



Odyssey CMS Cheatsheet

Topic: Using the Print Button when Searching for a Case

Date: 4/24/2013

Summary: A new "Print" option has been added to the **Search Results** page in *Case Manager*.

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. If you search for cases using the **Filed Between** date range fields in the advanced search option, as shown in the page below, then you have the option of printing the search results. The **Print** button also appears on the **Search Results** page when you search by a party's name. (Under *Quick Links*, you will see "Use Simple Search" if you are using the advanced search option.)

Find A Case Search Clear Exit

Search by Case Information

Case Number

Cross Ref

Add Barcode

Citation Number

Filed Between 01/01/2013 And 03/31/2013

Legacy ID

Group ID

quick links

- ▶ Case History
- ▶ Save My Settings
- ▶ Use Simple Search

search options

- Include Inactive Cases
- Include Cases with Security Groups

2. The **Print** button appears at the top of the **Search Results** page. This button only appears when you search for cases using the **Filed Between** field or the party name fields on the **Find a Case** page.

Search Results Print Back Next Refine Exit

02D05-1303-MC-000918 ****Confidential****

MC
SW
Filed On 03/31/2013
Judicial Officer Gull, Frances C
Status Decided
Court Allen Superior Court 5

36D01-1303-MC-000085 **IMO INVESTIGATION BY CJ FOSTER WITH SPD**
No Charge Applicable

MC
SW
Filed On 03/31/2013
Judicial Officer Markel, Bruce
Status Pending
Court Jackson Superior Court 1

36D01-1303-MC-000084 **IMO SEARCH WARRANT FOR OFFICER PAYNE WITH SPD**
No Charge Applicable

MC
SW
Filed On 03/31/2013
Judicial Officer Markel, Bruce
Status Pending
Court Jackson Superior Court 1

49G20-1303-MC-001425 **In Re: The Application for a Search Warrant**
No Charge Applicable

MC
Filed On 03/31/2013
Judicial Officer Eichholtz, Steven R
Status Decided
Court Marion Superior Court, Criminal Division 20