



Odyssey CMS Cheatsheet

Topic: Scanning FAQs

Updated: 12/22/2016

Summary: Tips and Tricks for Scanning 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.

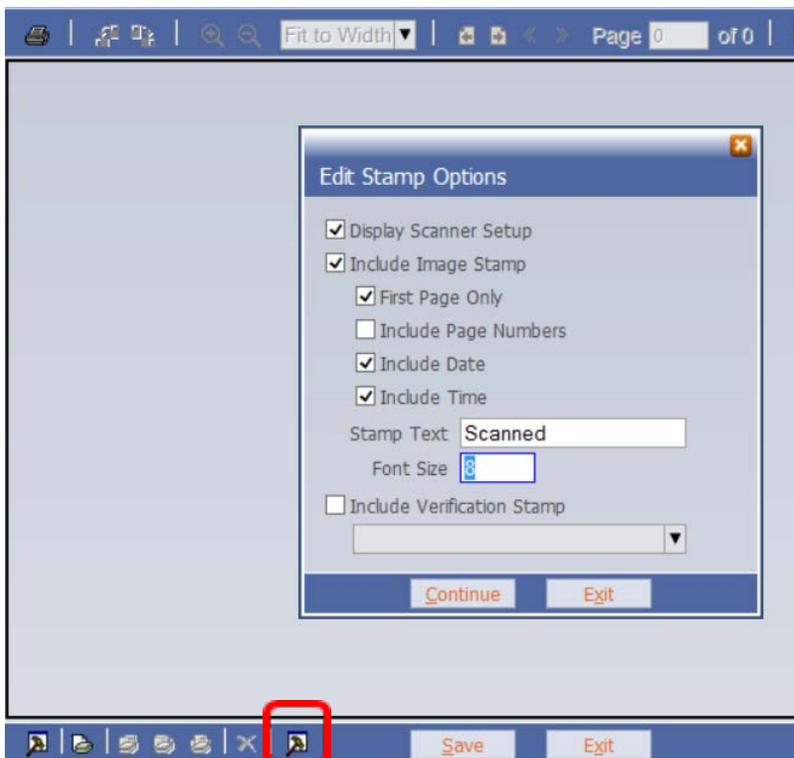
Recommended Scanner: FUJITSU 7160

- **How do I update my scanning options?**

1. Right click on an event.
2. Select Scan Document.
3. Click Config.



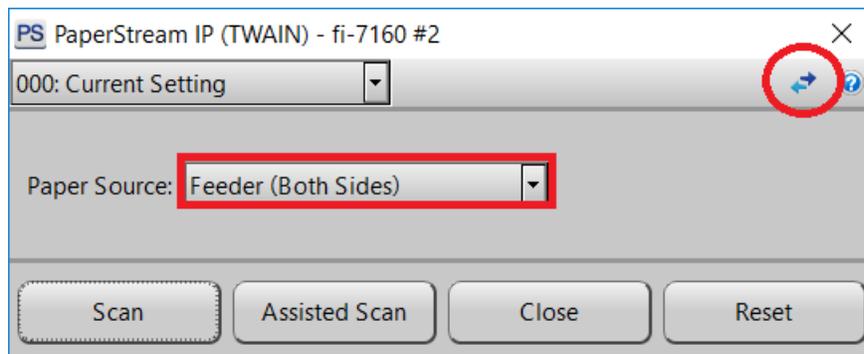
4. Now click the 'hammer' icon below.





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5. *Note: The directions and screenshot below are for Fujitsu Scanners only.*
Select '**Display Scanner Setup**' if you want the scanner prompt every time you scan a document. This is needed for things such as scanning 2 sided documents, changing the size of the scan, etc. If this is selected, the scanner prompt will appear like below and you can select the paper source. You can also click the Settings icon that will give you more scanning options.



