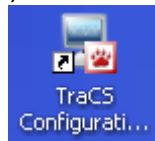# TraCS FAQ—how do I enable distribution logging?

Prior to the October 2013 patch, the import/export template and template distribution files were not enable for logging field unit distribution status. Although the templates for import/export and distribution are now been updated, your actual import/export instructions and distribution have not. If you installed TraCS prior to November 1, 2013, you should follow the steps below to enable logging of field unit and workstation distributions.

1. On your master computer, double click the shortcut for the TraCS 10 Configuration Manager,
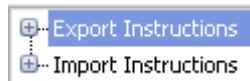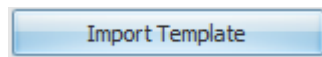
    located on your desktop.
2. Sign in with account 00001.

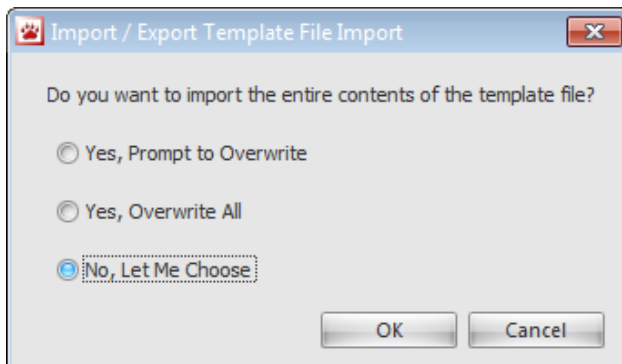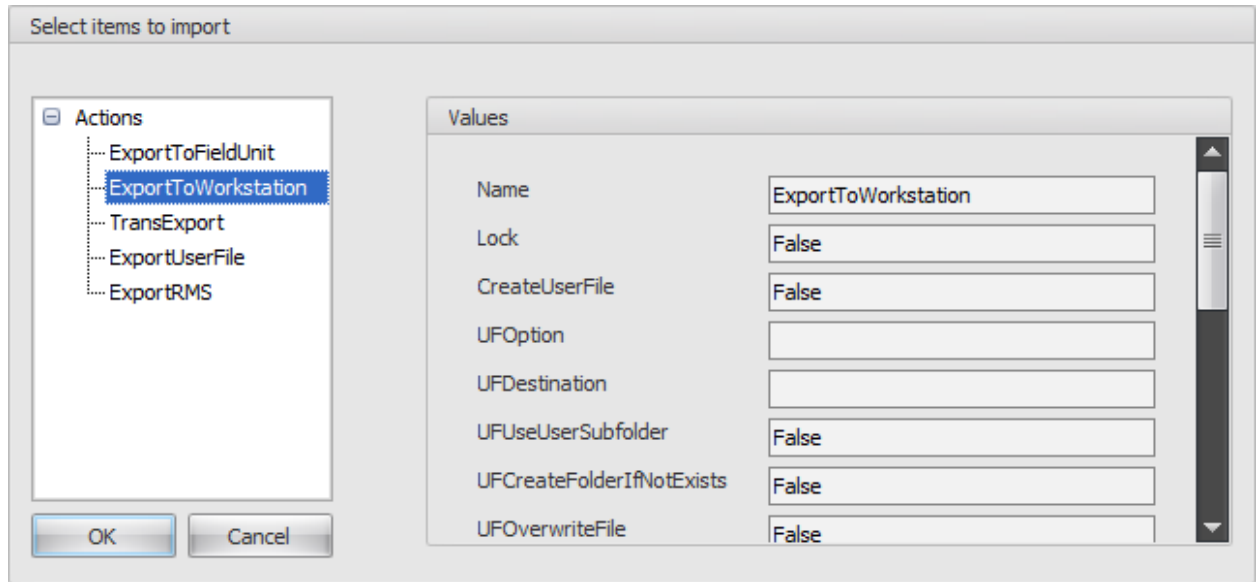3. Click the **Import/Export** button.

4. Select **Export Instructions**.

5. Click **Import Template.**

6. Select **No, Let Me Choose** and click **OK**.

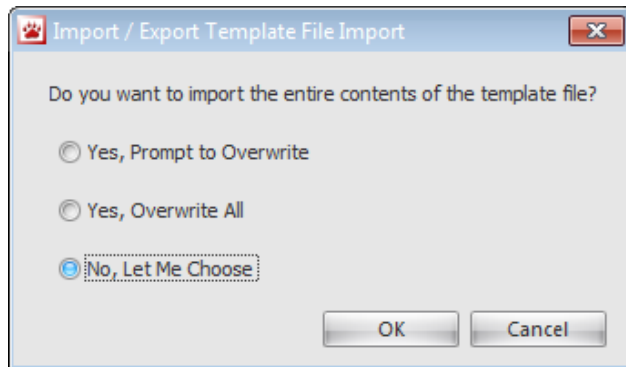7. Expand **Actions** and choose **ExportToWorkstation**.

