Administrative Office of the Courts

SC-CMS

On-site Deployment for GO LIVE

Version 1.9

Last Edited 12/19/2017

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Contents

# Workstation Prep

Internet Options Settings

1. Set default caching on each work stations IE. Increase IE cache local disk space on all work stations to 1024 Mb (the default cap is 250 Mb). (General Tab, Browsing History, Settings button)
2. Add *courts.wa.gov to IE trusted sites (Security Tab, Trusted Sites, Sites button)
3. Enable "Display mixed content" in IE (Security Tab, Trusted Sites, Custom level button)
4. Disable all script debugging in IE (Advanced Tab, under Settings – Browsing)

Microsoft Word Settings

1. Open a blank word document, from the top tool bar, click the Customize Quick Access Toolbar down arrow and click to select Quick Print.

2. From the top toolbar, click the down arrow again and verify that a checkmark appears next to Quick Print now. Then select More Commands….
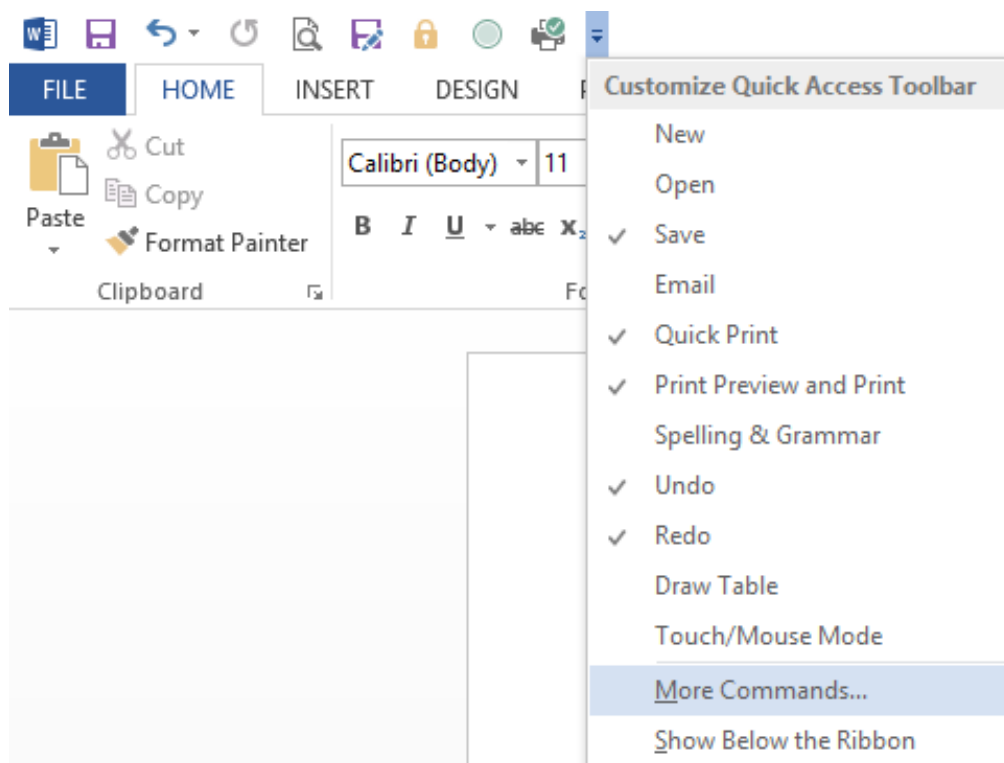
3. From the Choose commands from dropdown menu, select All Commands.
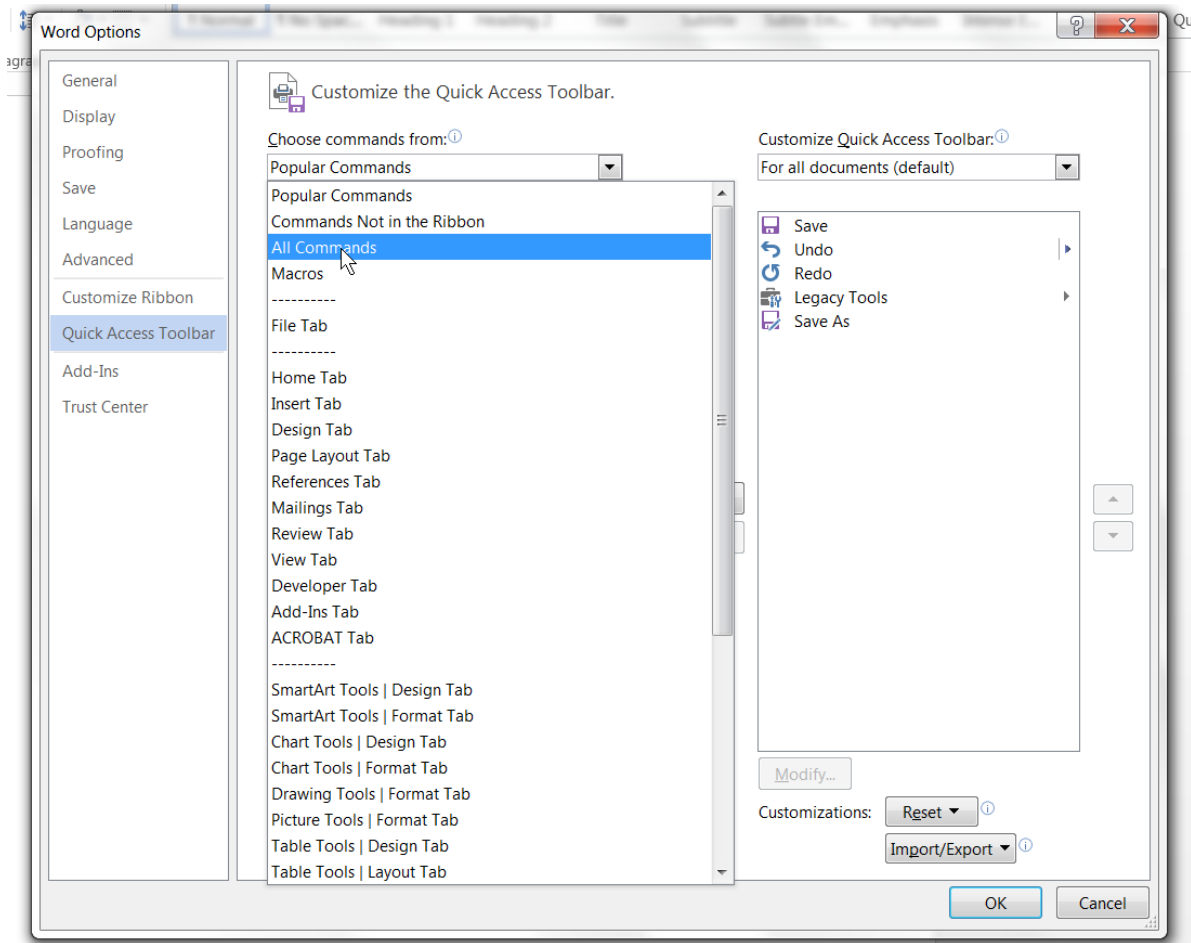
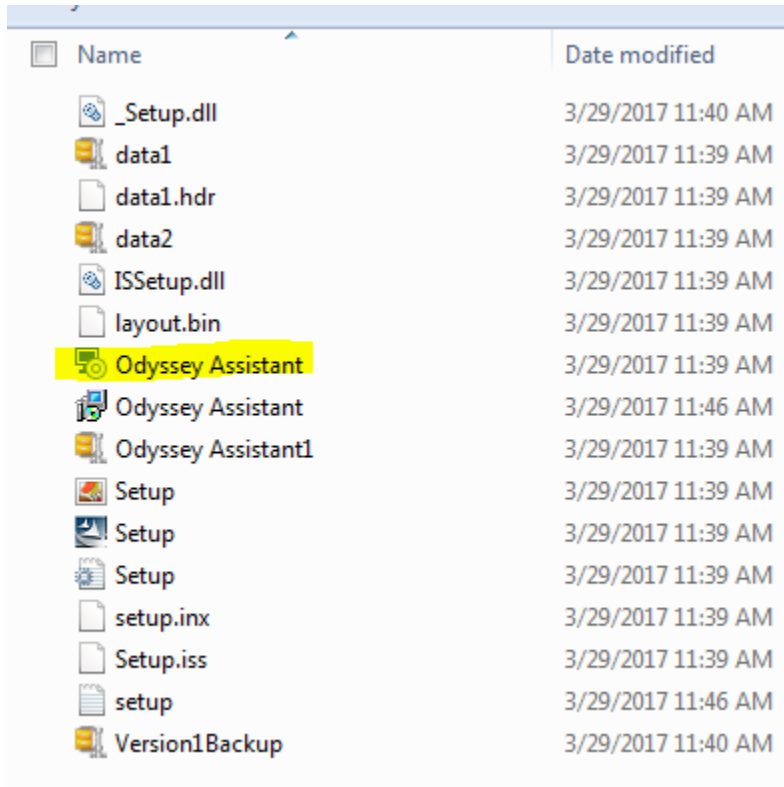4. Select and Add the following Commands:

