

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Odyssey Calendar Basics – Setting Default Calendar Standard Operating Procedure

Updated: (02/2017)

Odyssey Calendar Basics – Setting Default Calendars

COURT / DEPARTMENT / DIVISION

District Courts, Magistrate Courts, Metro Court, Supreme Court

USER

TCAAs, Clerks, and Court Staff

PURPOSE

Odyssey Calendar is *the* place where a Judges hearing schedule is located. The calendar is broken down into a Main Court Calendar and an individual Judges schedule via Odyssey Resource Schedule. This SOP will highlight how to set your default calendar to see the Main Calendar, which consists of Sessions that hold hearings.

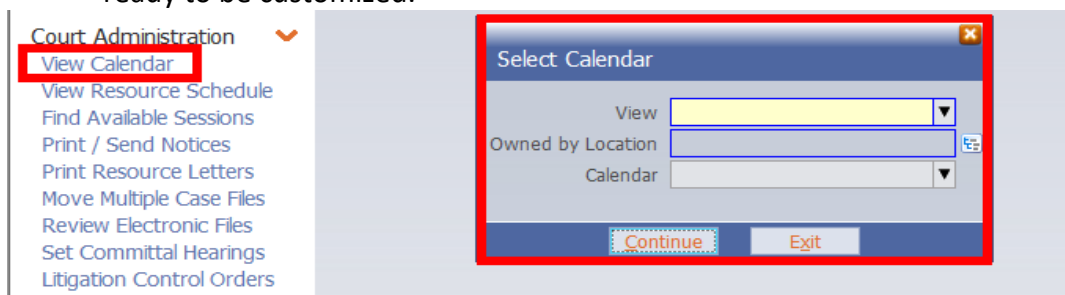
NAVIGATION

Odyssey/Court Administration/View Calendar or View Resource Schedule

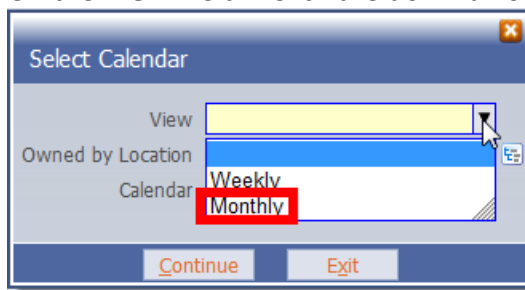
STEPS

The Main Calendar (View Calendar)

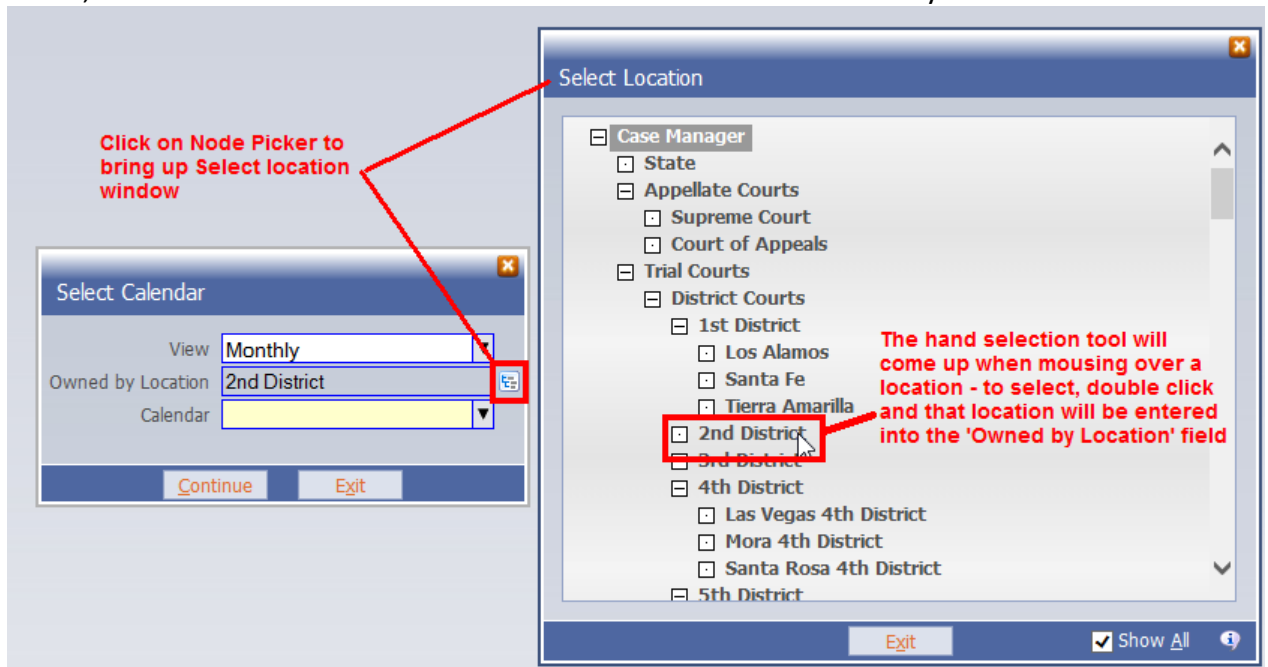
1. From the Navigation Bar, click on **View Calendar**
 - a. If the default calendar has never been set the select calendar will come up blank, ready to be customized.