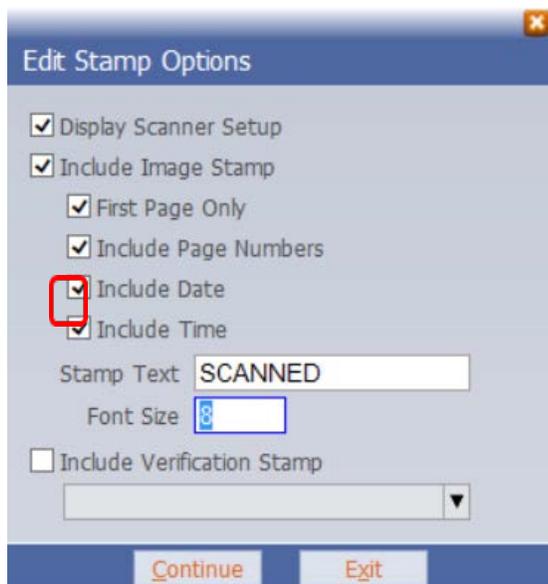
6. Select the '**Include Image Stamp**' if you want to display a timestamp of when the document was scanned.

Note: This option should be a decision made by the Judges and Clerk if the timestamp should be added. If it is decided it's needed, every scanner needs to have this set so every document shows the timestamp. Below is an example of what would appear on the 1st page of every document scanned.

'6/3/2015 2:20 PM SCANNED

7. If you want to include the page number as well on the 1st page of every document scanned you need to check the box. Below is an example of how it would look.

