



Odyssey CMS Cheatsheet

Topic: Scheduling Unavailability for the Judge or Court Staff
Date: 7/6/2015

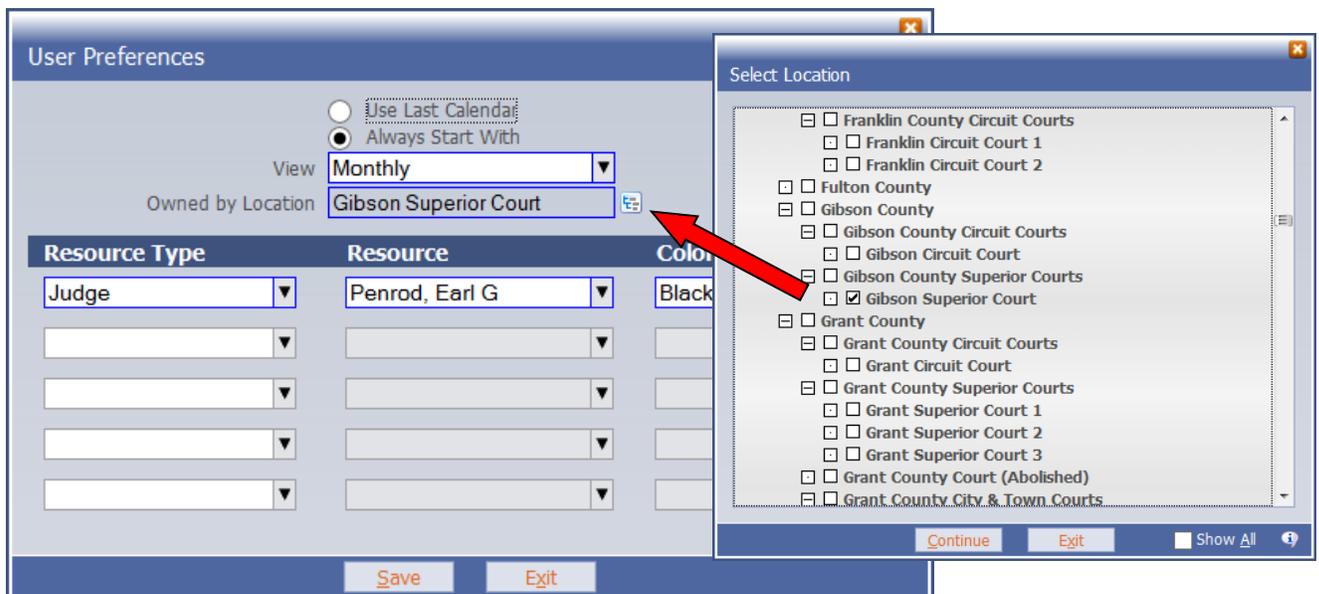
Summary: After completing the steps within this cheatsheet, Judge and Court Staff's time off will be added to your court's resource schedule.

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. On the left navigation menu, click on **View Resource Schedule**.



2. When the following Preference screen appears:
 - a. Select either View option: Monthly or Weekly
 - b. In the Owned by Location field choose your court's node from the picker box.
 - c. Resource Type: select **Judge**.
 - d. **Resource:** select your Judge.
 - e. **Color** field: select a color of your choosing.
 - f. When you have the required fields filled in, click **Save**.





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- To add a new schedule time off for yourself or your staff, click the calendar icon with an X on it in the top right corner of the screen.

