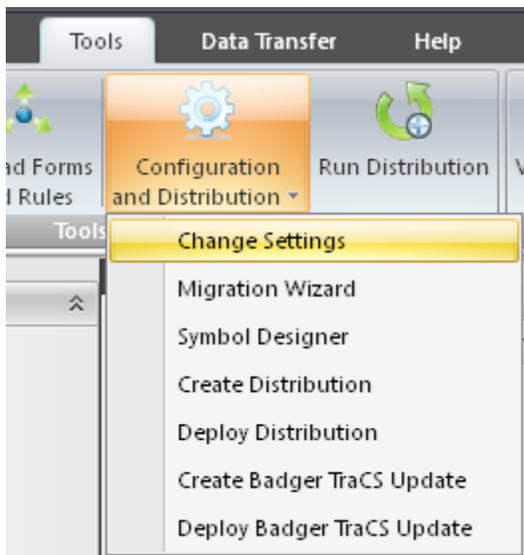# TraCS FAQ—how do I set form preferences for officer name on printed reports?

You may choose to have the officer's first initial instead of first name print on reports issued to the public.

1. Start TraCS 10 on the master computer or any computer that you want to enable this change.

2. Sign in with account 00001.
3. Select the **Tools** tab on the ribbon menu.
4. Click **Configuration and Distribution**.
5. Click **Change Settings**.

6. Check the box for First Initial.

7. Validate the form to save your changes.
8. This setting may also be deployed via a distribution.
9. Perform task 4-1,

When the distribution is run in the squad cars, this setting will be updated.

—Jenny 10/29/2013

Updated 5/5/16, Beth