'6/3/2015 2:20 PM SCANNED Page 1



8. Once all the options are set, click Continue.
9. Click Save. Options will stay this way until you change them.

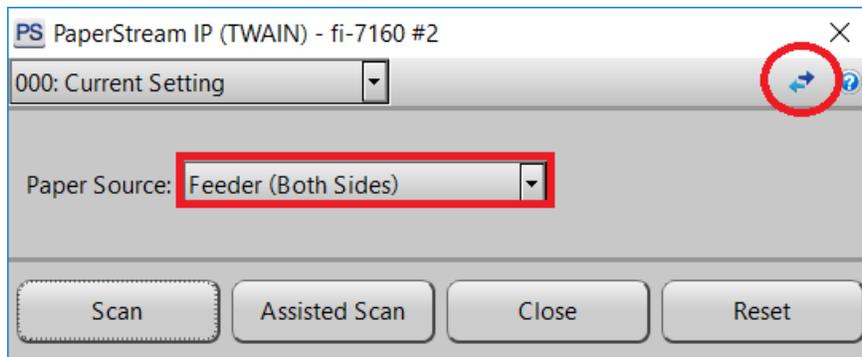


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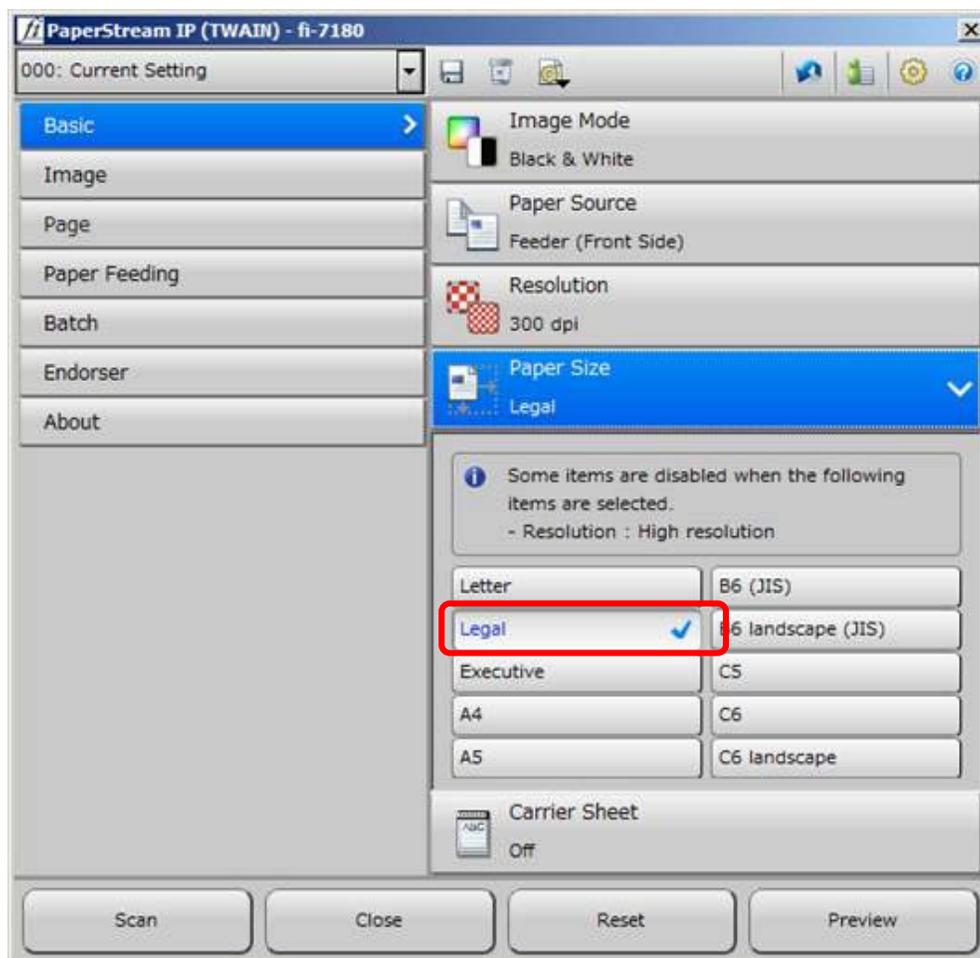
- **How do I scan a legal size document?**

Note: The directions and screenshots below are for Fujitsu Scanners only.

1. From the scanner prompt, click the settings button highlighted below:



2. Now, under the **Basic** tab, click the **Paper Size** option on the right hand side and select **Legal**.



3. Now click **Scan**. This should scan the document as a Legal size document. Remember to change this setting back to Letter size the next time you scan, otherwise it will continue to scan Legal Size documents. The settings always stick to whatever was last selected.

