



Odyssey CMS Cheatsheet

Topic: Traffic Scenarios (IF/OV)

Updated: 3/19/2013

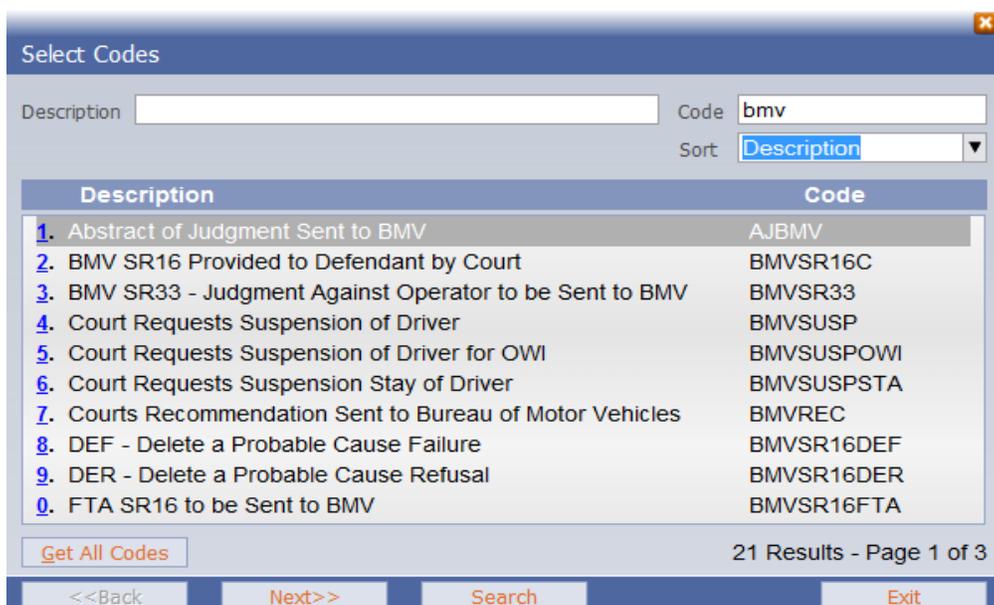
Summary: This cheatsheet provides instructions of how to enter and update citations in Odyssey with examples of common scenarios.

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.

Adding a Citation (Also see "Adding a Citation" Cheatsheet)

1. Click on Add a Citation from the Citations quick links or in the left Navigation Menu.
2. Click on the Crim-Juv-Traffic to display the case types. Select your case type. For this example, click "IF – Infractions."
3. From the Add a New Citation Screen. Begin by choosing the issuing law enforcement agency from the drop down box, entering the Citation Number and the offense date and time. The Ticket Date will automatically populate for you.
4. Add the Defendant information, be sure to include the Involvement (for example, Citee, Driver, or Passenger) from the drop down box.
5. Once the Defendant information is complete, tab through the fields to the Vehicle tab or simply click on the tab. Complete the Vehicle tab required Odyssey and SR16 information. (See: Required SR16 field info sheet)
6. From the Incident tab, enter the Officer information. Either enter the Officer's Badge number or click the Picker icon to bring up the Select Officer Dialog box.
7. From the Charges Tab, either use the type-ahead feature by using the drop down box and putting in the code (for example "9-21-5-14") – OR- Press the F4 button to bring up the Select Codes Dialog Box to search and choose from the list of IC offense codes.
8. Click the Save button on the top right hand side of the screen to retrieve the assigned citation case number.
9. From the citation case number screen, select Edit the Case, Add any Fees, Add a Hearing, add another citation, or click Done.

Odyssey utilizes BMV events that facilitate the electronic transmission of SR16s to the BMV. (Please see: "BMV Event Codes and Procedures" Cheatsheet.) For example:





Odyssey CMS Cheatsheet

A. Scenario – Defendant Pays the Citation

1. Click on Find A Case (*or if the citation hasn't been added to Odyssey, enter the case*).
2. Type in the Citation Number or case number and click Search or press Enter. If you can't find the citation number, search by last name and first name.
3. Click on the Financial Balance link or Financial tab of the case.
4. Click on Case Fees - Other.
5. Click on the Green Dollar sign icon to take a payment.
6. Select the **Payment Type** – For example: *Counter or Mail Payment*.
7. Select the **Method of Payment** – For example: *Cash, Money Order*,
8. Type in the **Amount** that was paid.
9. Select the **payor**.
10. Confirm sign-on to the correct **Till**.
11. Click the **Save/Print** button. The payment is saved and a receipt will print.
12. Click the **Disposition** tab to close the case.
13. Click on the **Disposition** link.
14. Select **Admission** for the Disposition.
15. Click **Save**.