- Insert Form Field - This command is required in order to tab through form fields in a merged document. It's also helpful in minutes forms when free-typing information.
- Lock – This command is required in order to choose an item from a drop down box in a merged form. If this is not selected, then the first item on the list will be chosen by default.
- Print Preview and Print – This item is not required for merging documents, but comes in handy if viewing documents from an event or the Documents tab and then also printing from there.
- Save As – This command is required so that any form or flex calendar that has been merged can be saved as a PDF, sent to a site for upload, emailed, or saved to the desktop.
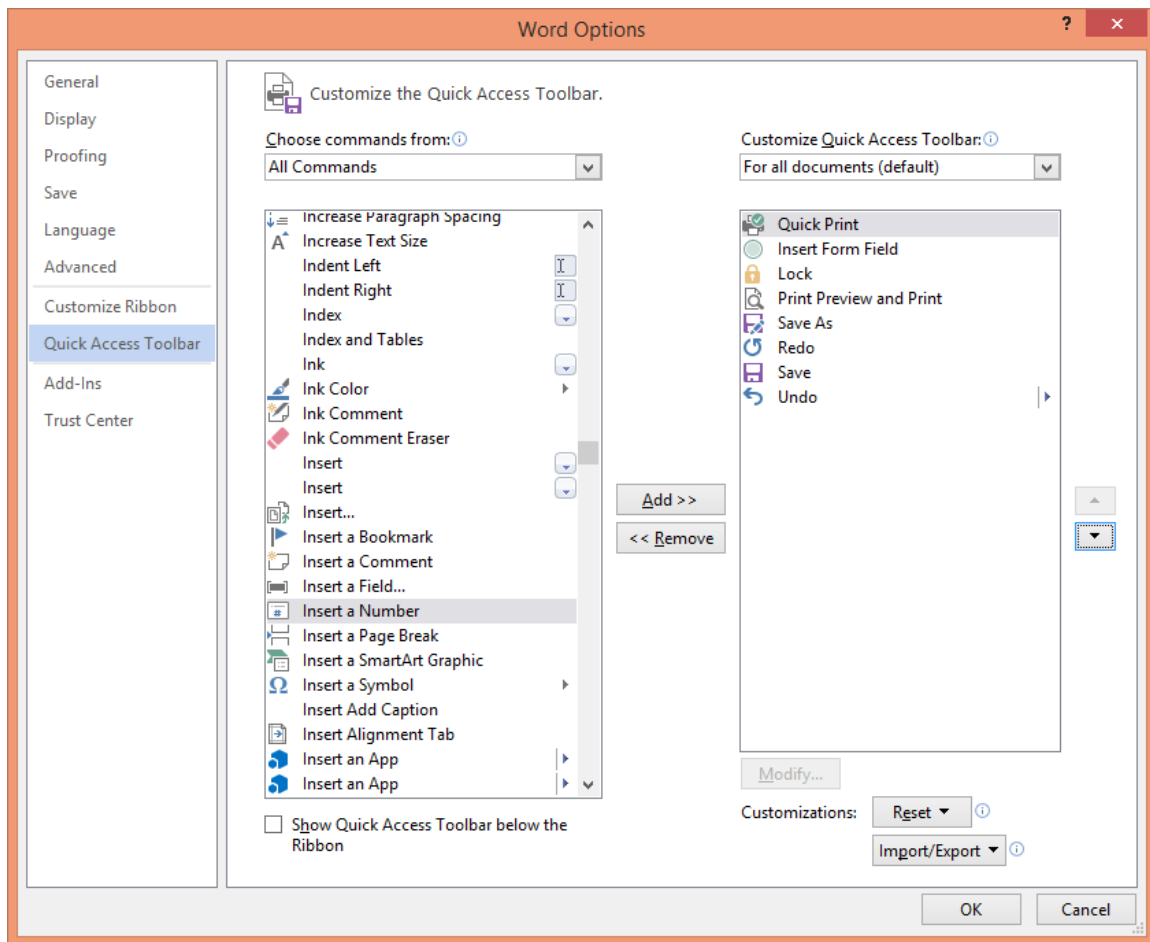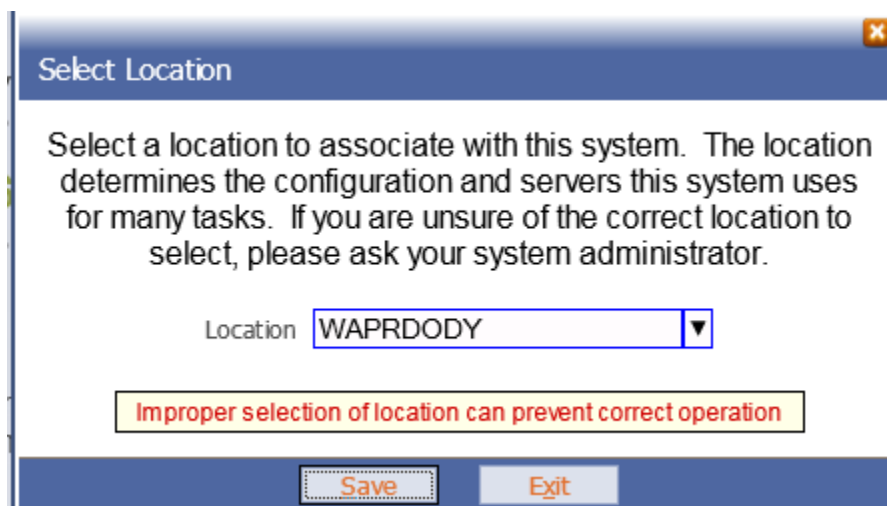
5. Click OK.