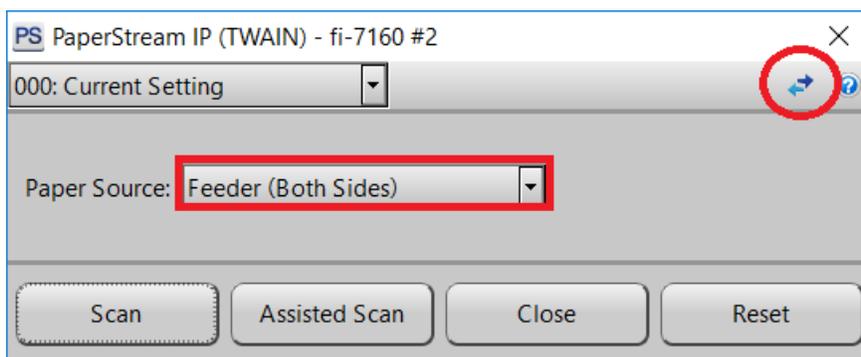


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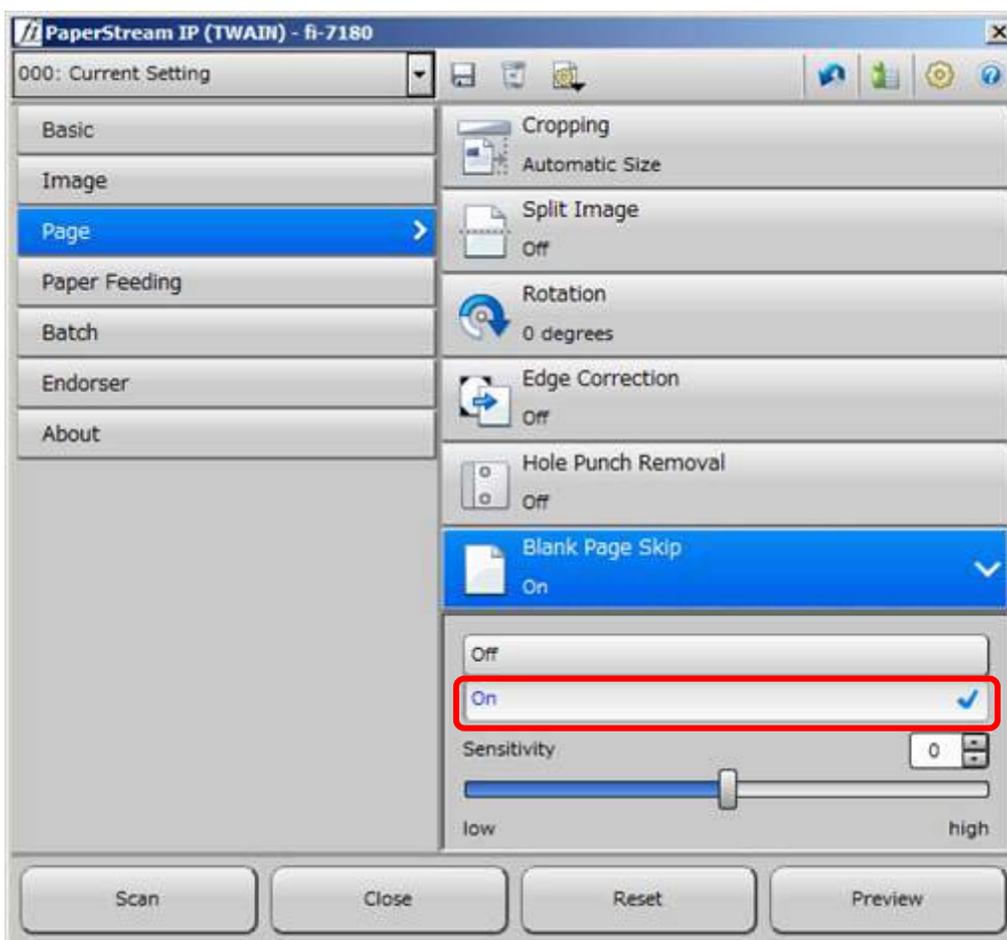
- **When scanning 2 sided documents, is there an easy way to delete the blank pages, without having to go through each one and clicking the delete button?**

Note: The directions and screenshots below are for Fujitsu Scanners only.

1. From the scanner prompt, select **Both Sides** for the Paper Source.
2. Then, click the settings button highlighted below:



3. Now, under the **Page** tab, click the **Blank Page Skip** option on the right hand side and select **On**.



Now click Scan. This should scan the document and skip all blank pages so you don't have to go through and delete them one by one.

