

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

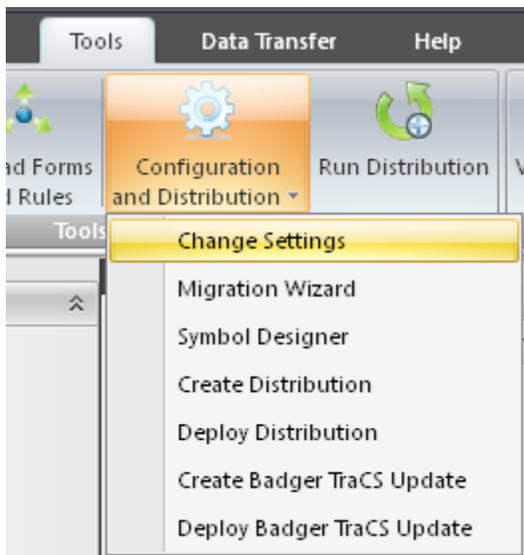
TraCS FAQ—how do I set form preferences for officer name on printed reports?

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.

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Configuration Wizard

<input type="checkbox"/> Prompt New Folder	<input checked="" type="checkbox"/> Allow Multiple Instances Of TraCS	<input checked="" type="checkbox"/> Enable WIBRS on NTC Form
<input type="checkbox"/> Auto-Install ELCI Citation Numbers	Auto Install Quantity 8	TraCS Agency Number for Document Numbers 012
<input checked="" type="checkbox"/> Use Initial for Officer First Name On Citations & Warnings	External Search Message Cache Location c:\messagecache	
<input checked="" type="checkbox"/> Use Proxy Server For Google/Open Street Maps	Mapping Zone 16	
WISLR Map Location %ProgramData%\CTRE\Incident Location Tool\GISData		
Login Type TraCS		

Validate Form To Commit Changes

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

<input type="checkbox"/> Prompt New Folder	<input type="checkbox"/> Allow Multiple Instances Of TraCS	<input checked="" type="checkbox"/> Use RMS
<input type="checkbox"/> Auto-Install ELCI Citation Numbers	Auto Install Quantity 200	TraCS Agency Number 012
<input checked="" type="checkbox"/> Use Initial for Officer First Name On Citations & Warnings		
External Search Message Cache Location c:\programdata\tracs\messagecache		<input type="checkbox"/> Manual Message Cache Management
		Mapping Zone

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

—Jenny 10/29/2013

Updated 5/5/16, Beth