8. Click **OK** and click **Ok** on any additional dialog boxes that appear.

9. Click **Apply**.
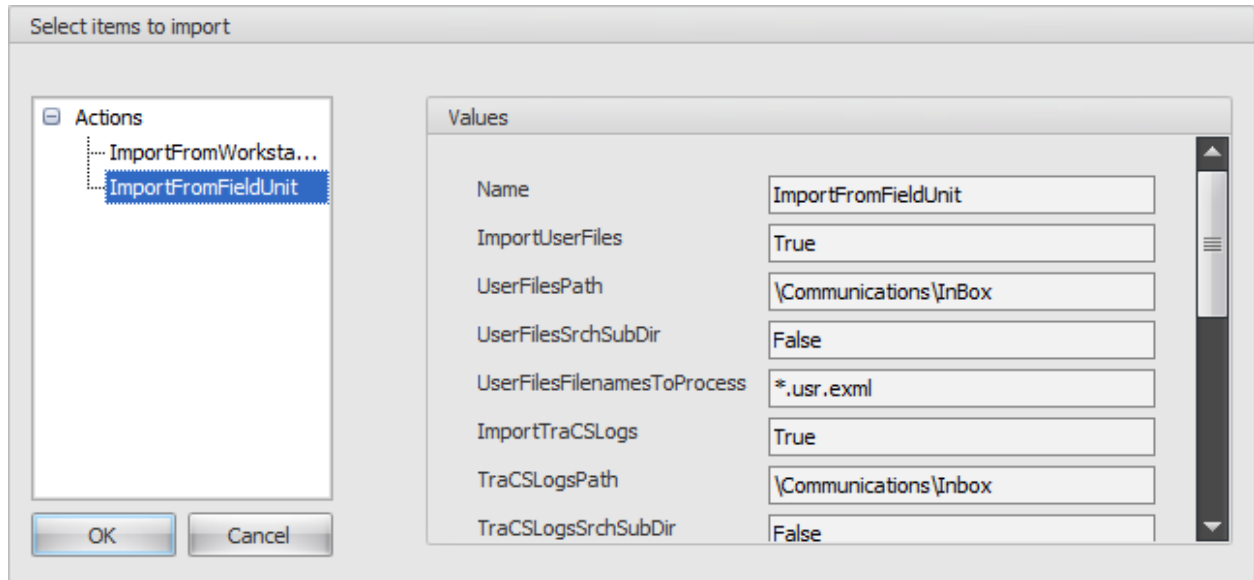
10. Select **Import Instructions**.

11. Click **Import Template.**
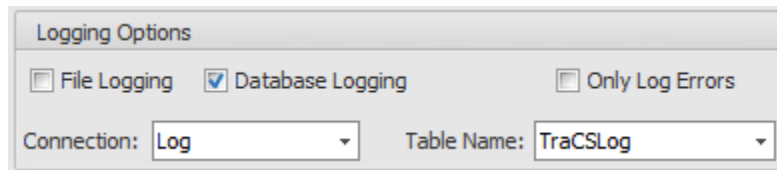
12. Select **No, Let Me Choose** and click **OK**.

13. Expand **Actions** and select **ImportFromFieldUnit.**

More FAQs here: http://wisconsindot.gov/Pages/safety/enforcement/agencies/tracs/faqs.aspx

14. Click **OK** and click **OK** on all subsequent dialog boxes.
15. Click **OK** to save and close the import/export editor.
16. Create and deploy a distribution following task 4-1 in the installation guide. When you get to step 9 where you edit the version number, also edit the following settings:

    a. Place a checkmark on **Database Logging** field.
    b. Select **Log** under the **Connection** field.
    c. Select **TraCSLog** under the **Table Name** field.
17. The next time a new distribution is run it will be logged on the field unit. The log from the field unit will be sent to the workstation the next time an end-shift is done. To view the distribution status of your field units. Log onto a workstation with a TraCS admin account and run the distribution log analysis report.

—Jenny 10/29/2013