

# TraCS FAQ—Setting up my Excel spreadsheet so that it imports correctly in the TraCS 10 Ordinance table

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The following table describes the fields needed in the Excel Spreadsheet along with if it is a required field. Do not go over the size of the text fields. To find the length of a field use the LEN function in excel.

An [Excel spreadsheet](#) is available for you to use as a template.

| Field name      | Data type  | Size          | Required                 | Example |
|-----------------|--|---------------|--------------------------|---------|
| OrdinanceNumber | Text   | 21 Characters | Yes                      |         |
|                 | Enter up to 21 characters to identify the ordinance. Duplicate ordinance numbers are ok as long as the ordinance Sequence Numbers are different.   |               |                          |         |
| CodeValue       | Text   | 7 Characters  | Yes                      | O900123 |
|                 | The letter 'O' followed by a sequential number in the 900,000 range. It is essential that this number be unique, start with the letter 'O' and never change once it is used.   |               |                          |         |
| CodeText        | Text   | 60 Characters | Yes                      |         |
|                 | Enter a description for the ordinance. Must be unique to the ordinance number and match the schedule fine. Note: Some special characters do not work well in this field, they are /, \, ', and ".  |               |                          |         |
| ScheduledFine   | Currency   |               | Yes                      |         |
|                 | Enter the amount of the fine. Should match the description and the Ordinance number. \$0.00 is entered for statutes on the DNR and ELCI forms. \$0.00 is also entered on NTC form when the agency wants to use the state fine amount, it is best to attach an statute number in this instance.                                 |               |                          |         |
| Statute         | Text   | 25 Characters |                          |         |
|                 | Associate a specific statute with the ordinance, note that if the statute expires this will not attach in the citation. Statute number selected will autopop into the NTC form and ordinance will autopop into the ELCI form. This is not required and if the ordinance has multiple statutes this field should be left empty. |               |                          |         |
| StatuteSection  | Text   | 3 Characters  | Yes                      |         |
|                 | Select the form the ordinance is to be used on NTC for Non-Traffic Citation, DMV for UTC/ELCI/Traffic Citation, DNR for a DNR citation and PRK for a parking citation on the NTC. This field is necessary and if it is not entered only the warning citation will be able to use your ordinances.                              |               |                          |         |
| StatuteKey      | Text   | 7 characters  | Yes if linked to statute | N200001 |
|                 | Used to identify the associated statute. The first letter will identify which table the statute came from. 'N' is a Non Traffic statute, 'T' is a UTC or   |               |                          |         |

More FAQs here: <http://wisconsin.gov/Pages/safety/enforcement/agencies/tracs/faqs.aspx>

| Field name              | Data type   | Size                    | Required         | Example |
|-------------------------|---|-------------------------|------------------|---------|
|                         | traffic statute, and 'D' is a Natural Resources statute.  |                         |                  |         |
| WIBRSOffenseCode        | Text  | 3 Characters            |                  |         |
|                         | If your agency is using WIBRS, you may enter an offense Code related to the ordinance number. Entering this field will auto enter the WIBRS offense code on the NTC and require the officer to enter the Required WIBRS related fields prior to validation.   |                         |                  |         |
| SortOrder               | Not used  |                         |                  |         |
|                         | Can be skipped Ordered by ordinance description.  |                         |                  |         |
| TreeValue               | Text  | 4 Characters            | Very Good to use |         |
|                         | Select the category for the ordinance. This field sorts the ordinances in to three values associated with the specific citation. Helps the user find the ordinance they are looking for faster. To find the list of values print out the Analysis report entitled <b><i>Ordinance Category(Support Table)</i></b> |                         |                  |         |
| PrimeKey                | Number  | Unique for every record | Yes              |         |
|                         | Required field that needs unique numbers entered into the field. This is the key field for the table.   |                         |                  |         |
| Shortcut                | Text  | 25 Characters           |                  |         |
|                         | Enter a shortcut code, this field is optional   |                         |                  |         |
| StartDate               | Date  |                         |                  |         |
|                         | If your agency has a start date for the ordinance put this in and the ordinance will work after the date entered.   |                         |                  |         |
| ExpirationDate          | Date  |                         |                  |         |
|                         | IF your agency has an end date for the ordinance fill this field out and the ordinance will stop working after the date entered.  |                         |                  |         |
| LocationID              | Text  | 3 Characters            | Yes              |         |
|                         | This should be your 3 digit agency number, if this number is not entered your officer will not be able to use the ordinances entered into this table. The leading zeros are necessary and in excel put an apostrophe to make it a string.   |                         |                  |         |
| MandatoryAppearanceFlag | Text  | 1 Character             | Yes              | 012     |
|                         | This field will change the Mandatory Appearance of the state statute selected on the citation.  |                         |                  |         |
| StatuteSequenceNumber   | Text  | 3 Characters            |                  | Y       |
|                         | Obsolete.   |                         |                  |         |
| OffenseCode             | Text  | 5 Characters            |                  | 003     |
|                         | Obsolete.   |                         |                  |         |
| SequenceNumber          | Text  | 3 characters            |                  |         |
|                         | Obsolete.   |                         |                  |         |

- Save your Excel spreadsheet as a CSV file.

For TraCS agencies that use MS Access as their database backend, use the Import function in TraCS 10 to replace the entire table in your master computer.

More FAQs here: <http://wisconsin.gov/Pages/safety/enforcement/agencies/tracs/faqs.aspx>


1. Open TraCS 10 as a system admin

2. Click the  ribbon.



3. Choose

4. Choose 

5. Choose 

6. Answer all the questions but beware this will replace the entire table and if it fails you will have a blank ordinance table.

For TraCS agencies that use MS SQL server as their database backend, use the SQL Server Data Import/Export wizard in SQL to import the data into the V3ViolationOrdinance table in the tracs\_support database.

All agencies remember to do a distribution to get the updates out to the field units.

--GLP, 10/15/2013

--Dennis 4/21/14

--John 5/4/2015 Updated Code Value verbiage to say 21 chars.

-- John 7/5/2016 Updated last paragraph referencing Import Export wizard and Migration Supplement.

--GLP 10/18/2018