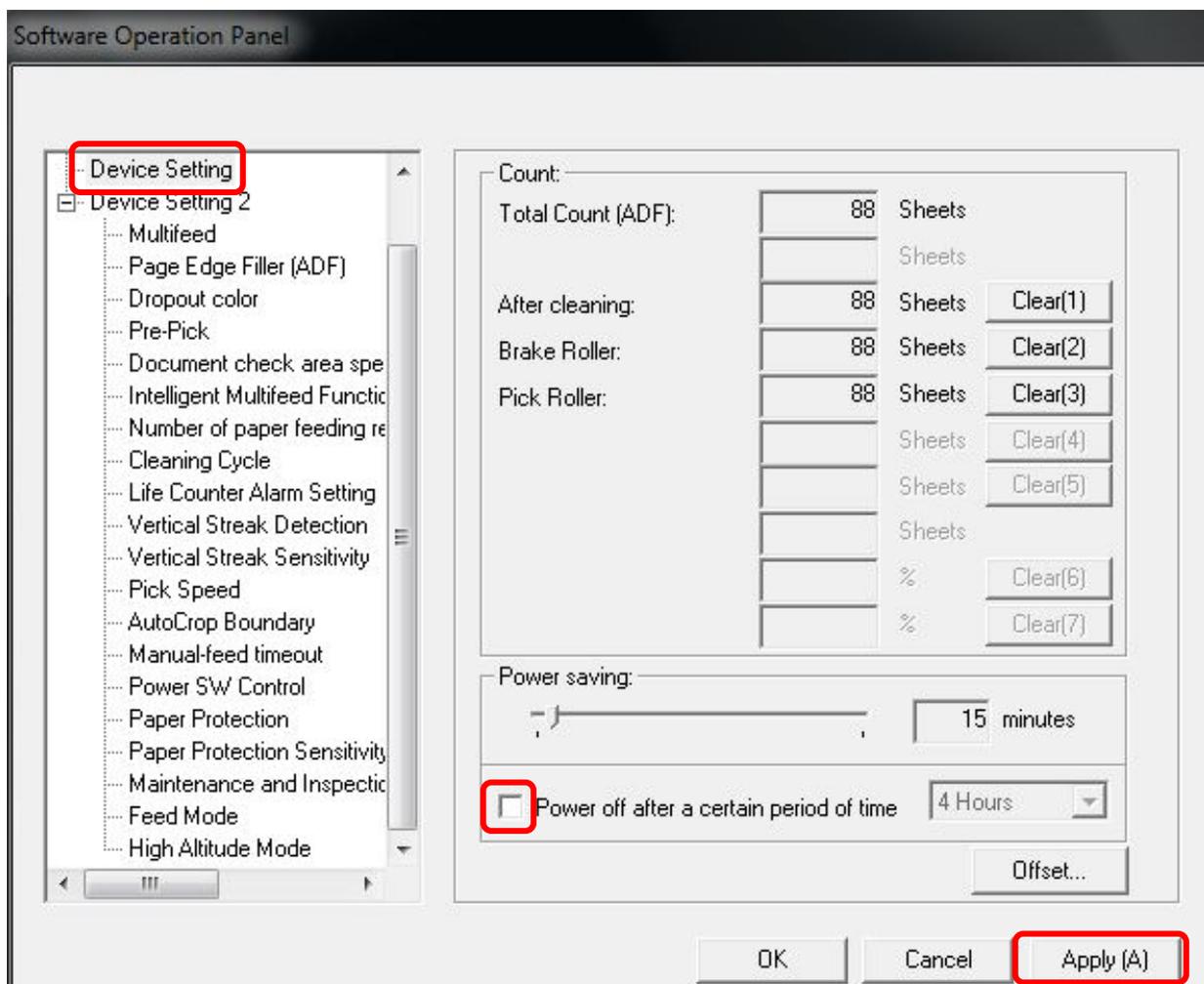


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- **How do I set my Fujitsu scanner so it will not power off?**

Note: The directions and screenshots below are for Fujitsu Scanners only.

