

OdysseyHMS™



- Room buyouts
- Standard and ad hoc reporting
- Judicial conduct management

Odyssey HMS flexibility

Every housing program is different. Odyssey HMS gives you the flexibility to manage student, facility, and assignment process data using our COM-based Application Program Interface (API) and the power of macros.

Odyssey even provides student- and staff-configurable websites to keep your operations running smoothly. HMS WebStudent lets students apply for housing, pay deposits, find roommates, select rooms, and place themselves on waiting lists, all through a web browser. HMS WebStaff allows your institution to set up a basic housing staff website with minimal effort. Most of the website configuration is done through the Odyssey UI by a selection of fields and entry of displayed text. Text can be formatted, and images and hyperlinks inserted, through a simple editor.

For Colleges and Universities

Odyssey HMS™ overview

Odyssey HMS™ utilizes the latest technology to bring you tools for web-based interfaces, easy facilitation of assignment processes, contact management, tracking of real-time and historical data, and even customizable fields for storing the information that makes your housing program unique.

Odyssey HMS provides tools for:

- Space management
 - Traditional housing
 - Suites
 - Apartments
 - Family housing
 - Summer/conference assignments
- Automatic assignments
- Past, current, and planned assignment viewing
- Web-based processes
- Automated tasks
- Contact management
- Report scheduling
- Student- and staff-configurable websites
- Financial transactions
- Waiting lists
- Room swaps
- Customizable pro-ration rates for charges
- Room/space inventory tracking
 - Track historical location and condition of furnishings
 - Track inventory items by individual ID

Odyssey HMS provides for the customization of:

- Student data
- Facility data, including a hierarchy
- Assignment data
- Student preferences
- Room rate, fee, and charge schedules
- Pro-ration schedules
- Notification letters
- Wait lists
- Reports, both custom and standard

Odyssey HMS features

- **Automatic assignments**
- **Customizable data fields**
- **Contact management**
- **Web-based, customizable processes**
- **Apartment housing management**
- **Family housing management**
- **Powerful reporting tools**
- **Historical data views**
- **Campus card system integration**
- **Judicial conduct management**

OdysseyHMS™

Navigation bar

The navigation bar allows for quick access to the functionality of Odyssey HMS. Information about your students, facilities, web forms, financial transactions, and more is literally just a click away.



Residents

Track all pertinent information about resident housing assignments. View assignments over time and quickly link to roommate and room records. Includes students contracts as well as charges and payment information. Maintain emergency contacts. Maintain family member information for family housing.



Facilities

Track all pertinent information about your facilities. View residents over time and quickly link to resident records. Keep track of inventory items assigned to a particular facility. View an on-screen occupancy summary for any level of the facility hierarchy (building, floor, etc.).



Automatic assignments

Create and re-use automatic assignment batches by selecting dates for assignment, criteria for matching, facilities to use, students to assign, and additional business rule considerations. Matching criteria are user-definable. Afterwards, run "View summary results" for all assignments or a single assignment.



Setup

Define custom Attribute fields for students or facilities. Setup address types for student records, holiday schedules, date ranges for terms, payment methods allowed for students, custom note types, etc.



Inventory

Define Inventory items and associate multiple charge and proration schedules. Set default charge and proration schedules. Define available Inventory condition codes and financial transaction codes. Keep track of vendor contact information for various inventory items.



Tasks

Automate procedures using the Task Scheduler. Schedule standard report queues to run automatically. Schedule imports and exports. Set batch processes to run at designated times to update data in Odyssey HMS or other systems. Set alerts to email one or more staff members if a scheduled task fails.



Financial transactions

Define transaction codes and special terms for accounts, and track activity for accounts system-wide. View summary information on system accounts.



Web

Define and assign student usernames and passwords for web-based access. Define web functions (room selection, student phone lookup, etc.) and control access.



Judicial

Define custom Event Processes for various incident types. Link multiple students to a single event. Track witnesses outside of housing, create judicial boards, and assign incidents to specific judicial officers. Clery Act reporting is made simple. A complete judicial module to track incidents, meetings, documentation, etc.



Contact management

Track contacts such as phone calls, letters, and emails between the Housing department and students/staff. Automate tasks such as application receipts, assignment letters and emails, room change notices, waiting list offers, cancellation notifications, check-out notifications, announcements, and any other task involving sending out a letter or email to one, all, or a select group of students or staff.



Administration

View a complete system transaction log. Select data elements to include in transaction log. View changes made through Odyssey PCS™ and OdysseyOne™, two of CBORD's campus-wide card systems, available for integration with Odyssey HMS.



Users and security

Define individual Users and User Groups. Determine password expirations, lockouts, and resets. Assign full access, read access, or no access to various portions of the system. View a complete User history.

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