



Odyssey CMS Cheatsheet

Topic: Understanding Changes to the Add/Modify Notes Dialog Box

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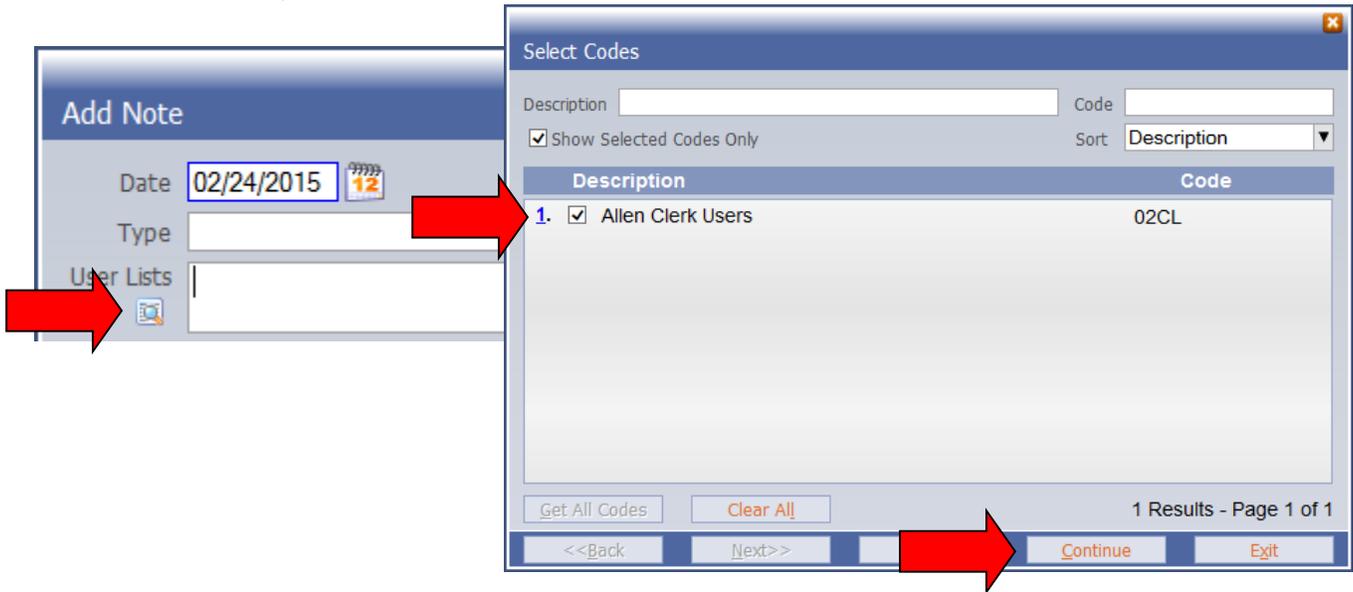
Summary: The **User List** field on the *Add/Modify Note* dialog box allows you to define the users who can view a case's notes. Only the user who created the note can modify it.

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. Navigate to the Notes Tab. To add a note, click on the plus sign.



2. On the Add Note dialog box, use the picker icon  to select users who should have access to the notes. Please note that you will only be able to select the group(s) to which you belong. When you are finished with the selection, click **Continue**.



3. In the comment field, enter notes as you normally would. Click **Save**.