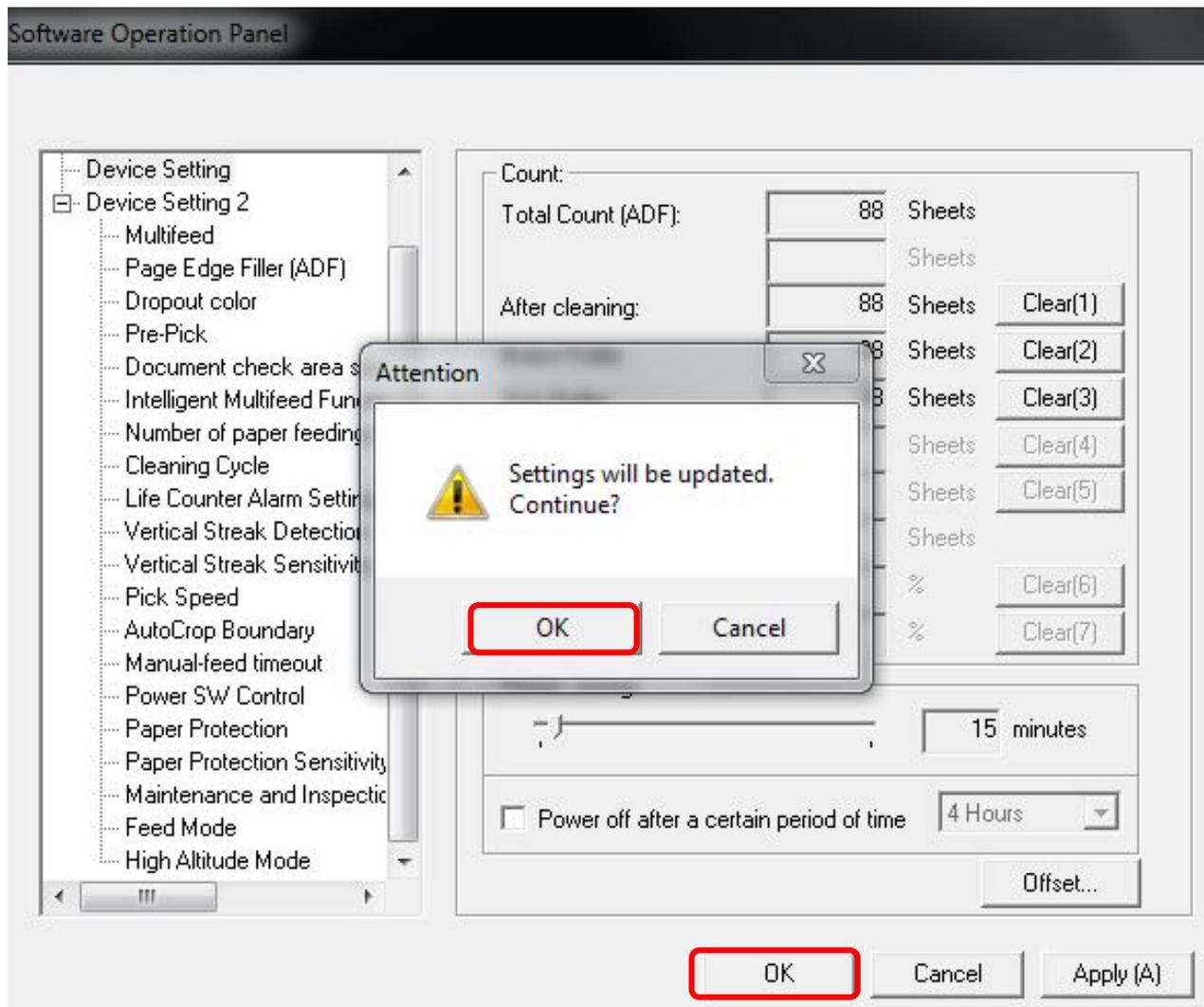
1. From your computer, go to the Start Menu.
2. Click on All Programs.
3. Click fi Series.
4. Click Software Operation Panel.
5. Click on Device Setting.



6. Uncheck the box to power off after a certain period of time.
7. Click Apply.



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8. Click OK.
9. Click OK again.