*Complete the remaining steps from the **Case Close** Button on the **Disposition** tab:*

16. Enter the **ADMPF** event – *Traffic Citation Paid in Full*.
17. Click **Continue**.
18. Select **Violations Bureau** for the Statistical Closure.
Note: There is no exception for moving violations. Citations paid prior to a court proceeding should receive a "Violations Bureau" statistical closure.
19. Click **Save**.
20. **Save** the case before exiting.

B. Scenario – Defendant Fails to Appear and an SR16 FTA must be sent to the BMV

1. Find or enter the case.
2. Confirm that no payments have been made on the case.
3. **Do not** add a charge disposition (**Note: No charge dispositions are added to the case when FTA'ing.**)
*Complete the remaining steps from the **Case Close** Button on the **Disposition** tab:*
4. Add the **BMVSR16FTA** event.
5. Add the FTA Statistical Closure.
6. The Case Status is automatically updated to *Decided*.
7. No charge Disposition(s) are added at this time.
8. **Save** the case. The SR16FTA is sent to the BMV electronically.

C. Scenario – Defendant appears and pays an FTA

1. Take the payment on the Financial Tab.
(If the financials have not been assessed, assess the financials before taking a payment.)
2. Go to the Disposition Tab
3. **Then**, add the charge disposition(s).
*Complete the remaining steps from the **Case Close** Button on the **Disposition** tab:*
4. From the **Case Close** button on the **Disposition** tab, vacate hearings/alert court to existing warrant info.
(The FTA/FTP or FTA Statistical Closure should already have been added to the case at the time the case was FTA'd.)



Odyssey CMS Cheatsheet

D. Scenario – Defendant Fails to Pay and it's time to send an SR16 FTP

1. Find or enter the case.
2. Go to the Disposition Tab.
3. Ensure the charge disposition(s) have been added **before** the BMVSR16FTP event .
*Complete the remaining steps from the **Case Close** Button on the **Disposition** tab:*
4. Add the BMVSR16FTP event (**after** the charge disposition(s) have been added).
5. Add the FTP Statistical Closure.
6. The Case Status is automatically updated to Decided.
7. The FTP is sent to the BMV.

E. Scenario – Defendant appears and Pays on a FTP

1. Find or enter the case(s)
2. Apply the payment to the case.
3. Go to the Disposition Tab
4. **First**, make sure charge(s) have been disposed on the Disposition Tab.
*Complete the remaining steps from the **Case Close** Button on the **Disposition** tab:*
5. **Then**, add the BMVSR16PAY event.
6. Confirm that the FTP Statistical Closure has been added previously, if not, add it.

F. Scenario– Defendant enters Deferral Program

1. Find or enter the case.
2. Defendant requests deferral – determined eligible.
3. The offense fees and fines are reversed – Financial tab.
4. Deferral Fees are assessed – Deferral Payment is processed – Financial tab.
5. ****Add Event “Deferral Paid in Full” DPD, if needed.
*Complete the remaining steps from the **Case Close** Button on the **Disposition** tab:*
6. Add Event “Deferral Agreement Filed” **DFA** with a Due date of 12 months
(Event review report will be received by Prosecutor’s office.)
7. ****Add Event “Deferral Paid in Full” **DPD**, if needed.
8. Statistical Closure of Deferral/Diversion is added.
9. The Case status is automatically updated to Decided.
If Deferral Program Successfully Completed:
10. Prosecutor reviews, determines case can be dismissed, sends paperwork to court.
11. If successfully completed, enter “Dismissed” on charge Disposition(s).
12. If not successfully completed, process appropriate activities on the case.

G. Scenario – The citation is dismissed

1. Find or enter the case.
2. Go to the Disposition Tab.
3. Add the **Dismissed** Disposition to the charge(s).
4. Add the **Dismissed** Statistical Closure.
5. The case Status is automatically updated to Decided.
6. If applicable, reverse or credit any financial balance to zero. (Note: The system should do this automatically if all the charges are dismissed.)
7. No SR16 transmission to the BMV is necessary.