



Odyssey CMS Cheatsheet

Topic: Scheduling a Wedding

Updated: 3/21/2013

Summary: Scheduling a wedding on the calendar is different from scheduling a hearing because there is no case associated with the wedding.

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. Select **View Calendar** from the navigation menu.



2. Click on the **Add (+) icon** to add a new court session.



3. Complete the following fields:

- Enter the **Session Name** as the wedding name (i.e. Smith-Jones Wedding).
- Enter the **Date** on which the wedding shall be scheduled.
- Enter the **Start time** as the time the couple shall appear before the Judicial Officer.
- Enter the **End time** as an approximate time the wedding will end.
- Enter the **Case Category** of **CV** for **CIVIL**.
- From the picker, select a **Hearing Type** of a hearing that the court would never normally schedule. For instance, in a Small Claims Court, select "Change of Name Hearing." This is to prevent other hearings or trials from accidentally being scheduled into a wedding session.
- Select the *Hearing Start At* option of **Same Time** and the *Limit Based On* of **Quantity**.
- Enter the number of Hearings as **1**.



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- Click **Save**.
- If other sessions have been set, a warning message stating *"There is a conflict with at least one resource."* will appear. Click **Save** again.

Add Court Session

Session Details

Session Name: ↻

Date: Start Time: End Time:

Case Category: Hearing Group:

Hearing Type: Resources:

Session Type: Maximum Hearings Per Attorney

Display Defendant Count Multiple Hearings for Same Case

Display Additional Offense Info

Capacity Details

Hearing Start At: Intervals: minutes

Limit Based On: # of Hearings: Overbook Limit:

Sort Order: Ignore Duplicate Cases

Ignore Duplicate Defendants

Allow Close Prior to Capacity

⚠ There is a conflict with at least one resource.

- The wedding is scheduled to the calendar.

Calendar		
Warren Circuit Court's Calendar for March, April 2013		
Owned By Location Warren Circuit Court		
Monday	Tuesday	Wednesday
March 11	March 12	March 13
8:00 Miscellaneous 4 of 20	8:00 Miscellaneous 1 of 20	8:00 Miscellaneous 0 of 20
9:00 Traffic/Initial Hearings 0 of 100	9:00 Criminal 0 of 120	9:00 Hearings/Trials 0m of 3h
10:00 Miscellaneous 1 of 80	10:00 Smith-Jones Wedding 0 of 1	1:15 Hearings/Trials 0 of 105
1:15 Small Claims 3 of 3	1:15 Hearings/Trials 0 of 105	