



Odyssey CMS Cheatsheet

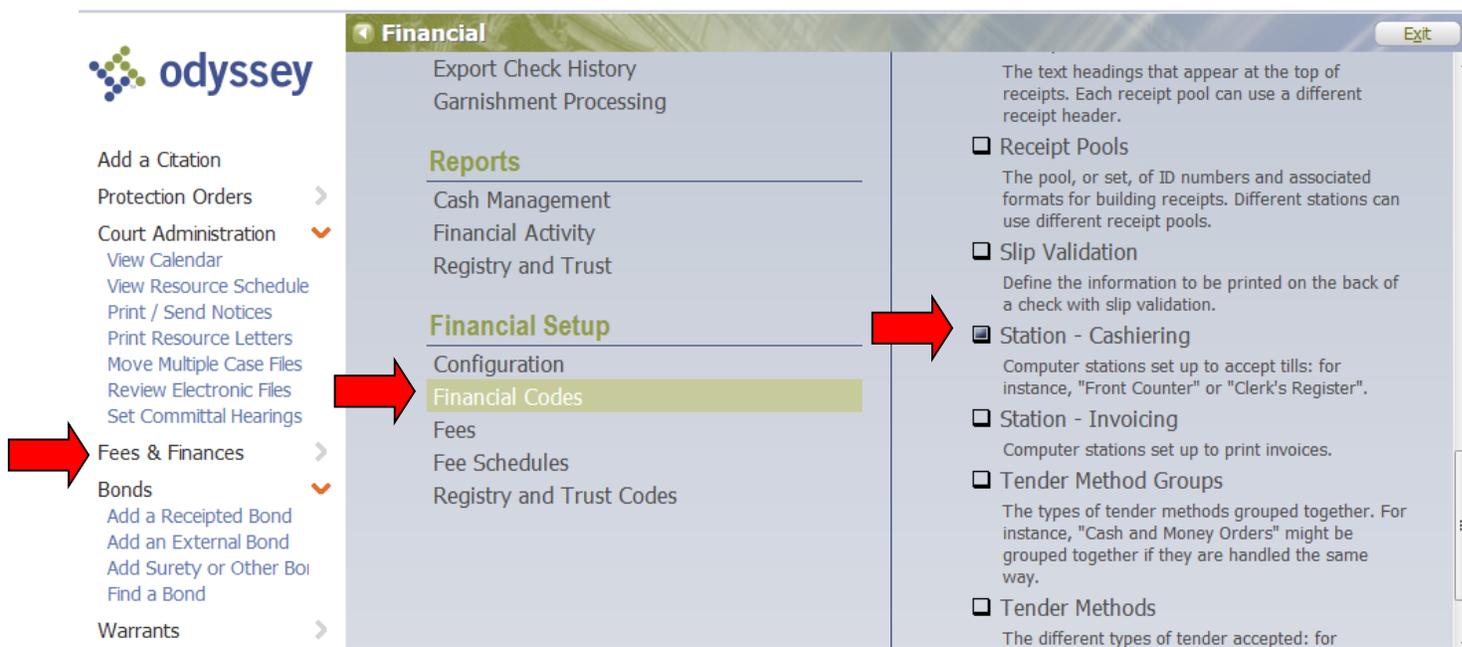
Topic: Re-Establishing a Cashiering Station

Updated: 4/18/2013

Summary: This cheatsheet explains how to link a cashiering station after one has already been established. Each workstation that processes financial transactions must be linked to a cashiering station in Odyssey.

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. From Case Manager Home, click **Fees & Finances** → **Financial Codes** → **Station – Cashiering**.



2. Select the Node (if required).



3. Click on the Cashiering Station that needs to be re-linked.

Info	Code	Description	Status	Receipt Pool
	AEC	Adam Earnheart Station	Linked	Conversion Receipt Poc
	30CD1	Clerk Desk Station 1	Linked	Hancock County Receip
	30CD10	Clerk Desk Station 10	Linked	Hancock County Receip



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- Click the yellow **“Link to this PC”** link.

Modify Station - Cashiering

Show this code for Hancock County Circuit & Superior Courts
 Use for API only

System-Wide Code and Description

Code
Description

System-Wide Effective Information

Effective Date
Obsolete Date

System-Wide Station - Cashiering Behavior

Status **Linked** [Link to this PC](#)

Receipts

Default Printer
Print Template

Cash Drawer

Default Printer
Configuration

Receipt Pools

Case Manager Conversion Receipt Pool

Slip Validation

Default Printer
Printer Model

- Click the picker next to the **Default Printer** and select the printer for your receipts.
- Your **Print Template** will be “Generic”.

Your Receipt Pools should already be filled in from the last time the station was linked.

Modify Station - Cashiering

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System-Wide Code and Description

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Description

System-Wide Effective Information

Effective Date
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System-Wide Station - Cashiering Behavior

Status **Linked** [Link to this PC](#)

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- Click **Save**.