



# Odyssey CMS Cheatsheet

**Topic:** Rescheduling Hearings En Masse from the Calendar  
**Updated:** 3/21/2013

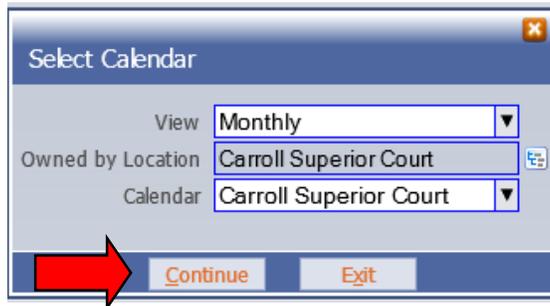
**Summary:** This cheatsheet explains how to reschedule several hearing at once, rather than having to reschedule each hearing individually.

**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.

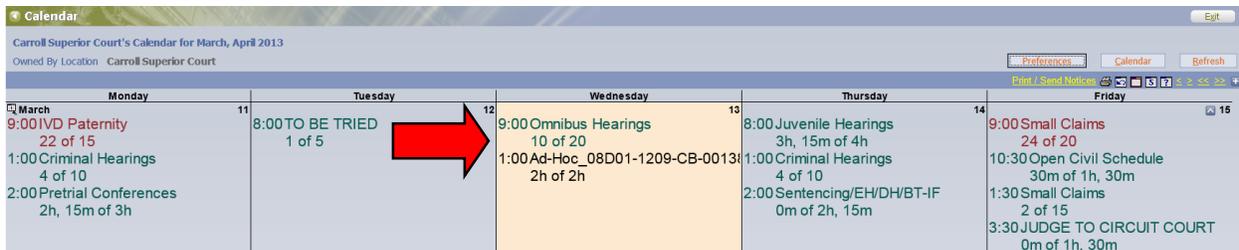
1. Under Court Administration on the left navigation bar, choose **View Calendar**.



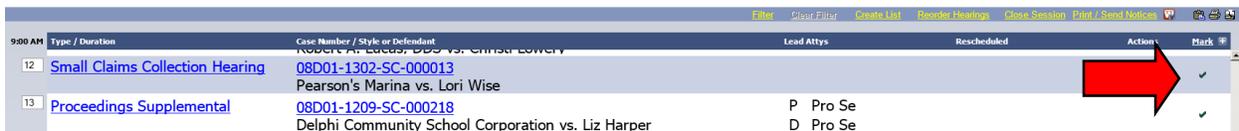
2. Select options for the **View**, **Location**, and **Calendar** fields. Click **Continue**.



3. Click into the session of the hearings you would like to reschedule.



4. In the Court Session screen, click **Mark** to the left of the plus sign to place the hearings on the clipboard. Click the **Exit** button at the top right of the screen to go back to the Calendar.



5. From the Calendar, select the session in which you would like to reschedule the hearings. Select **Paste**.





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6. Confirm you are in the session you want.

**NOTE:** If the new session times are different than the originally scheduled session times, **Reschedule "As Is" MUST BE CHECKED** before clicking **Reschedule**. Select the hearing(s) to be rescheduled by clicking on the box(s) in the **Reset** column and select rescheduling reason(s) from the **Reason** dropdown menu.

Reset	Current Setting Information	Reason
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1103-CM-000075 State of Indiana vs. Elizabeth	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1210-CM-000298 State of Indiana vs. Dakota C	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Initial Hearing 08D01-1302-CM-000055 State of Indiana vs. Patricia F	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1207-CM-000214 State of Indiana vs. Sarah Sc	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1206-FD-000039 State of Indiana vs. Kimberly	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1105-CM-000130 State of Indiana v. Brett Ding	Court's Own Motion
<input type="checkbox"/>	03/25/2013 Hearing on Motion to 08D01-1302-CM-000043	Court's Own Motion

If the sessions times are the same, select the hearing(s) to be rescheduled by clicking on the box(s) in the **Reset** column, select rescheduling reason(s) from the dropdown menu.

Reset	Current Setting Information	Reason
<input checked="" type="checkbox"/>	03/15/2013 9:00 AM Hearing on Motion fo 08D01-1205-SC-000118 Delphi Community School Cor	Conversion
<input checked="" type="checkbox"/>	03/15/2013 9:00 AM Hearing on Motion fo 08D01-1205-SC-000119 Delphi Community School Cor	Conversion
<input checked="" type="checkbox"/>	03/15/2013 9:00 AM Proceedings Supplerr 08D01-1203-CC-000041 Asset Acceptance LLC vs. Ga	Conversion
<input checked="" type="checkbox"/>	03/15/2013 9:00 AM Proceedings Supplerr 08D01-0811-SC-000294 Robert A. Lucas, DDS vs. Rel	Conversion
<input checked="" type="checkbox"/>	03/15/2013 9:00 AM Proceedings Supplerr 08D01-0911-SC-000247 Robert A. Lucas, DDS vs. She	Conversion
<input checked="" type="checkbox"/>	03/15/2013 9:00 AM Proceedings Supplerr 08D01-0808-SC-000215 Robert A. Lucas, DDS vs. Roç	Conversion
<input type="checkbox"/>	03/15/2013 Proceedings Supplerr 08D01-0908-SC-00194	Conversion

7. Then, click **Reschedule**.

The hearings are now rescheduled to the new session. If there are more items on the clipboard to reschedule, click **Exit** to return to the calendar and choose other sessions for those hearings.