

# How to Use the Document # Change feature

There are times when a computer has created duplicate document numbers and changing the document number is the best solution. This feature is available for TraCS Supervisors and will change the document number to the next available one. Make sure this is done on a computer with good document numbers. The document number change is recorded in the TraCS form log.

**This feature doesn't work with the Uniform Traffic Citation (ELCI).**

Note: Changing duplicate document numbers doesn't take the place of fixing the computer causing the duplicates. You will still need to fix the underlying issue on the computer that is creating duplicate document numbers.

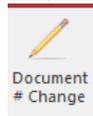
## How to change document numbers:

1. Log into TraCS with a User who has Supervisor access rights.
2. Highlight the form with the bad document number. You may highlight as many forms as needed.

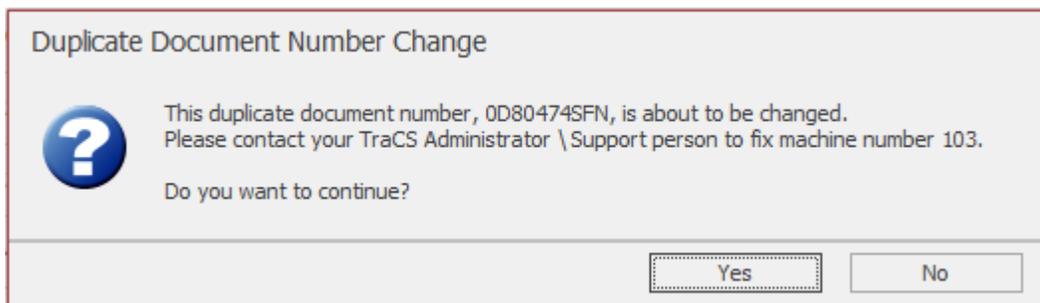
3. Click the "Tools" tab.



4. Click the "Document # Change" button.



5. Click the "Yes" button.



6. Review each new form document number to check for correctness
7. There is a log entry of the number change within the TraCS Log for future reference as well.

**Note: Trying to change an ELCI document number will display this message.**