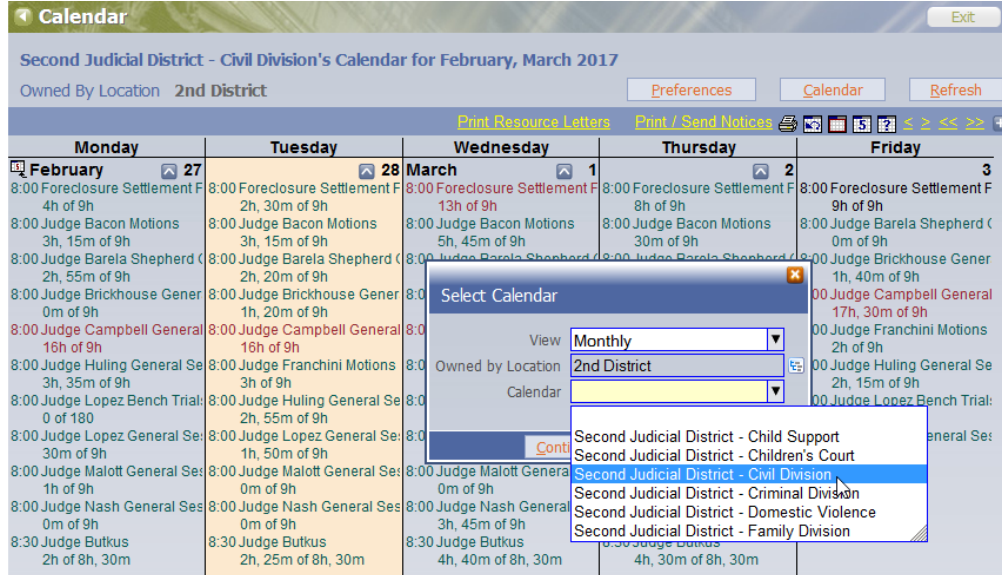
2. On the **View** Field > Click the down arrow and select **Monthly**



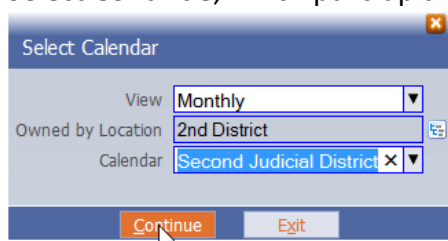
3. Click on Node Picker to bring up **Select location** window. Scroll down to where the court location is. The hand selection tool will come up when mousing over a location - to select, double click and that location will be entered into the 'Owned by Location' field.