Workstation Odyssey Install

1. Locate the Odyssey Assistant.exe and right click run as administrator:

| Name	Date modified
_Setup.dll	3/29/2017 11:40 AM
data1	3/29/2017 11:39 AM
data1.hdr	3/29/2017 11:39 AM
data2	3/29/2017 11:39 AM
ISSetup.dll	3/29/2017 11:39 AM
layout.bin	3/29/2017 11:39 AM
Odyssey Assistant	3/29/2017 11:39 AM
Odyssey Assistant	3/29/2017 11:46 AM
Odyssey Assistant1	3/29/2017 11:39 AM
Setup	3/29/2017 11:39 AM
Setup	3/29/2017 11:39 AM
Setup	3/29/2017 11:39 AM
setup.inx	3/29/2017 11:39 AM
Setup.iss	3/29/2017 11:39 AM
setup	3/29/2017 11:46 AM
Version1Backup	3/29/2017 11:40 AM

RDS Default Location

1. Launch Odyssey for the first time on all machines and set the location to the County's RDS location. Manually you can set it by selecting Tools from the top menu bar and selecting Set Location.

Select Location

Select a location to associate with this system. The location determines the configuration and servers this system uses for many tasks. If you are unsure of the correct location to select, please ask your system administrator.

Location WAPRDODY ▼

Improper selection of location can prevent correct operation

Save   Exit

2. Click Save.

Odyssey Install- Image Printer/Forms Printer Setup

1. Install Odyssey on the machines (typically this is done ahead of time). If it is not installed, double-click the provided MSI file.