Monday	Tuesday	Wednesday	Thursday	Friday
July 6	July 7	July 8	July 9	July 10
8:00 Conversion Court Session 11 of 256	8:00 Conversion Court Session 28 of 256	9:00 Conversion Court Session 40 of 256	9:00 Conversion Court Session 13 of 256	9:00 Conversion Court Session 52 of 256
9:00 Daily Calendar 2 of 100	9:00 Daily Calendar 0 of 100	9:00 Daily Calendar 0 of 100	9:00 Daily Calendar 0 of 100	9:00 Daily Calendar 3 of 100
1:00 Daily Calendar 0 of 100	1:00 Daily Calendar 0 of 100 1:00 Drug Court Cases 0 of 60	1:00 Daily Calendar 0 of 100	1:00 Daily Calendar 0 of 100	1:00 Daily Calendar 0 of 100

- In the Add Unavailable Time Screen, make the following updates:
 - Check mark the **“All Day Event”** box if the person will be out of the office the entire day. If only out for a portion of the day, indicate the **Start** and **End** times.
 - Date** field: Fill in the date staff are out of the office. **NOTE:** the little blue arrows going in opposite directions allows you to schedule recurring days, such as 3 days in a row. See the second screenshot as an example.
 - Unavailability** drop down menu: Select **“OTHER”**.
 - Description** field: type in a description.
 - Color** is not a required field, but adding one will help distinguish the Staff’s time off from the normal sessions.
 - When you are finished, click **Save**.

Add Unavailable Time

Unavailable Time Details

Resource: **Judge** All Day Event

Date: 7/6/2015

Start Time: [] End Time: []

Unavailability: Other

Description: Jane's Vacation

Color: Orange

Comment: []

Save **Exit**



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Below is the Recurrence screen, where you can select multiple days to identify a person is out of the office.

Make sure to set the **End by:** date field, otherwise the recurrence will be copied to more than just the days selected in the top section of this screen.

Add Recurrence

How often does this unavailability occur?

Daily Recur every week(s) on
 Weekly Monday Thursday Saturday
 Monthly Tuesday Friday Sunday
 Yearly Wednesday

When does this recurrence start and end?

Start Date: End after: occurrences
 End by:

The calendar entry will now be added to your calendar.

Resource Schedule				
Judge's Schedule for July 2015				
Owned By Location County's Superior Court				
<input type="button" value="Preferences"/> <input type="button" value="Resource"/> <input type="button" value="Refresh"/>				
Print Resource Letters				
Monday	Tuesday	Wednesday	Thursday	Friday
July 6 Jane's Vacation 8:00 Conversion Court Session 11 of 256 9:00 Daily Calendar 2 of 100 1:00 Daily Calendar 0 of 100	July 7 Jane's Vacation 8:00 Conversion Court Session 28 of 256 9:00 Daily Calendar 0 of 100 1:00 Daily Calendar 0 of 100 1:00 Drug Court Cases 0 of 60	July 8 Jane's Vacation 9:00 Conversion Court Session 40 of 256 9:00 Daily Calendar 0 of 100 1:00 Daily Calendar 0 of 100	July 9 9:00 Conversion Court Session 13 of 256 9:00 Daily Calendar 0 of 100 1:00 Daily Calendar 0 of 100	July 10 9:00 Conversion Court Session 52 of 256 9:00 Daily Calendar 3 of 100 1:00 Daily Calendar 0 of 100

Here is an example of multiple times scheduled off with different colors:

6 8:00 Miscellaneous Hearings 3h, 30m of 8h 4:00 Black 4:00 Harringtons	7 Ann- Jury Room 8:00 Miscellaneous Hearings 0m of 8h 8:30 Criminal Jury Trial 0 of 150 4:00 Black 4:00 Harringtons 4:00 Nicole - leave at 11	8 Judge's meeting 11:30-1:00 8:00 Miscellaneous Hearings 2h, 35m of 8h 4:00 Hadley 4:00 Harringtons	9 Diary- d01-9310-cf-275 Ann- Jury Room 8:00 Miscellaneous Hearings 3h, 15m of 8h 2:30 depositions 2:30 4:00 Hadley 4:00 Harringtons	10 TS JILL PD (Terre Haute City Court) Ann- Jury Room 8:00 Miscellaneous Hearings 1h, 15m of 8h 4:00 Hadley 4:00 Harringtons 4:00 Kessinger
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