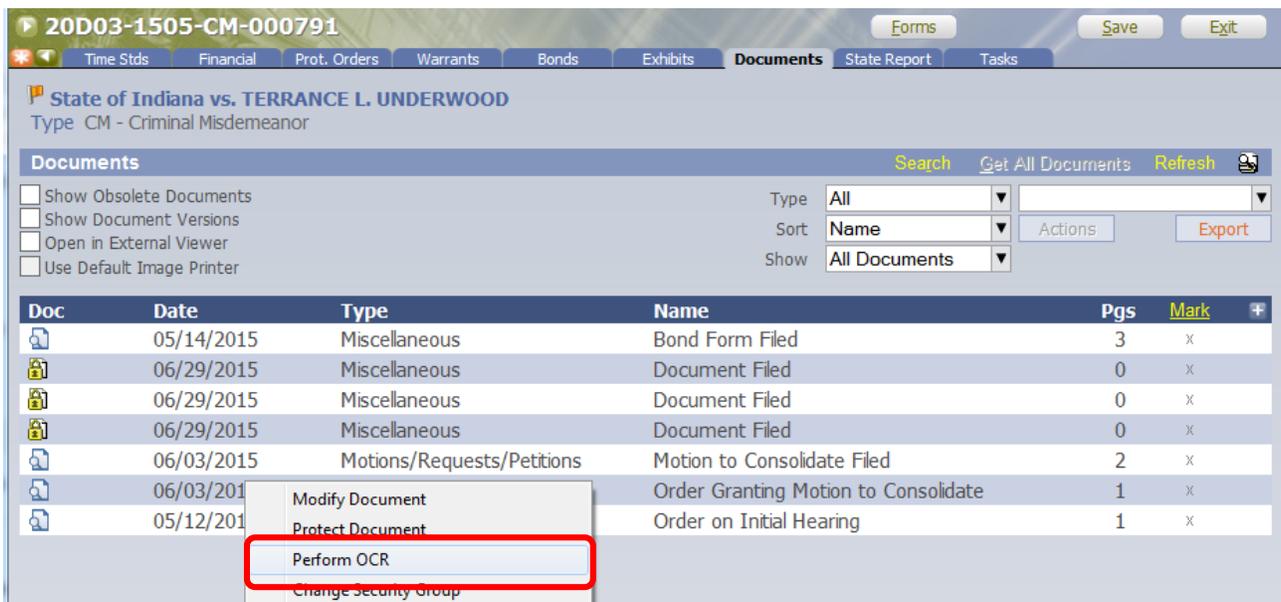
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Note: As of 8/1/15 any document scanned in Odyssey will automatically be converted to a PDF. For documents scanned prior to 8/1/15 or if a document fails to convert to a PDF you can use the following instructions to manually convert the document from a TIFF to a PDF.

- **How do I manually convert a file to PDF?**

If you need to convert a document to a PDF in Odyssey:

1. Navigate to the case.
2. Right-click anywhere on the line of the document from the Documents tab.
3. Select **Perform OCR**.