4. Then select **Calendar**



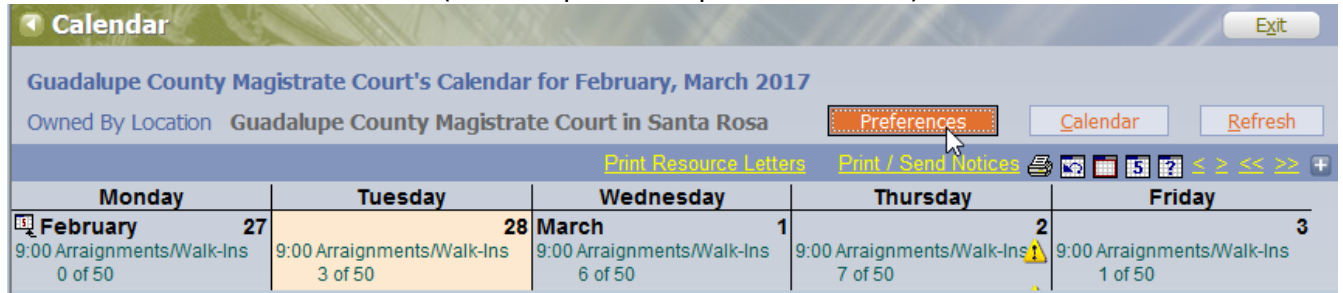
5. Select **Continue**, which pulls up the calendar that is selected.



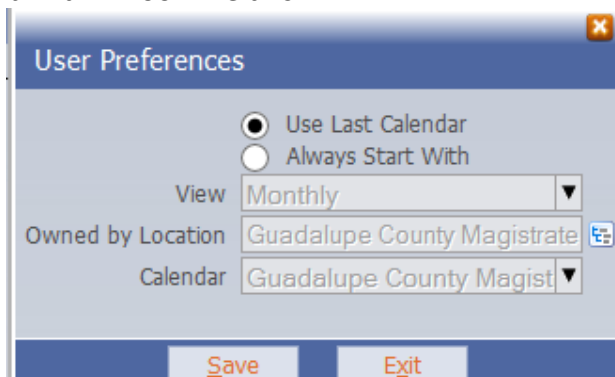
6. To set the Main Calendar to another location
 - a. Click on **View Calendar** off of the NAV bar.
 - b. Select the Calendar button
 - i. Select View field from pull-down
 - ii. Click on node picker and open up Owned by Location: Select the new location
 - iii. Select the calendar from the **Calendar** pull down menu
 - iv. The last calendar viewed is the calendar that will pull up the next time the **View Calendar** is clicked on.



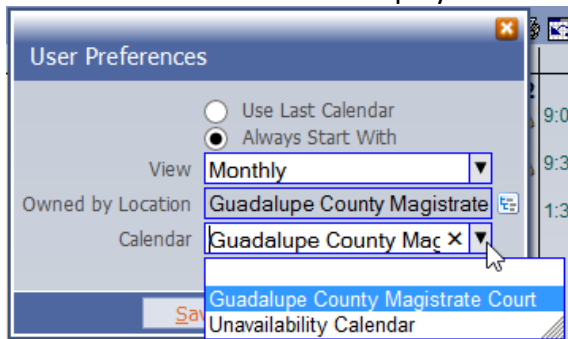
7. To set the Calendar to always pull up the same calendar every time:
 - a. Go to Preferences (button up at the top of the window)



- b. It will look like this:



- c. Select 'Always Start With' radio button.
- d. Pick the calendar to be displayed when clicking the NAV Bar 'View Calendar'



- e. Save

Please Note: if the Court calendar is not at the (Node) Owned by Location it will not show. Try a different node (either the parent node – or set at the individual court location).

- Court Administration 
- View Calendar
- View Resource Schedule
- Find Available Sessions
- Print / Send Notices
- Print Resource Letters
- Move Multiple Case Files
- Review Electronic Files
- Set Committal Hearings

