key).
7. Select *Integration Admin* and click **Continue**.



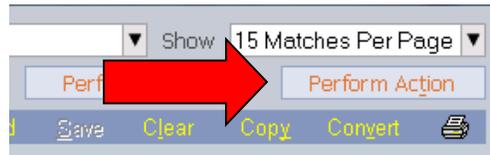
8. In the **Filed between** Dates, enter the date parameters that you need for the beginning and ending date of when tickets were pushed into Odyssey.
9. Click **Create**.



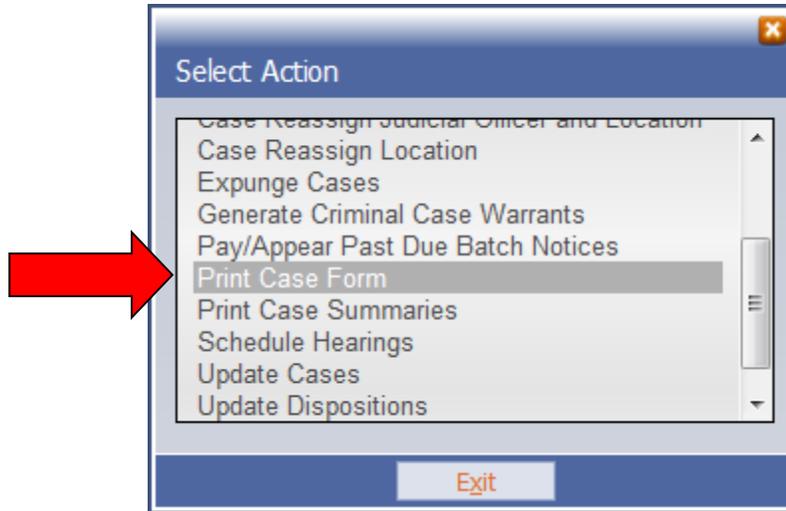


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10. To print labels or jackets, click the “Perform Action” button.



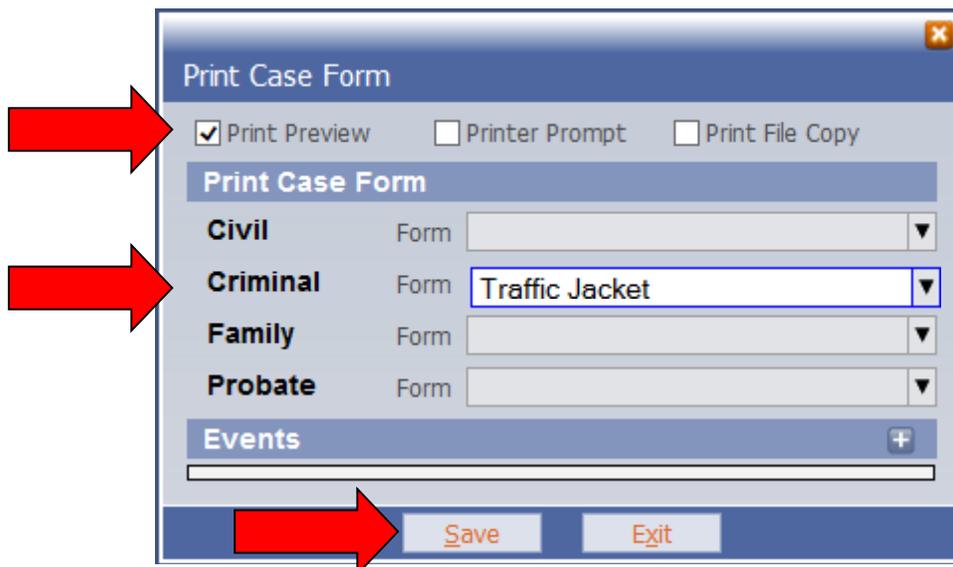
11. Select **Print Case Form**.



12. Check the **Print Preview** box.

13. In the Criminal dropdown, choose the Case Label or Jacket you want to print.

14. Click **Save**.



15. When the labels or jackets appear on your screen, click on the Print icon or press CTRL+P to print.