



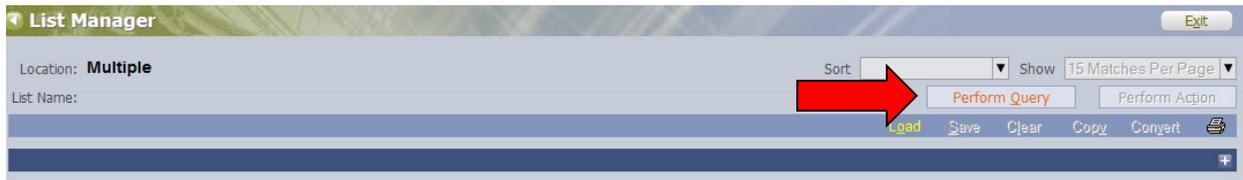
Odyssey CMS Cheatsheet

Topic: Processing Pending Traffic Tickets, Printing Jackets and INcite Records
Date: 4/19/2013

Summary: This cheatsheet describes how to process traffic tickets in both Odyssey and INcite.

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. Go to LIST MANAGER on the left navigation tree.
2. Choose all nodes in your county (double click on your county name).
3. Click on the PERFORM QUERY button.



4. Choose SELECT CASES in the pop up box. Fill in the following fields:
 - a. For CASE TYPE, choose IF.
 - b. For CASE STATUS, choose PENDING.
 - c. For APPEAR BY dates, enter the applicable dates for your search.

The 'Select Cases' dialog box contains the following fields and values:

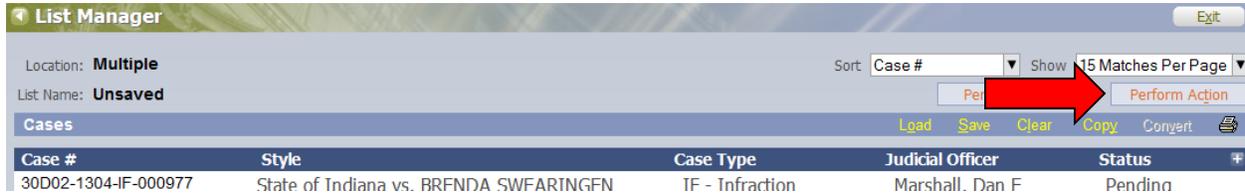
- Case Category: [Empty]
- Case Type: IF - Infraction
- Case Subtype: [Empty]
- Case Security Group: [Empty]
- Offense Codes: [Empty]
- Cause of Action: [Empty]
- Case Status: Pending
- Case Flag: [Empty]
- Event Type: [Empty]
- Created by User: [Empty]
- Filed Between: Start Date [Empty] 12, End Date [Empty] 12
- Appear By Between: Start Date 04/09/2013 12, End Date 04/09/2013 12

At the bottom of the dialog box, there are two buttons: 'Create' and 'Exit'.

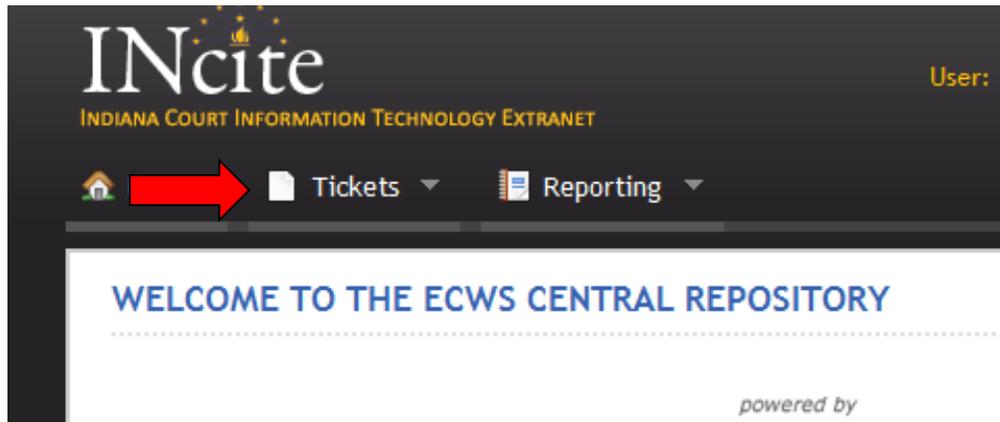


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- Click CREATE.
- Now, choose PERFORM ACTION.



- Click PRINT CASE FORM in the options. Make sure the PRINT PREVIEW box is checked.
- Choose your county TRAFFIC JACKET. When the jackets appear on the screen, print as you normally would.
- Go to the INcite application at <https://mycourts.in.gov/> and sign in.
- Choose the eCWS CENTRAL REPOSITORY application.
- Click the TICKET dropdown and click on SEARCH TICKETS.



- Choose your county in the county dropdown.
- Enter the defendant's name and click SEARCH.
- At the end of the line that has the correct name, hover your cursor and click PRINT.
- In the pop-up, choose COMPLAINT AND SUMMONS.
- Click DOWNLOAD PDF.
- PRINT.