- **How do I update my scanner?**

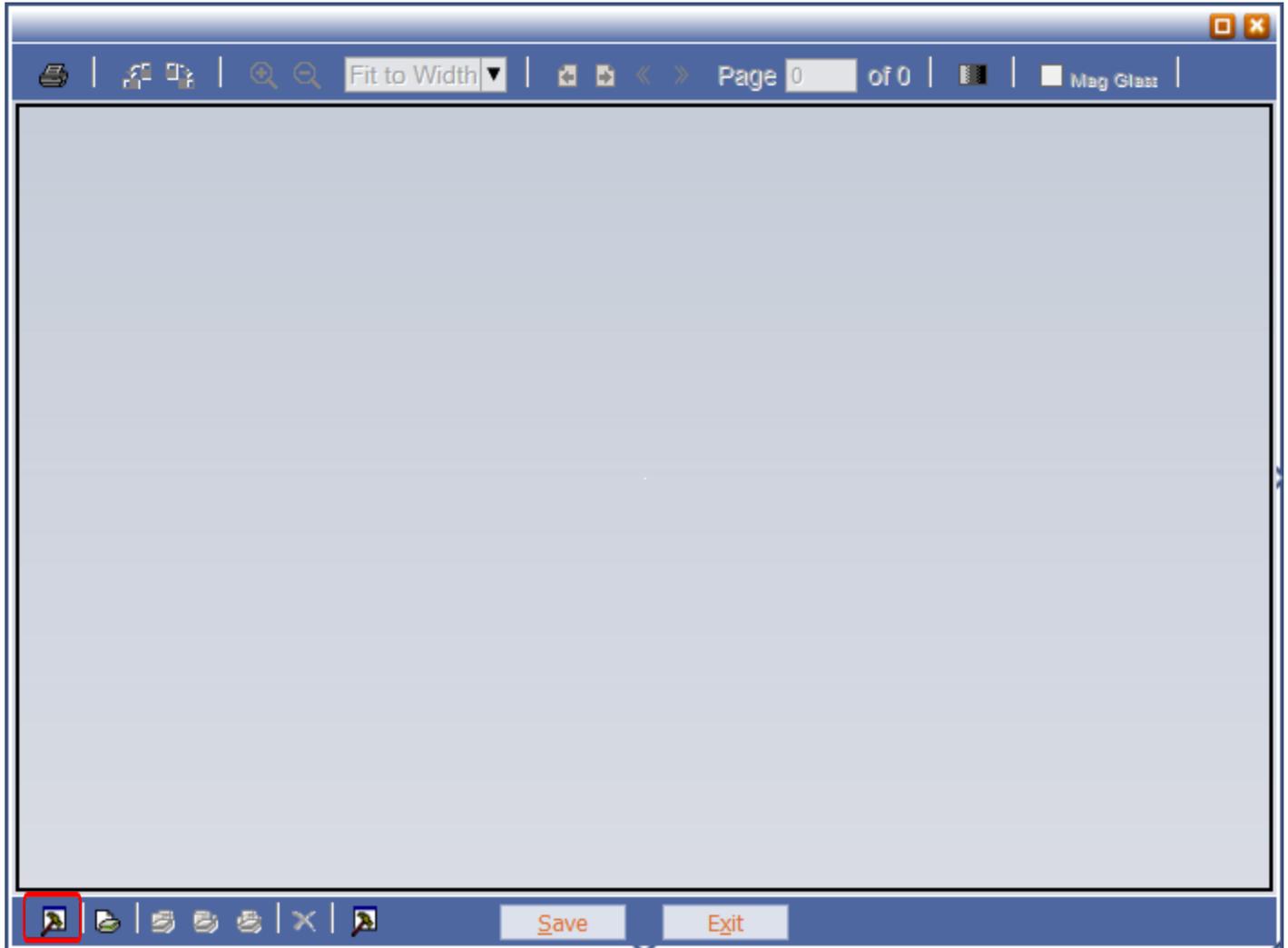
1. Right click on an event.
2. Select Scan Document.
3. Click Config.



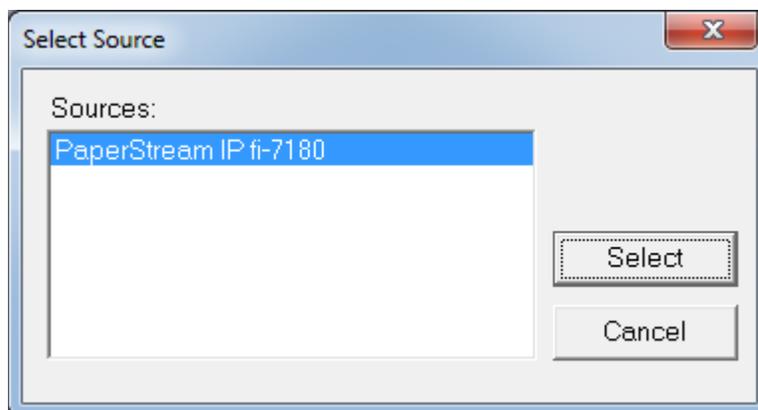


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- Now click the 'hammer' icon below.



- Select the desired scanner.



- Click Select, then click Save.



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- ***How do I clean my scanner?***

If lines develop in your scanned images or you have difficulty with documents feeding properly, we advise you visit the Fujitsu Operator's Guide for cleaning instructions. This can be found at:

http://www.fujitsu.com/downloads/COMP/fcpa/scanners/7000models_og.pdf