2. When the Odyssey icon appears on the desktop, right-click it and select Run as Administrator.
3. When it finishes installing updates, log in.
4. Click Tools > Select Forms Printer.
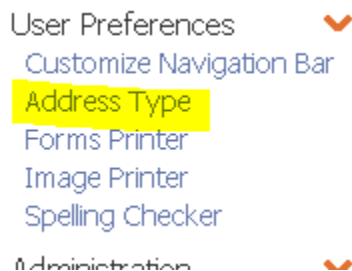5. Select the appropriate printer and click Save.
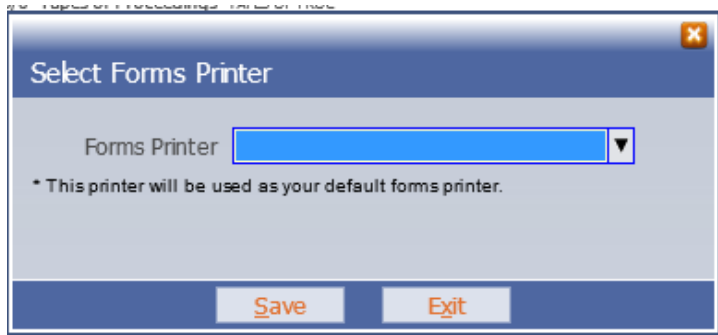
6. Click Tools > Select Image Printer.
7. Click to select the Auto select page size and Set default image printer checkboxes.
8. Choose the appropriate printer from the dropdown menu.
9. Click Save.
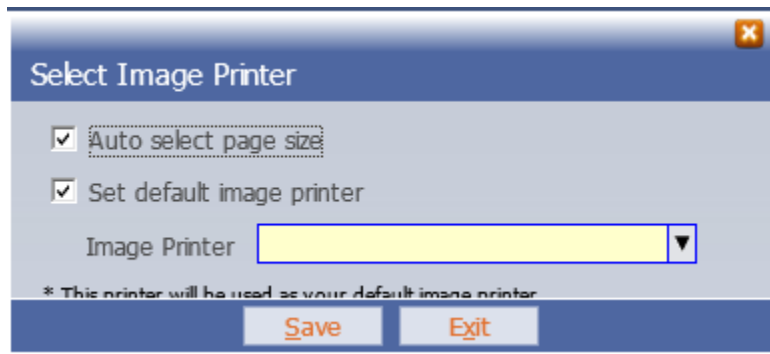
Non-Standard US Address

1. In Odyssey, from the left-hand navigation menu, under User Preferences, click Address Type.

2. Click to select Non-Standard U.S and click Save.
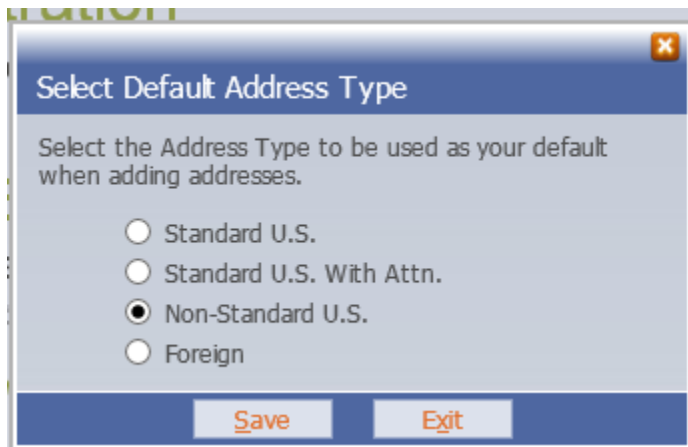
Scanner Installs

1. Download the appropriate TWAIN driver for your model of scanners (If there isn't one already installed).
2. Kill the 3rd party DMS program on the local machine (if not it will lock the scanner to the instance).
3. Launch Odyssey.
4. Log in.
5. Browse to a case, from the Events tab, right click an event, and select Scan Document.
6. The Scan dialog box will display. Click the small hammer in the bottom left to choose the TWAIN source. Select the appropriate scanner. The document should now scan. You will most likely not save the document since this step is just to setup the scanner. In this case, click Exit and exit the case.

Financials

Creating a New Cashiering Station

1. Log into Odyssey.
2. Click administration.

3. Under Financial Setup, click Financial Codes.
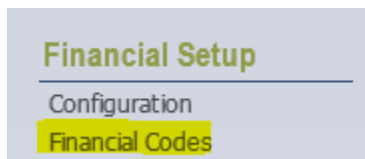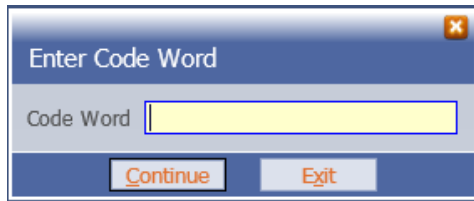
4. Click Station-Cashiering.
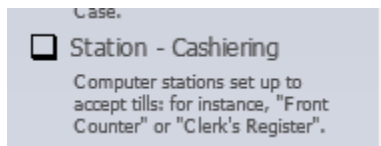
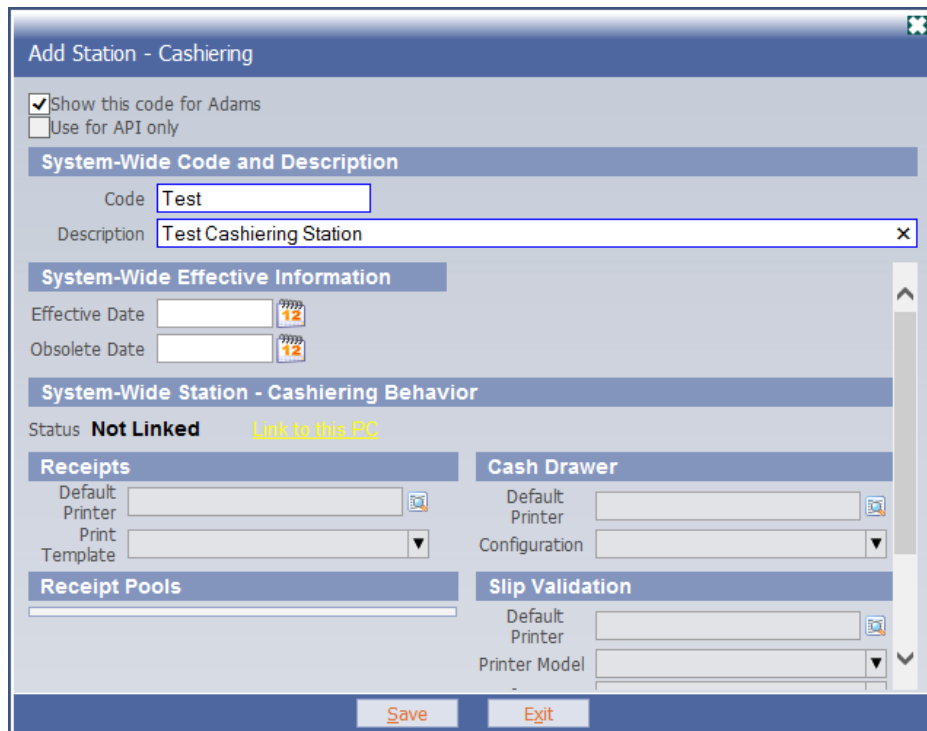5. Click the + icon to create a new Cashiering Station.
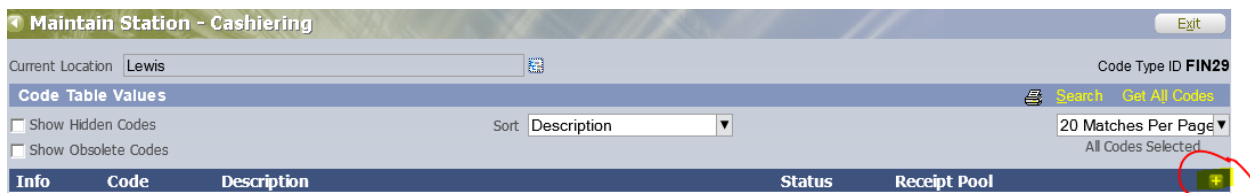
6. Enter a Code Word that will help identify this Cashiering Station (User's initials, name, or location are good choices).
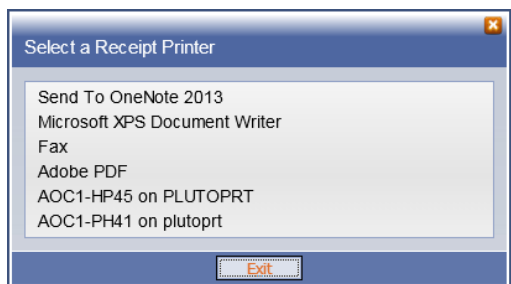

7. Enter the Description.
8. Click Link to this PC.

9. Under Receipts, click the Default Printer spy glass and select the receipt printer located on the workstation.

10. In the Print Template dropdown menu, select Generic.
11. If there is a cash drawer attached, under Cash Drawer, click the Default Printer spy glass and select the receipt printer located on the workstation.
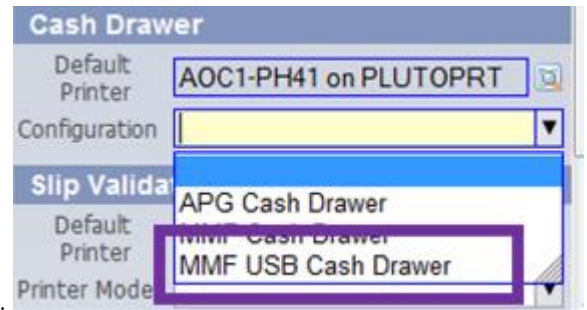
12. In the Configuration dropdown menu, select MMF Cash Drawer.
13. If there is a Slip Validator on the receipt printer, under Slip Validation, click the Default Printer spy glass and select the receipt printer located on the workstation.
14. In the Printer Model dropdown menu, select the appropriate printer model.
15. In the Configuration dropdown menu, select Slip Validation.
16. Click Save.
17. Under Receipt Pools, click +.
18. In the Product dropdown menu, select Case Manager.
19. In the Receipt Pool dropdown menu, select your county's receipt pool.

Receipt Printer Install

1. Install the appropriate receipt printer drivers on the workstations that will be cashiering stations. The Epson POS website has the advance printer driver for all models that AOC provides to the courts **This step cannot be accomplished before the first day of go live because it will not allow the printers to function for JRS.**

Setting Up an Invoicing Station

1. Log into Odyssey.
2. Click administration.
3. Under Financial Setup, click Financial Codes.
4. Click Station-Invoicing.

Counter" or "Clerk's Register".

❑ Station - Invoicing

Computer stations set up to print invoices.

❑ Tender Method Groups

5. Click the appropriate invoice station.

Info	Code	Description
	Test	Testing Invoice Station

6. Click Link to this PC.

Add Station - Invoicing

☑ Show this code for Snohomish
☐ Use for API only

System-Wide Code and Description

Code Test

Description Testing Invoice Station

System-Wide Effective Information

Effective Date

Obsolete Date

System-Wide Station - Invoicing Behavior

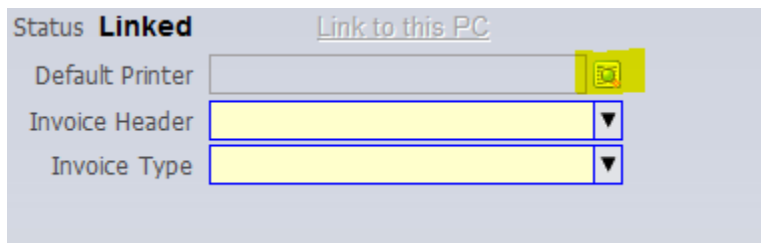Status **Not Linked**   Link to this PC
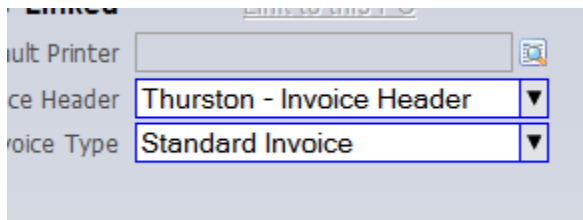
Default Printer

Invoice Header

Invoice Type

Save   Exit

7. Click the Default Printer spy glass and select the receipt printer located on the workstation.

8. Choose your Invoice Header and Invoice Type and click Save.

Portal Information

Portal is a way for the public to access limited court information. The URL for our Portal Server is: https://Odysseyportal.courts.wa.gov/odyportal. The Odyssey Portal works best in Google Chrome. We recommend that you install Google Chrome on your kiosk workstations and bookmark the Odyssey Portal home page.