



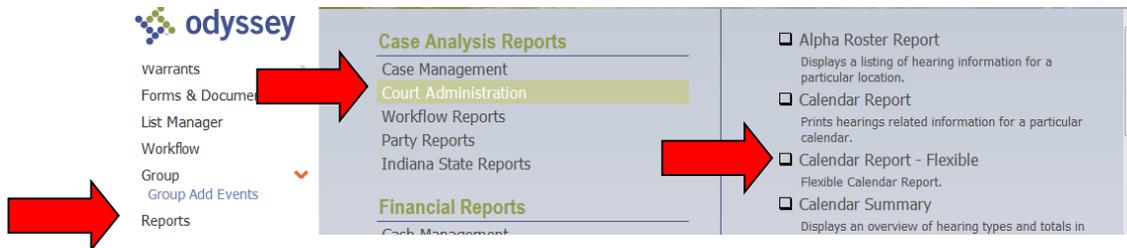
# Odyssey CMS Cheatsheet

**Topic:** Creating and Scheduling Calendar Report  
**Date:** 4/25/2013

**Summary:** This cheatsheet explains how to create and schedule a calendar report to be automatically generated and emailed to you.

**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 Reports → Court Administration → Calendar Report – Flexible.



2. Fill in the following fields as shown below:

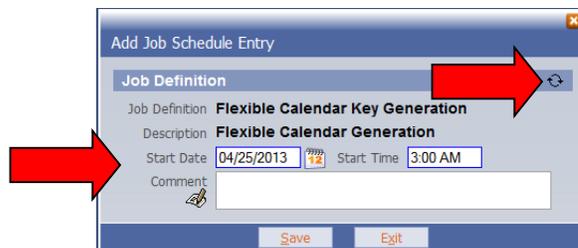
- **Location:** Choose your court from the picker box.
- **Form Name:** Choose your desired calendar form from the picker box.
- **Calendar:** Choose your court’s calendar from the drop down menu.
- **Start Date:** Fill in the first date you would like to run the calendar report.
- **End Date:** Fill in the last date you would like to run the calendar report. If you would like to see one day, enter the same start and end date. If you would like to run this report on a daily basis, use the hot key of “w”, for “weekday”, or “w+1” to run the report for the next day.
- **Primary Sort:** Choose “Hearing Date and Time” from the drop down menu.
- **Secondary Sort:** Choose “Case Number” from the drop down menu.

3. Click **Schedule** at the top of the page once the fields have been completed.



4. Enter the **Start Date** and **Start Time**. This is the day and time the report will run and be sent.

5. Click the **Recurring** icon in the top right corner.





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- Specify how often you want the report to recur. Type the desired start date into the Start Date field, and then choose when you would like the report to end. Choose "No end date" if you do not have an end date.
- Click **Save**.

**Add Job Recurrence**

Job Definition: **Flexible Calendar Key Generation**  
Description: **Flexible Calendar Generation**  
Comment:

**Recurrence**

Start Time:

**How often does this job recur?**

Hourly     Every  day(s)  
 Daily     Every weekday  
 Weekly  
 Monthly  
 Yearly

**When does this recurrence start and end?**

Start Date:    
 No end date  
 End after:  occurrences  
 End by:

**What is the approach for job sequencing on this recurrence?**

Run recurring job as configured  
 Do not start next recurrence of job until the current job in this job definition has completed processing  
 Do not start next recurrence of job until the following jobs have completed processing

Job Definitions:

- Add email addresses for the list of users who should receive the report.
- Check the box next to **Attach any Files Generated by Job**.
- Click **Finish**.

**Add Email Notification Recipients**

To:   
Cc:   
Bcc:

Comment:

Attach Any Files Generated by Job  
 Attach Any Files Generated by Job and Keep Files in Job History  
 Copy Job Files to Directory  
Directory:   
 Print to Network Printer  
Printer: