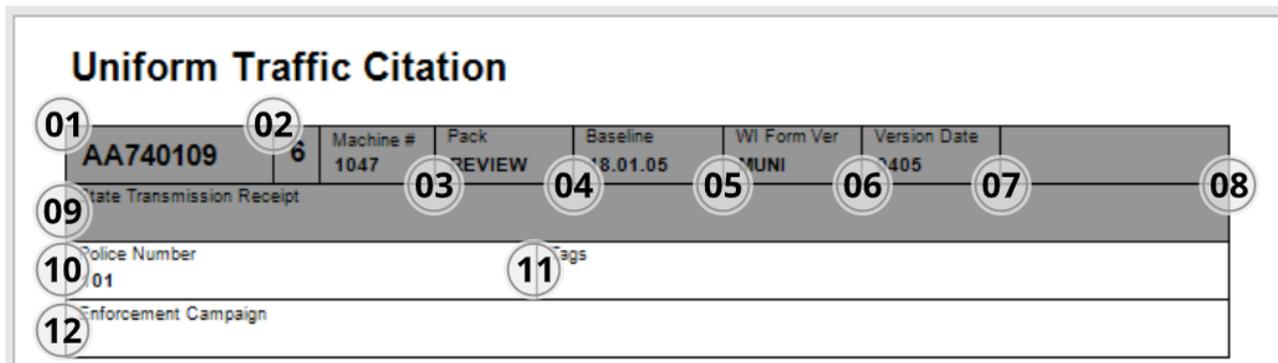
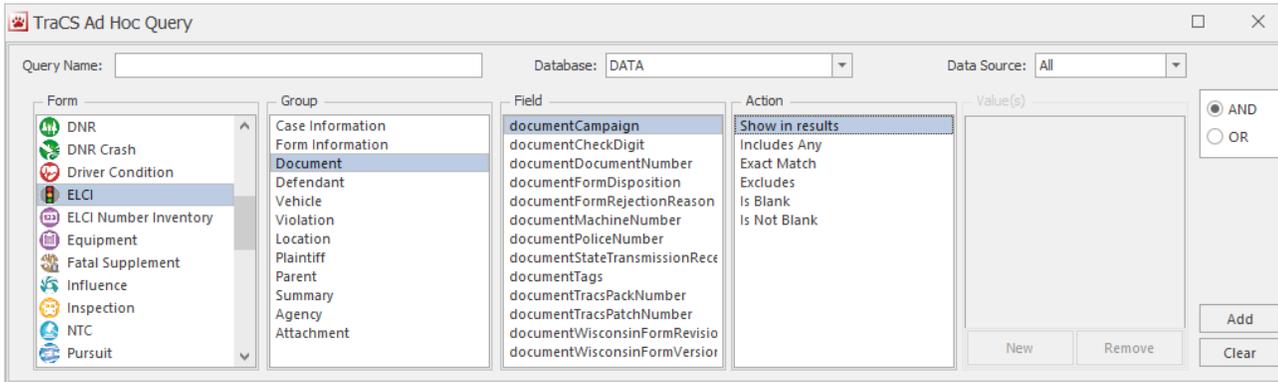


Ad Hoc Query Builder – Overview

The Ad Hoc Query Builder organizes fields into groups based on the sections found on TraCS entry form. These groups are outlined below:



- 01. Document.documentDocumentNumber
- 02. Document.documentCheckDigit
- 03. Document.documentMachineNumber
- 04. Document.documentTraCSPackNumber
- 05. Document.documentTraCSPatchNumber
- 06. Document.documentWisconsinFormNumber
- 07. Document.documentWisconsinFormRevisionDate
- 08. Document.documentFormDisposition
- 09. Document.documentStateTransmissionReceipt
- 10. Document.documentPoliceNumber
- 11. Document.documentTags
- 12. Document.documentCampaign

Each section of the entry form (e.g., 'Defendant,' 'Violation,' 'Vehicle,' etc. is organized in the Ad Hoc Query Builder this way (see p.2 of this document for a breakdown of an ELCI form).

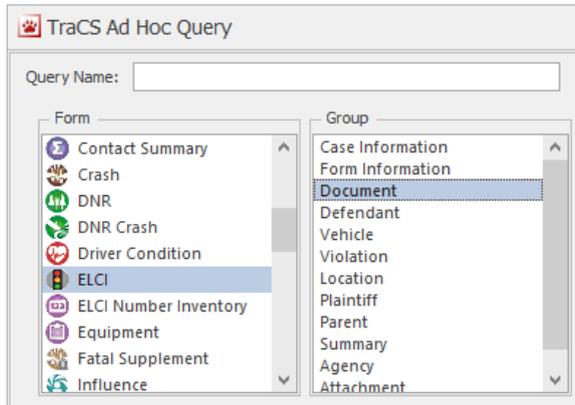
Each TraCS entry form displayed similarly in the Ad Hoc Query Builder and criteria form each of these forms can be selected to build a query/report.

Groups are based on the groups found on each TraCS entry form.

Grouping names coincide with form group names found on entry forms.

Field names found in the Ad Hoc Query Builder match form field names preceded by form section (e.g. 'Document' or 'Vehicle') with a few differences, such as 'documentCampaign' versus 'Enforcement Campaign.'

Ad Hoc Query Builder group names are shown to the right, along with their corresponding TraCS entry form section.



Ad Hoc Query Builder groups are shown above.

The first two groups, **Case Information** and **Form Information**, are not found on TraCS entry forms.

These groups contain case- and form-level information that can be queried to find general information about several case/forms (e.g. case tags, user name, etc.)

Document →

Defendant →

Vehicle →

Violation →

Location →

Plaintiff →

Summary →

Agency →

Attachment →

Uniform Traffic Citation										
AA100009 0 Machine # Pack Baseline Wt Form Ver Version Date										
State Transmission Receipt									Amended	Yes No N/A
Police Number					Tag					
Enforcement Campaign										
Defendant										
Defendant Type		Last Name			First Name		Middle Name		Suffix	
Company Name										
Street Address								P.O. Box		
City						State		Zip Code		
Date of Birth		Sex	Race	Height	Weight (lbs.)	Hair	Eyes	Biometric Type		
Driver License Number			State of Issuance		DL Expire Year					
Driver Operating Type				Vehicle Operated Class			Holds CDL			
Vehicle Operated Endorsements				CDL Waiver			Phone Number			
Vehicle										
License Plate Number		Plate Type		St	Country of Issuance		Expiration Year			
Vehicle Identification Number				Year	Make	Model				
Body Style		Color		US DOT Number		Hiz/Mat	Vehicle Overweight by			
Violation										
Statute/Transportation Rule Number				Description						
Ordinance Number				Ordinance Description						
Actual Speed	Speed Limit	Speed Over	BAC Level	Points	Underage Passenger					
Violation Date		Violation Time		Date Citation Served		Method Citation Served				
Statute Category			Roadway Zones			Campaign Category		Seq Num		
Location										
Map				DMV County			DMV Municipality			
On Hwy Type		On Hwy #	On Hwy Dir		On Street Name					
Estimated Distance From Intersection										
From/At Hwy Type		From/At Hwy #	From/At Hwy Dir		From/At Street Name					
Structure Type				Structure Number						
Latitude			Longitude		X Coordinate		Y Coordinate			
Travel Lanes				Roadway Zones			Traffic Way			
Multi Type		On Roadway ID#			On Roadway Link Offset			Override		
Plaintiff										
Plaintiff Type		County								
City/Village/Town										
Court Type		Court Name								
Schedule		Court Appearance Date		Court Time		Appearance Required				
Truck Surcharge	Deposit/Bail	Cash	NO	Credit Card	NO	DA Routing	Routing Type			
Court Street Address				Court P.O. Box						
Court City		Court Zip Code		Phone Number		Web Contact				
Add Next Parent/Guardian										
Summary										
Accident Severity	Accident Doc No	Weather Conditions		Road Conditions		Light Conditions		Traffic Conditions		
Narrative										
Cover/Parent Letter Closing										
Law Enforcement Agency										
Agency Space										
Officer Rank		Officer Last Name		Officer First Name		Officer Middle Name		Suffix		
DOT Officer ID			DNR Officer ID			Officer Badge Number				
Officer Email										
Local Agency Number			Law Enforcement Agency Jurisdiction			Law Enforcement Agency Type				
Law Enforcement Agency Name					TAS Agency Name					
Law Enforcement Agency Street Address					Law Enforcement Agency Street Address2					
Law Enforcement Agency City			LEA State		Law Enforcement Agency Zip Code					
Law Enforcement Agency Phone Number			ORI Number		BFUNC Agency		TraCS Agency Number			
Attachment										
Attached File	File Name									
Agency Space										
Add Next Attachment										

Practice Query 1: 'Issued Traffic Citations by Statute Category'

1. Log into TraCS Training with the following credentials*:

Username: **222** | Password: **tracs**

***Note:** You can also use this guide with a regular, non-training (production) TraCS Office version, but we will be using data included in the May 2020 TraCS Training Version in this guide. If you have access to this product you will receive the same results as in this guide, but this guide can be followed with any dataset you have in your own system.

If you wish to use a regular TraCS Office version, simply log in as user with either the **Supervisor** and/or the **System Administrator** access levels. If you do this, steps 3 and 4 below may be skipped.

2. Click the Data Transfer tab and click the End Shift button (shown below).

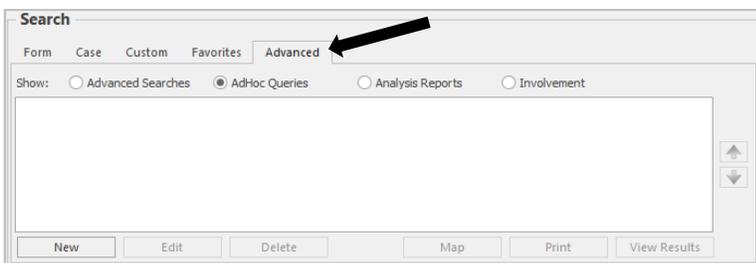


3. Click **OK**.
4. In the lower left-hand corner, there should be 55 forms returned. If you see less than this, you are logged into TraCS as user 111. Please log out and back in as user **222**.
5. The table below outlines criteria for Practice Query 1: 'Issued Traffic Citations by Statute Category.'

FORM	GROUP	FIELD	ACTION	VALUE
ELCI	Form Information	Status	Exact Match	Transmitted
ELCI	Document	documentFormDisposition	Exact Match	ISSUED
ELCI	Violation	violationStatuteNumber	Show in results	
ELCI	Violation	violationStatuteDescription	Show in results	
ELCI	Violation	violationStatuteCategory	Includes Any	[User Entered Value]
ELCI	Violation	violationDateOccurred	Range	[User Entered Value]
ELCI	Document	documentDocumentNumber	Show in results	

Table 1: Practice Query 1 Search Criteria

6. Click the **Advanced** tab in the **Search** area.



7. Click **Ad Hoc Queries**.

8. Click the **New** button.
9. Use the table above (*Table 1: Practice Query 1 Search Criteria*) to fill out the query. Step-by-step instructions for filling out Practice Query 1 can be found on the following pages.
10. Enter the **Query Name:** 'Issued Traffic Citations by Statute Category,' **Database:** 'Data,' and **Data Source:** 'All,' as shown below.

The screenshot shows the 'TraCS Ad Hoc Query' window. The 'Query Name' field contains 'Issued Traffic Citations by Statute Category', the 'Database' dropdown is set to 'DATA', and the 'Data Source' dropdown is set to 'All'.

11. Enter criterion 1 (refer to the page 3 of this document – *Table 1: Practice Query 1 Search Criteria*). Select **ELCI** in the **Form** section. Select **Form Information** in the **Group** section. Select **Status** in the **Field** section. Select **Exact Match** in the **Action** section and click the **New** button (shown below):

This screenshot shows the search criteria configuration. In the 'Form' section, 'ELCI' is selected. In the 'Group' section, 'Form Information' is selected. In the 'Field' section, 'Status' is selected. In the 'Action' section, 'Exact Match' is selected. A black arrow points to the 'New' button at the bottom right of the criteria list.

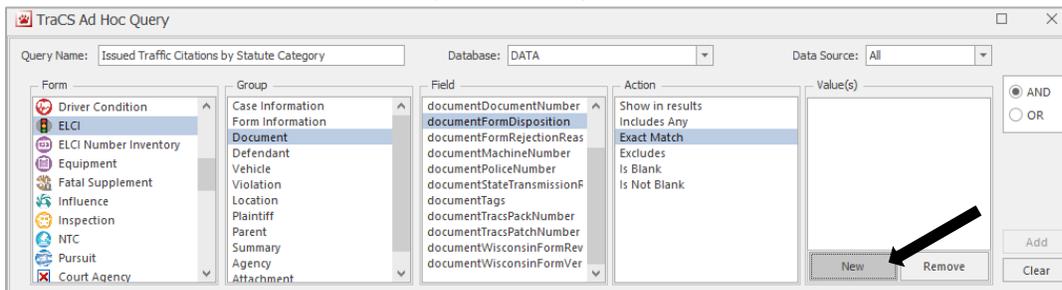
12. Here we will select the status(es) we are interested in. We are only interested in forms that have been transmitted, check the box next to **Transmitted** and click OK.

The 'Select Status(es)' dialog box shows a list of status options. The 'Transmitted' option is selected with a checkmark. A black arrow points to the 'OK' button at the bottom left.

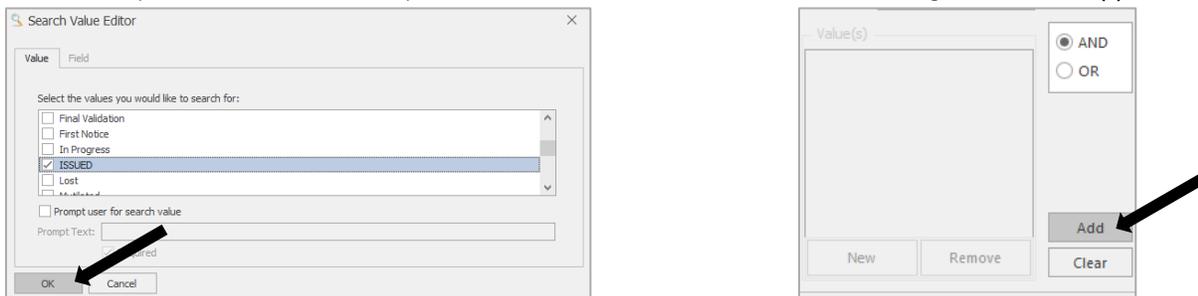
13. **Transmitted** will appear in the **Value(s)** section. Click the **Add** button to add this criterion to the query. It will now appear in the **Query Criteria** section down below.

This screenshot shows the final configuration. The 'Value(s)' section now contains 'Transmitted'. A black arrow points to the 'Add' button. Below the configuration area, the 'Query Criteria' section displays: 'Only include ELCI forms that fit the following criteria: [ELCI].[Form Information].[Status] Exact Match Transmitted'. The 'Add' button is highlighted with a black arrow.

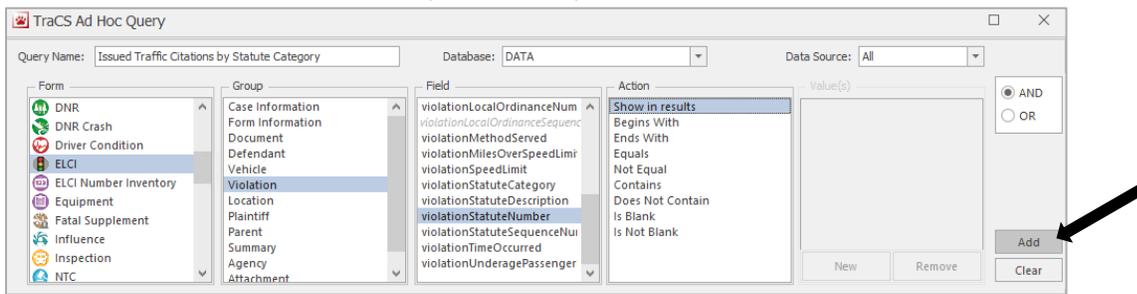
14. Enter criterion 2 (refer to the page 3 of this document – *Table 1: Practice Query 1 Search Criteria*). Select **ELCI** in the **Form** section. Select **Document** in the **Group** section. Select **documentFormDisposition** in the **Field** section. Select **Exact Match** in the **Action** section and click the **New** button (shown below):



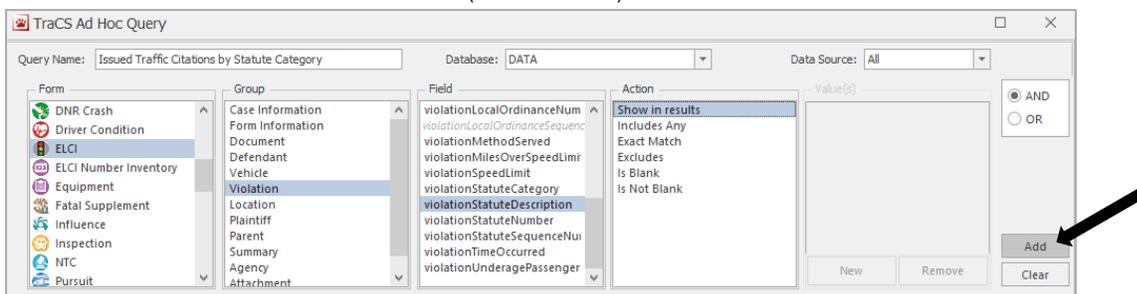
15. Here we will select the status we are interested in. We want to make sure we are looking for *issued* citations that have been transmitted (not voided citations, etc.) so we select **ISSUED**. Click **OK**. Click **Add** to the right of the **Value(s)** box.



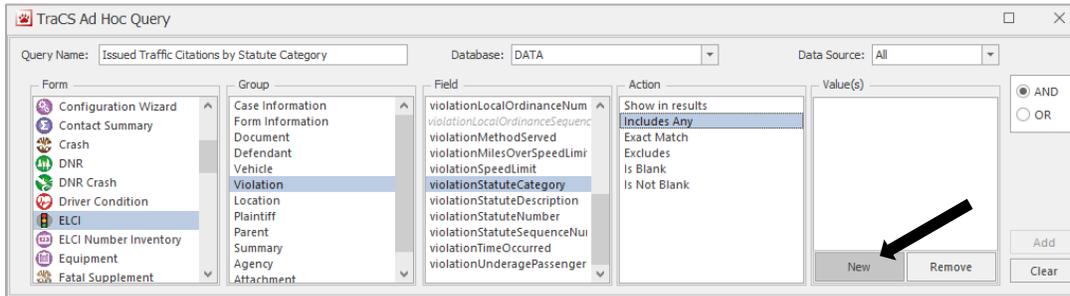
16. Enter criterion 3 (refer to the page 3 of this document – *Table 1: Practice Query 1 Search Criteria*). Select **ELCI** in the **Form** section. Select **Violation** in the **Group** section. Select **violationStatuteNumber** in the **Field** section. Select **Show in results** in the **Action** section and click the **Add** button (shown below):



17. Enter criterion 4 (refer to the page 3 of this document – *Table 1: Practice Query 1 Search Criteria*). Select **ELCI** in the **Form** section. Select **Violation** in the **Group** section. Select **violationStatuteDescription** in the **Field** section. Select **Show in results** in the **Action** section and click the **Add** button (shown below):

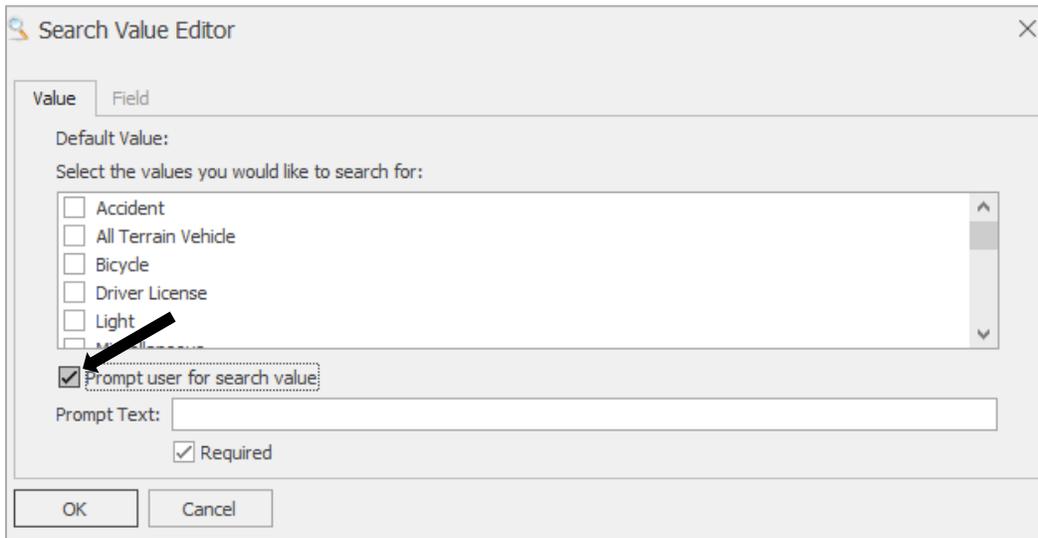


18. Enter criterion 5 (refer to the page 3 of this document – *Table 1: Practice Query 1 Search Criteria*). Select **ELCI** in the **Form** section. Select **Violation** in the **Group** section. Select **violationStatuteCategory** in the **Field** section. Select **Includes Any** in the **Action** section and click the **New** button (shown below):



19. In the **Search Value Editor** window, check the box next to **Prompt user for search value** (shown below). Checking this box allows our query to be reusable for several situations. Since we are prompting the user for the search value, this value becomes a parameter.

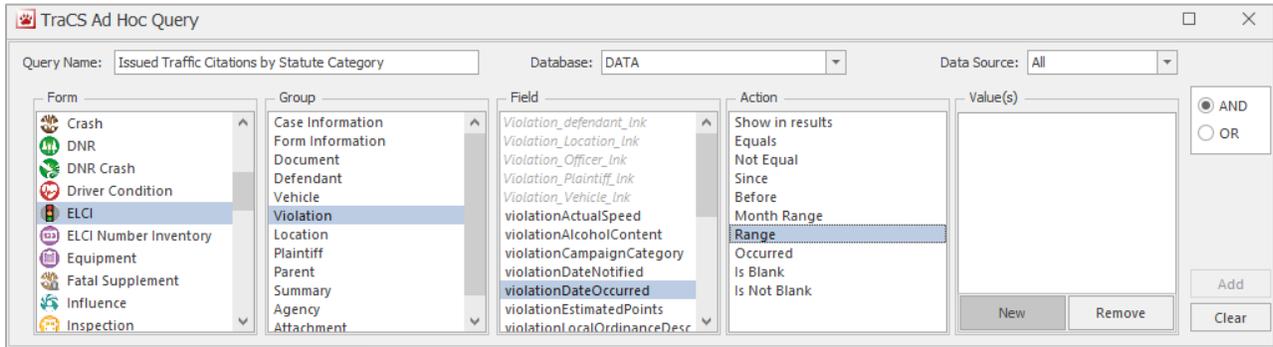
This means that users can use our query for different situations. For example, they can run the query when they are interested in those statutes in the **'Accident'** category, but also when they are interested in the **'All Terrain Vehicle'** and **'Bicycle'** categories as well.



20. For Prompt Text, type-in something like "Select Statute Category(-ies)." This is a message that will pop up every time that a user runs this query indicating to them, they must select one or more categories from this list. Click **OK**. Click **Add** to the right of the **Value(s)** box.

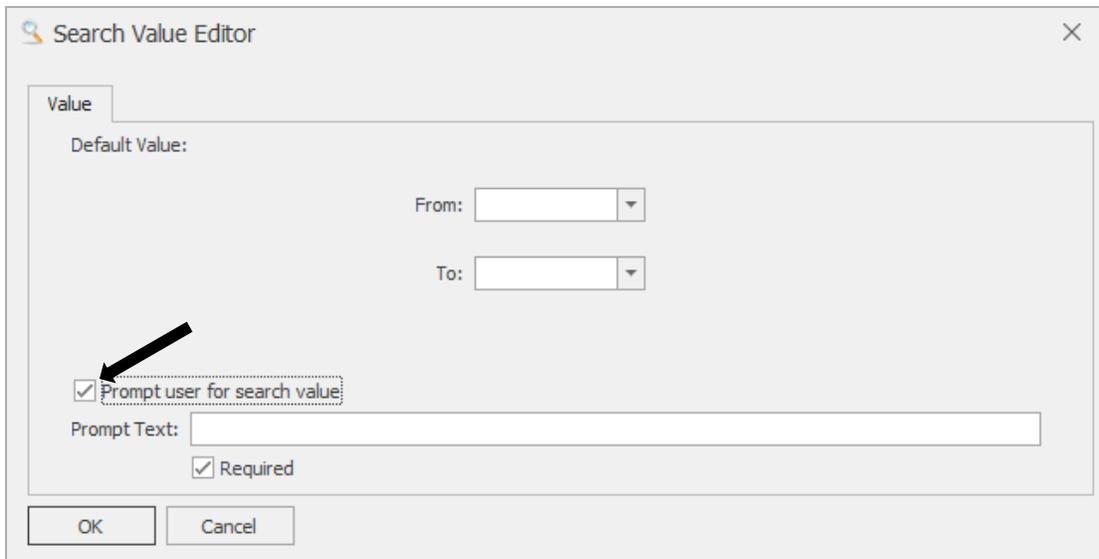


21. Enter criterion 6 (refer to the page 3 of this document – *Table 1: Practice Query 1 Search Criteria*). Select **ELCI** in the **Form** section. Select **Violation** in the **Group** section. Select **violationDateOccurred** in the **Field** section. Select **Range** in the **Action** section and click the **New** button (shown below):

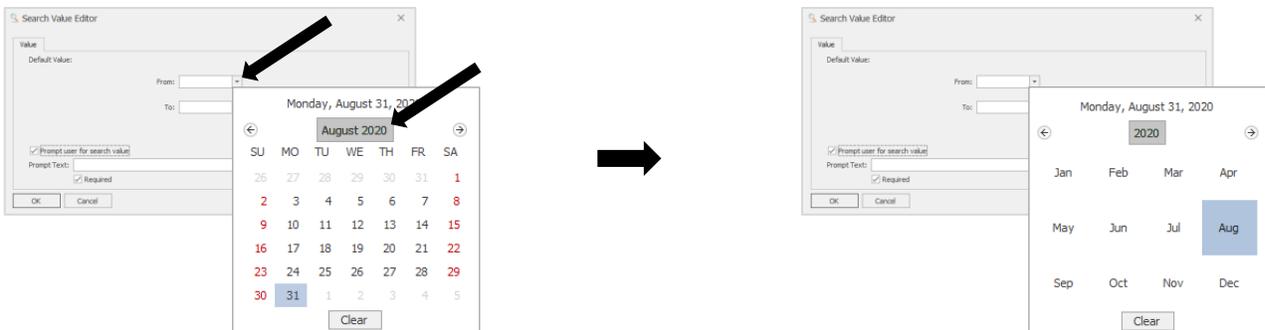


22. Check the *Prompt user for search value* box and enter something like ‘Enter Violation Date Range:’ for the **Prompt Text**.

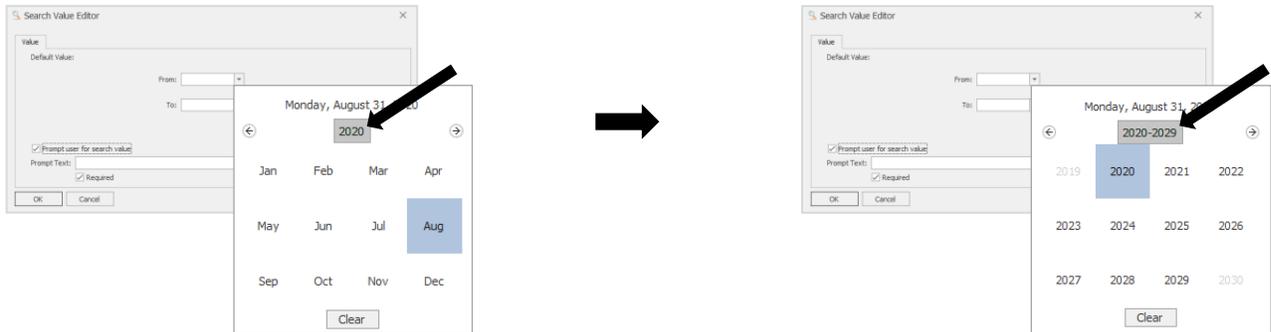
Note: Checking this box will ensure TraCS asks the user for the Date Range every time this query is run. In the next steps, we add a default date range which will appear every time this box opens, but this can be changed each time the query is run.



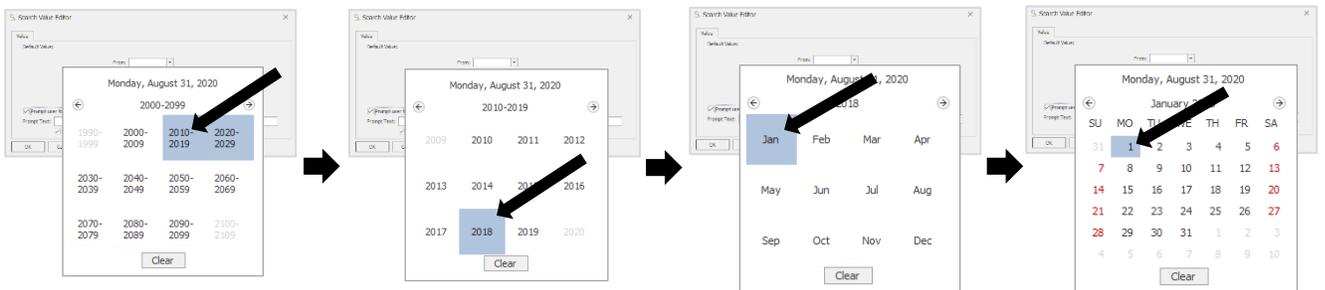
23. To retrieve the correct amount of data for our training purposes, we will choose a default date range of **1/1/2018– 12/31/2019**. Click on the down arrow () next to the **From:** box. This will open the calendar. Click on the Month Year (shown below) to switch to the month selector.



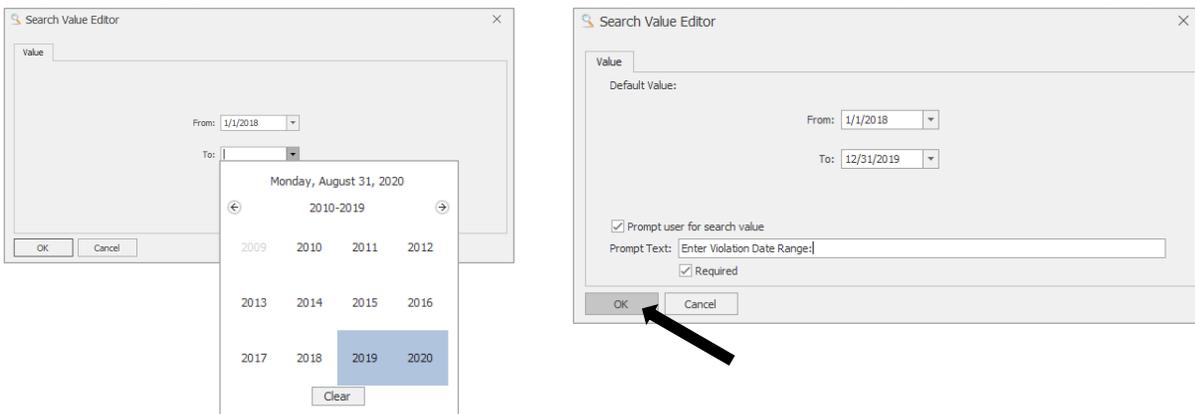
24. Click the year toward the top of the window to switch to the year selector. Click 2020 – 2029 to switch to the decade selector.



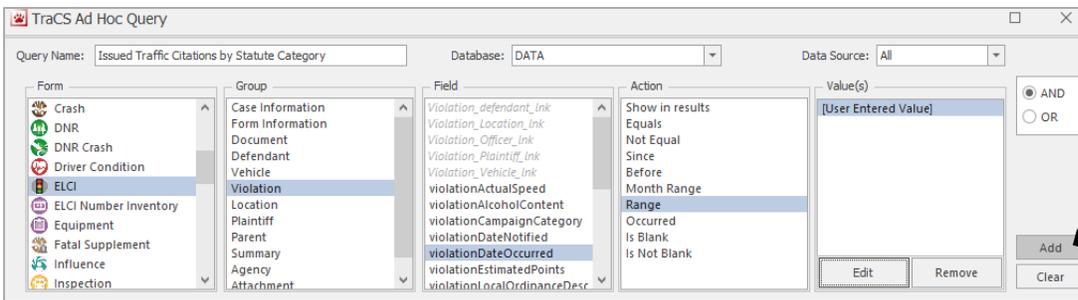
25. Click on 2010 – 2019. Click 2018. Click Jan. Click 1. hello



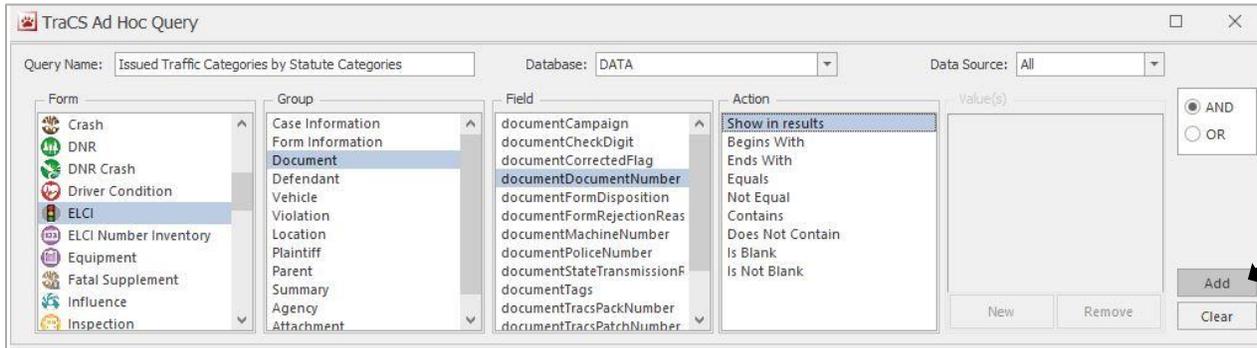
26. 1/1/2018 will populate in the From: field. Repeat the process for the To: field, with a date of 12/31/2019. Click OK.



27. Click Add button.

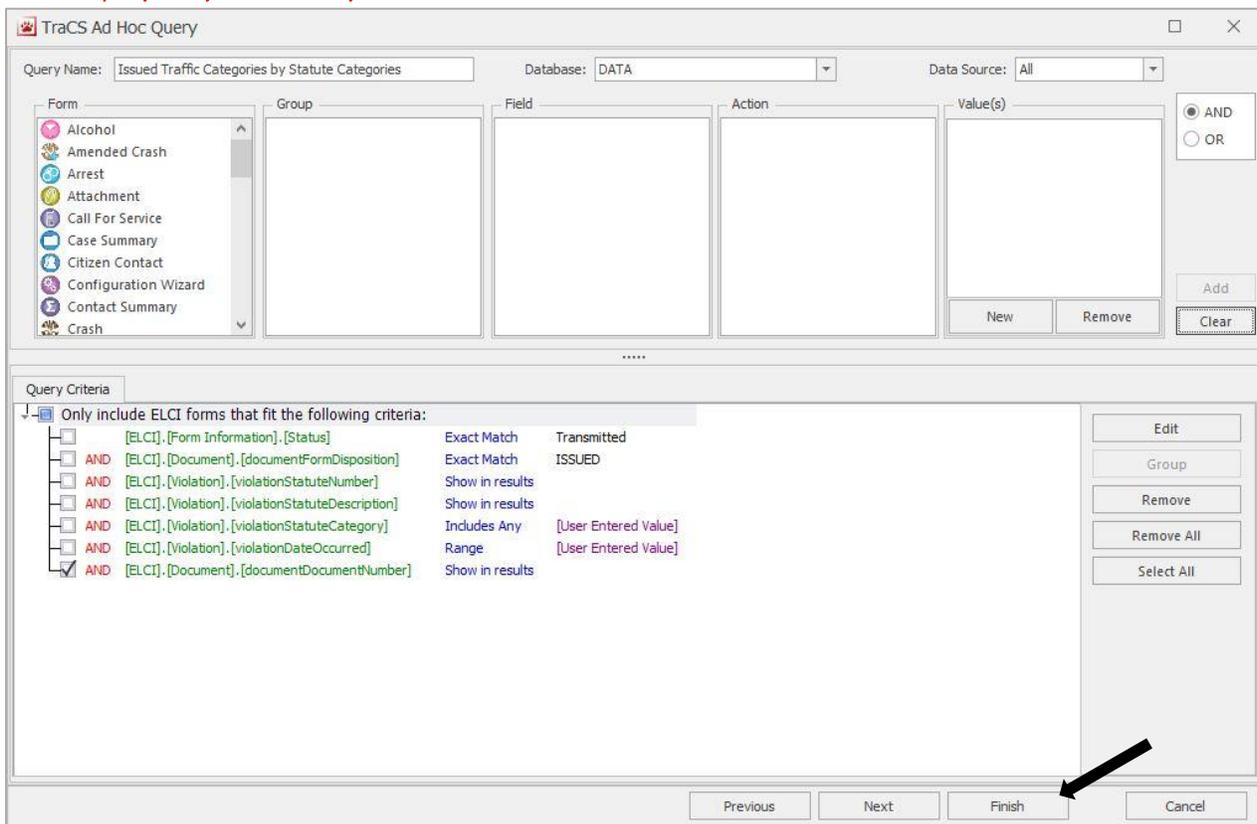


28. Enter the final criterion – criterion 7 (refer to the page 3 of this document – *Table 1: Practice Query 1 Search Criteria*). Select **ELCI** in the **Form** section. Select **Document** in the **Group** section. Select **documentDocumentNumber** in the **Field** section. Select **Show in Results** in the **Action** section and click the **Add** button (shown below):

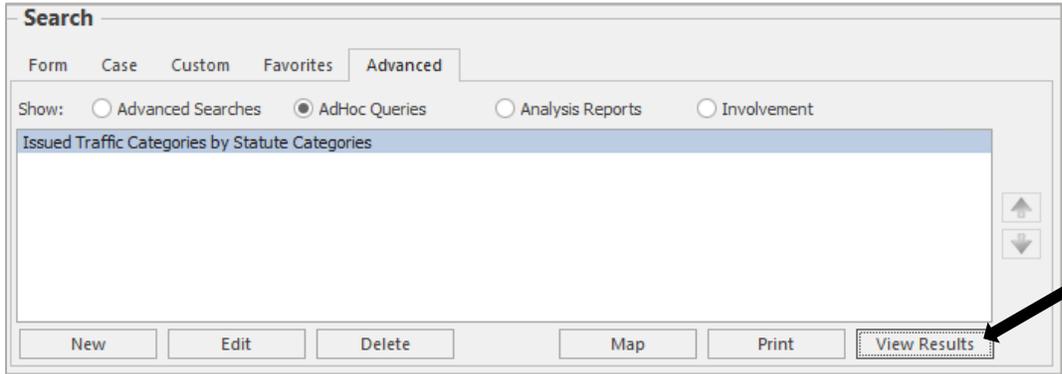


29. Your final query should look like the image below, with all seven criteria from our table appearing in the **Query Criteria** section of the window. Click the **Finish** button to save this query.

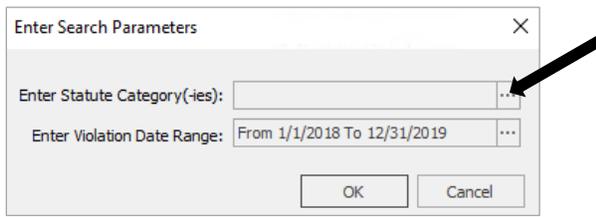
*Note: it is very important that the **Finish** button is clicked, if you simply click **Next** without first finishing the query, **TraCS will not save the query and your work may be lost.***



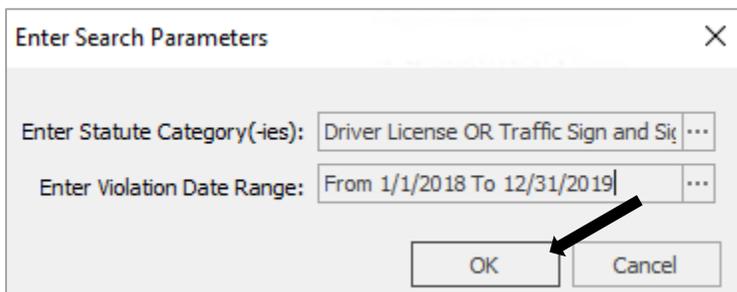
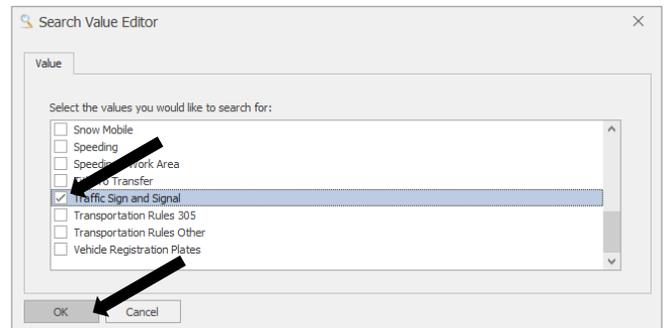
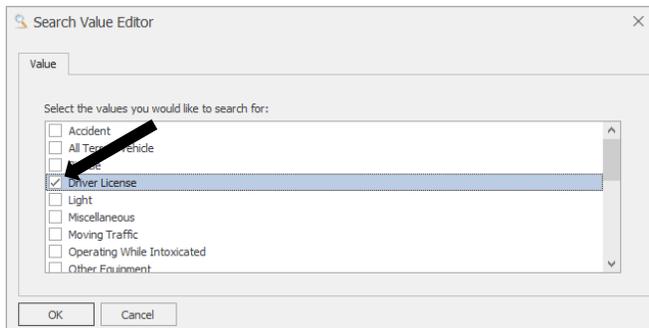
30. The query will appear in the Ad Hoc Queries window on the bottom of the TraCS screen. Click View Results to view the results of your query:



31. After clicking **View Results**, an **Enter Search Parameters** window will appear. Here, we will see the prompts we entered previously asking the user to enter the parameters for the query. We see that our default date appears (if a default was entered), and TraCS is waiting for a Statute Category parameter. Click on the ellipses to open the parameter selection menu.



32. For our training purposes, we will select two categories – **Driver License** and **Traffic Sign and Signal**. Scroll down until you find **Speeding** in the list and check the box next to it. Do the same for **Traffic and Signal**. Click **OK**. You will see the two parameters appear in the parameters box separated by the **OR** keyword. This tells us that results that meet the specified date range and are either of the **Speeding** category or of the **Traffic and Signal** category will be exported. Click **OK**.



33. You will now be taken to the results screen. In my case, this query returned eight records, as shown below:

documentDocumentNumber	violationDateOccurred	violationStatuteCategory	violationStatuteDescription	violationStatuteNumber	documentFormDisposition	Status
AA105702	9/18/2019	180	T104908	346.04(2t)	0	7
AA105705	9/18/2019	40	T104747	343.05(3)(a)	0	7
AA105709	9/19/2019	180	T104900	346.04(2)	0	7
AA105712	9/19/2019	40	T104746	343.05(3)(a)	0	7
AD001252	10/3/2018	40	T104747	343.05(3)(a)	0	7
AD001253	10/3/2018	40	T104734	343.05(1)(a)	0	7
AD001254	10/3/2018	40	T104832	343.43(1)(e)	0	7
AD001255	10/3/2018	180	T104908	346.04(2t)	0	7

Columns can be rearranged by clicking the column header and dragging it to the desired location. Change to order to something more intuitive, such as **documentDocumentNumber | Status | documentFormDisposition | violationDateOccurred | violationStatuteNumber | violationStatuteDescription | violationStatuteCategory**, as shown below:

documentDocumentNumber	Status	documentFormDisposition	violationDateOccurred	violationStatuteNumber	violationStatuteDescription	violationStatuteCategory
AA105702	7	0	9/18/2019	346.04(2t)	T104908	180
AA105705	7	0	9/18/2019	343.05(3)(a)	T104747	40
AA105709	7	0	9/19/2019	346.04(2)	T104900	180
AA105712	7	0	9/19/2019	343.05(3)(a)	T104746	40
AD001252	7	0	10/3/2018	343.05(3)(a)	T104747	40
AD001253	7	0	10/3/2018	343.05(1)(a)	T104734	40
AD001254	7	0	10/3/2018	343.43(1)(e)	T104832	40
AD001255	7	0	10/3/2018	346.04(2t)	T104908	180

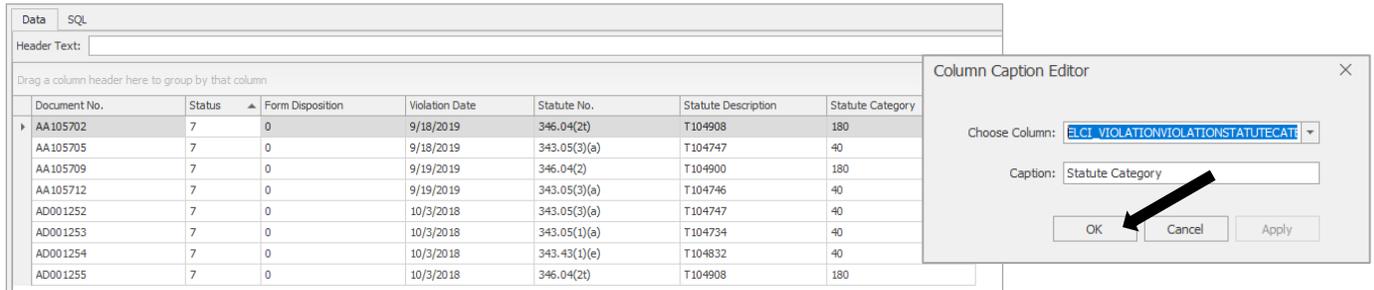
34. Rename the columns headers to make the data more readable. This can be done by navigating to the bottom of the window and clicking **Edit Captions**.

The screenshot shows the same data table as in step 33, but with the column headers rearranged. At the bottom of the window, there are several buttons: 'Sum Fields', 'Count Field', 'Edit Captions', and 'Code Texts'. An arrow points to the 'Edit Captions' button.

35. Select the column from the dropdown list to change (e.g. ELCI_DOCUMENTDOCUMENTNUMBER (document Document Number) and edit its caption in the caption field just below the selection field. Click **Apply**.

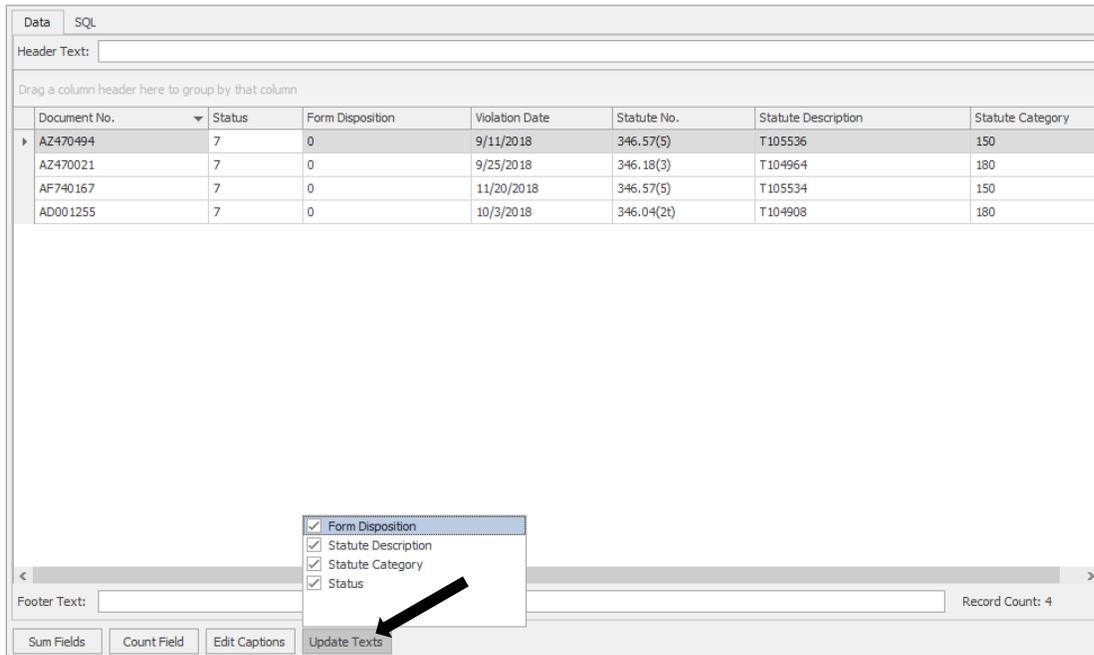
The first screenshot shows the 'Column Caption Editor' dialog box. The 'Choose Column:' dropdown menu is open, and 'ELCI_DOCUMENTDOCUMENTNUMBER' is selected. The 'Caption:' field is empty. The second screenshot shows the same dialog box, but the 'Caption:' field now contains 'Document No.' and the 'Apply' button is highlighted with an arrow.

36. Repeat this process for each of the column headers to make them more readable. Once you have changed all column header captions, click **OK**.



37. Now, as you can see, our data still isn't very readable. Values such as '7' appear for **Status**, while **Statute Descriptions** have something like 'T105536.' These values are values that the TraCS software uses to hold its data, but it doesn't mean anything to us. We need to view the values' **Code Texts** for us to make sense of these values.

Click the **Code Texts** button just to the right of **Edit Captions**. Check the box next to each of the options and click **Update Texts**. You will see all the data in your grid transform into readable values.



Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description	Statute Category
AA105702	Transmitted	ISSUED	9/18/2019	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	Traffic Sign and Signal
AA105705	Transmitted	ISSUED	9/18/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	Driver License
AA105709	Transmitted	ISSUED	9/19/2019	346.04(2)	FAIL/OBEY TRAFFIC SIGN/SIGNAL	Traffic Sign and Signal
AA105712	Transmitted	ISSUED	9/19/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	Driver License
AD001252	Transmitted	ISSUED	10/3/2018	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	Driver License
AD001253	Transmitted	ISSUED	10/3/2018	343.05(1)(a)	POSSESS/MORE THAN ONE DRIVING LICENSE	Driver License
AD001254	Transmitted	ISSUED	10/3/2018	343.43(1)(e)	PERMIT UNLAWFUL USE/DRIVER LICENSE	Driver License
AD001255	Transmitted	ISSUED	10/3/2018	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	Traffic Sign and Signal

38. We can group by specific column(s) to make our report more readable. Let's group by the **Statute Category** column. Select the **Statute Category** header and drag it into the 'Drag a column header here to group by that column' space just above the column headers as shown below:

Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description	Statute Category
AA 105702	Transmitted	ISSUED	9/18/2019	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	Traffic Sign and Signal
AA 105705	Transmitted	ISSUED	9/18/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	Driver License
AA 105709	Transmitted	ISSUED	9/19/2019	346.04(2)	FAIL/OBEY TRAFFIC SIGN/SIGNAL	Traffic Sign and Signal
AA 105712	Transmitted	ISSUED	9/19/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	Driver License
AD001252	Transmitted	ISSUED	10/3/2018	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	Driver License
AD001253	Transmitted	ISSUED	10/3/2018	343.05(1)(a)	POSSESS/MORE THAN ONE DRIVING LICENSE	Driver License
AD001254	Transmitted	ISSUED	10/3/2018	343.43(1)(e)	PERMIT UNLAWFUL USE/DRIVER LICENSE	Driver License
AD001255	Transmitted	ISSUED	10/3/2018	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	Traffic Sign and Signal

39. As you can see, we now have two separate groups based on our Statute Category, with the records pertaining to those categories within them (you may have to expand the groups using the black arrow to the left of the group names):

Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description
Statute Category: Driver License					
Statute Category: Traffic Sign and Signal					

Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description
Statute Category: Driver License					
AA 105705	Transmitted	ISSUED	9/18/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)
AA 105712	Transmitted	ISSUED	9/19/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (1ST VIOLATION)
AD001252	Transmitted	ISSUED	10/3/2018	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)
AD001253	Transmitted	ISSUED	10/3/2018	343.05(1)(a)	POSSESS/MORE THAN ONE DRIVING LICENSE
AD001254	Transmitted	ISSUED	10/3/2018	343.43(1)(e)	PERMIT UNLAWFUL USE/DRIVER LICENSE
Statute Category: Traffic Sign and Signal					
AA 105702	Transmitted	ISSUED	9/18/2019	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING
AA 105709	Transmitted	ISSUED	9/19/2019	346.04(2)	FAIL/OBEY TRAFFIC SIGN/SIGNAL
AD001255	Transmitted	ISSUED	10/3/2018	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING

40. We can also count fields to get a count of different results of our query by navigating to the bottom of the window and clicking **Count Field**.

Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description
Statute Category: Traffic Sign and Signal					
AA 105702	Transmitted	ISSUED	9/18/2019	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING
AA 105709	Transmitted	ISSUED	9/19/2019	346.04(2)	FAIL/OBEY TRAFFIC SIGN/SIGNAL
AD001255	Transmitted	ISSUED	10/3/2018	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING
Statute Category: Driver License					
AA 105705	Transmitted	ISSUED	9/18/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)
AA 105712	Transmitted	ISSUED	9/19/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (1ST VIOLATION)
AD001252	Transmitted	ISSUED	10/3/2018	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)
AD001253	Transmitted	ISSUED	10/3/2018	343.05(1)(a)	POSSESS/MORE THAN ONE DRIVING LICENSE
AD001254	Transmitted	ISSUED	10/3/2018	343.43(1)(e)	PERMIT UNLAWFUL USE/DRIVER LICENSE

Footer Text:

Sum Fields **Count Field** Edit Captions Code Texts

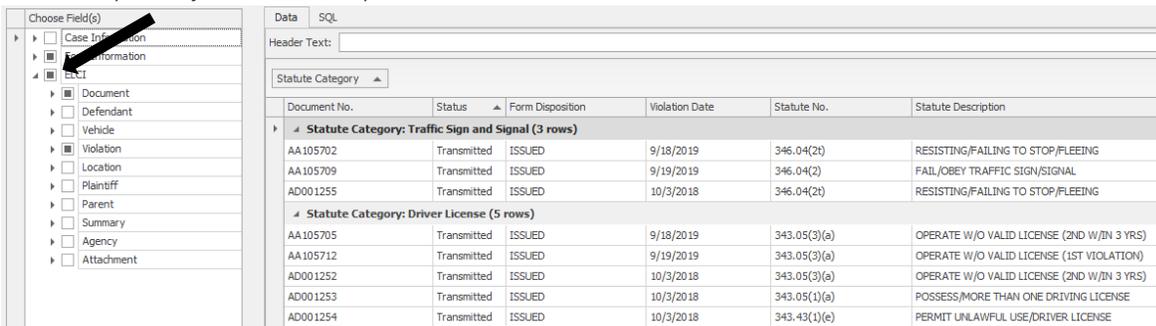
41. Check the box next to **Statute Category** and click **Update Field** to get a total row count of the records contained within the specified categories. In queries with a large amount of records returned, this is a quick way to see how many records are contained within a group.



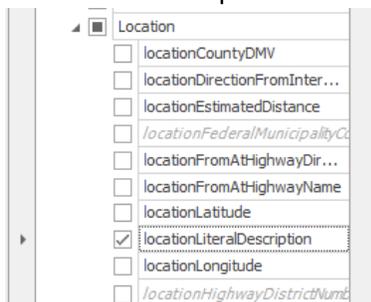
Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description
Statute Category: Traffic Sign and Signal (3 rows)					
AA105702	Transmitted	ISSUED	9/18/2019	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING
AA105709	Transmitted	ISSUED	9/19/2019	346.04(2)	FAIL/OBEY TRAFFIC SIGN/SIGNAL
AD001255	Transmitted	ISSUED	10/3/2018	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING
Statute Category: Driver License (5 rows)					
AA105705	Transmitted	ISSUED	9/18/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)
AA105712	Transmitted	ISSUED	9/19/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (1ST VIOLATION)
AD001252	Transmitted	ISSUED	10/3/2018	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)
AD001253	Transmitted	ISSUED	10/3/2018	343.05(1)(a)	POSSESS/MORE THAN ONE DRIVING LICENSE
AD001254	Transmitted	ISSUED	10/3/2018	343.43(1)(e)	PERMIT UNLAWFUL USE/DRIVER LICENSE

42. Lastly, if there is any more information that we would like to output that we did not add in our query, we can use the **Choose Field(s)** menu on the left-hand portion of the screen to select more fields to show in our results. These are organized in the same way as the Query Builder we saw before.

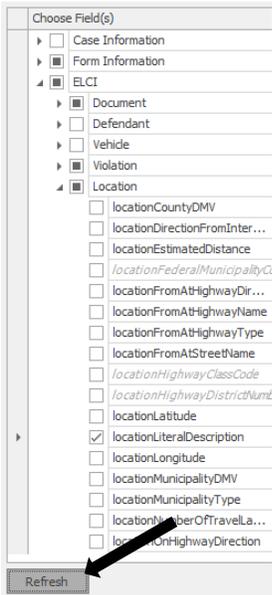
Click on the arrow next to **ELCI** to expand its groups and you will see they are organized using groupings contained within the TraCS Entry Form just as the Query Builder was.



43. Let's add location information for the results in our query. Click on the arrow next to Location and check the box next to **locationLiteralDescription**.



44. Click Refresh on the bottom of the Choose Field(s) menu to add this field to our result shown below.



45. You will see that **locationLiteralDescription** is added to our results. Your **Code Texts** may have reverted to their numerical values. If this is the case, click on **Code Texts** again and check the boxes next to the column names and on **Update Texts** to repopulate the data with the **Code Texts** (as we did in step 35 of this guide).

Data SQL

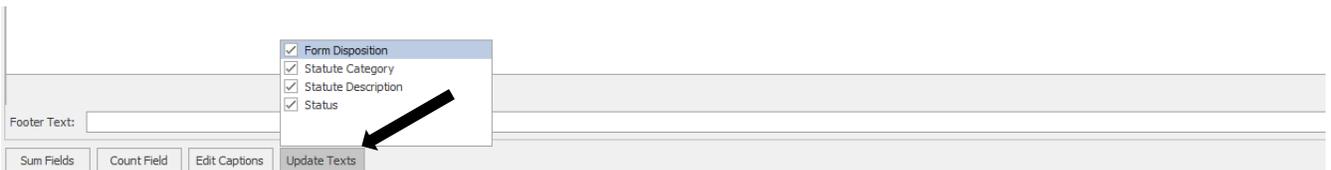
Header Text:

Statute Category

Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description	locationLiteralDescription
Statute Category: 180 (3 rows)						
AA 105702	7	ISSUED	9/18/2019	346.04(2t)	T104908	WINNEBAGO LN 215 FT EAST OF PARKWAY DR. IN V
AA 105709	7	ISSUED	9/19/2019	346.04(2)	T104900	LANGDON ST 385 FT WEST OF N LAKE ST IN CITY
AD001255	7	ISSUED	10/3/2018	346.04(2t)	T104908	W WASHINGTON AVE 296 FT EAST OF S BEDFORD S
Statute Category: 40 (5 rows)						
AA 105705	7	ISSUED	9/18/2019	343.05(3)(a)	T104747	DEKORRA LN 303 FT EAST OF PARKWAY DR. IN VIL
AA 105712	7	ISSUED	9/19/2019	343.05(3)(a)	T104746	E MAIN ST 245 FT EAST OF S BLOUNT ST IN CIT
AD001252	7	ISSUED	10/3/2018	343.05(3)(a)	T104747	E DAYTON ST 290 FT EAST OF N BLAIR ST IN CI
AD001253	7	ISSUED	10/3/2018	343.05(1)(a)	T104734	E MIFFLIN ST 149 FT EAST OF N WEBSTER ST IN
AD001254	7	ISSUED	10/3/2018	343.43(1)(e)	T104832	W MAIN ST 322 FT WEST OF S HENRY ST IN CITY

Footer Text:

Sum Fields Count Field Edit Captions **Code Texts**



46. Edit the `locationLiteralDescription` column header using the **Edit Captions** button as we did in steps 32 – 34 of this guide.

The screenshot shows a report editor interface with a table of traffic violations. A dialog box titled "Column Caption Editor" is open, allowing the user to edit the caption for a selected column. The "Choose Column" dropdown is set to "E.LOCATION.LOCATION.LOCATION.LITER" and the "Caption" field contains "Violation Location". The "OK" button is highlighted with a black arrow.

Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description	Violation Location
Statute Category: Driver License (5 rows)						
AA105705	Transmitted	ISSUED	9/18/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	DEKORRA LN 303 FT EAST OF PARKWAY DR IN VIL
AA105712	Transmitted	ISSUED	9/19/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	E MAIN ST 245 FT EAST OF S BLOUNT ST IN CIT
AD001252	Transmitted	ISSUED	10/3/2018	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	E DAYTON ST 290 FT EAST OF N BLAIR ST IN CI
AD001253	Transmitted	ISSUED	10/3/2018	343.05(1)(a)	POSSESS/MORE THAN ONE DRIVING LICENSE	E MIFFLIN ST 149 FT EAST OF N WEBSTER ST IN
AD001254	Transmitted	ISSUED	10/3/2018	343.43(1)(e)	PERMIT UNLAWFUL USE/DRIVER LICENSE	W MAIN ST 322 FT WEST OF S HENRY ST IN CITY
Statute Category: Traffic Sign and Signal (3 rows)						
AA105702	Transmitted	ISSUED	9/18/2019	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	WINNEBAGO LN 215 FT EAST OF PARKWAY DR IN V
AA105709	Transmitted	ISSUED	9/19/2019	346.04(2)	FAIL/OBEY TRAFFIC SIGN/SIGNAL	LANGDON ST 385 FT WEST OF N LAKE ST IN CITY
AD001255	Transmitted	ISSUED	10/3/2018	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	W WASHINGTON AVE 296 FT EAST OF S BEDFORD S

47. Finally, we can finish our report by adding a report header and footer that will be included in the final copy. Click on the field next to Header Text and on the field next to Footer Text to enter a report header and footer, respectively.

The screenshot shows the report editor interface with the report header and footer fields populated. The "Header Text" field contains "TRAFFIC VIOLATIONS BY STATUTE CATEGORY: JAN. 2018 - DEC. 2019" and the "Footer Text" field contains "TEST POLICE DEPARTMENT". Arrows point to these fields.

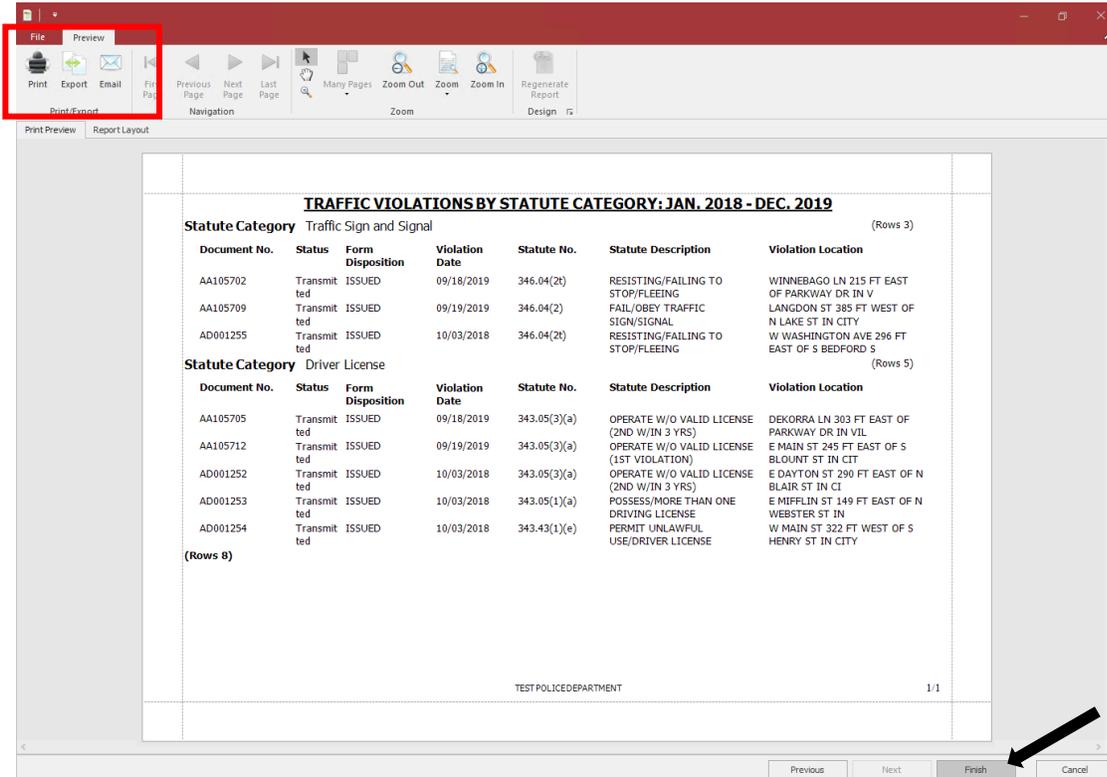
Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description	Violation Location
Statute Category: Driver License (5 rows)						
AA105705	Transmitted	ISSUED	9/18/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	DEKORRA LN 303 FT EAST OF PARKWAY DR IN VIL
AA105712	Transmitted	ISSUED	9/19/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	E MAIN ST 245 FT EAST OF S BLOUNT ST IN CIT
AD001252	Transmitted	ISSUED	10/3/2018	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	E DAYTON ST 290 FT EAST OF N BLAIR ST IN CI
AD001253	Transmitted	ISSUED	10/3/2018	343.05(1)(a)	POSSESS/MORE THAN ONE DRIVING LICENSE	E MIFFLIN ST 149 FT EAST OF N WEBSTER ST IN
AD001254	Transmitted	ISSUED	10/3/2018	343.43(1)(e)	PERMIT UNLAWFUL USE/DRIVER LICENSE	W MAIN ST 322 FT WEST OF S HENRY ST IN CITY
Statute Category: Traffic Sign and Signal (3 rows)						
AA105702	Transmitted	ISSUED	9/18/2019	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	WINNEBAGO LN 215 FT EAST OF PARKWAY DR IN V
AA105709	Transmitted	ISSUED	9/19/2019	346.04(2)	FAIL/OBEY TRAFFIC SIGN/SIGNAL	LANGDON ST 385 FT WEST OF N LAKE ST IN CITY
AD001255	Transmitted	ISSUED	10/3/2018	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	W WASHINGTON AVE 296 FT EAST OF S BEDFORD S

48. Click **Print** to see a print preview of our report.

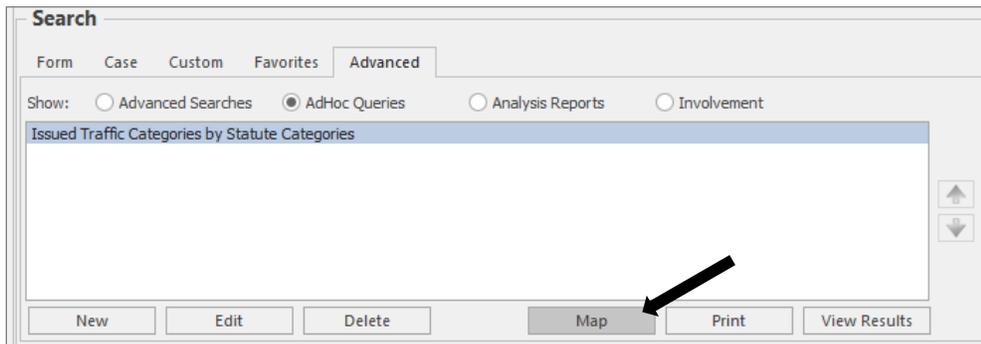
The screenshot shows the report editor interface with the report header and footer fields populated. The "Header Text" field contains "TRAFFIC VIOLATIONS BY STATUTE CATEGORY: JAN. 2018 - DEC. 2019" and the "Footer Text" field contains "TEST POLICE DEPARTMENT". The "Print" button is highlighted with a black arrow.

Document No.	Status	Form Disposition	Violation Date	Statute No.	Statute Description	Violation Location
Statute Category: Driver License (5 rows)						
AA105705	Transmitted	ISSUED	9/18/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	DEKORRA LN 303 FT EAST OF PARKWAY DR IN VIL
AA105712	Transmitted	ISSUED	9/19/2019	343.05(3)(a)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	E MAIN ST 245 FT EAST OF S BLOUNT ST IN CIT
AD001252	Transmitted	ISSUED	10/3/2018	343.05(3)(a)	OPERATE W/O VALID LICENSE (2ND W/IN 3 YRS)	E DAYTON ST 290 FT EAST OF N BLAIR ST IN CI
AD001253	Transmitted	ISSUED	10/3/2018	343.05(1)(a)	POSSESS/MORE THAN ONE DRIVING LICENSE	E MIFFLIN ST 149 FT EAST OF N WEBSTER ST IN
AD001254	Transmitted	ISSUED	10/3/2018	343.43(1)(e)	PERMIT UNLAWFUL USE/DRIVER LICENSE	W MAIN ST 322 FT WEST OF S HENRY ST IN CITY
Statute Category: Traffic Sign and Signal (3 rows)						
AA105702	Transmitted	ISSUED	9/18/2019	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	WINNEBAGO LN 215 FT EAST OF PARKWAY DR IN V
AA105709	Transmitted	ISSUED	9/19/2019	346.04(2)	FAIL/OBEY TRAFFIC SIGN/SIGNAL	LANGDON ST 385 FT WEST OF N LAKE ST IN CITY
AD001255	Transmitted	ISSUED	10/3/2018	346.04(2t)	RESISTING/FAILING TO STOP/FLEEING	W WASHINGTON AVE 296 FT EAST OF S BEDFORD S

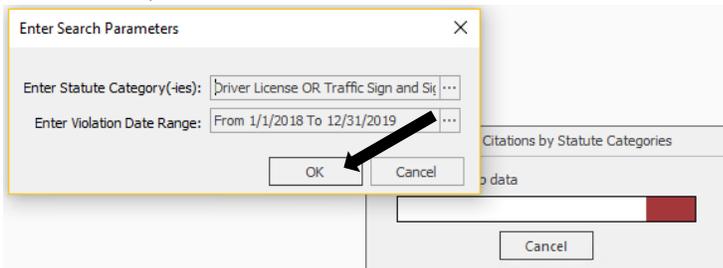
49. In the Print Preview screen, you will see a preview of how our report is structured. From here, you can print the report, export the report (in formats such as PDF, JPEG, and CSV), and e-mail the report. Click **Finish** to close the report.



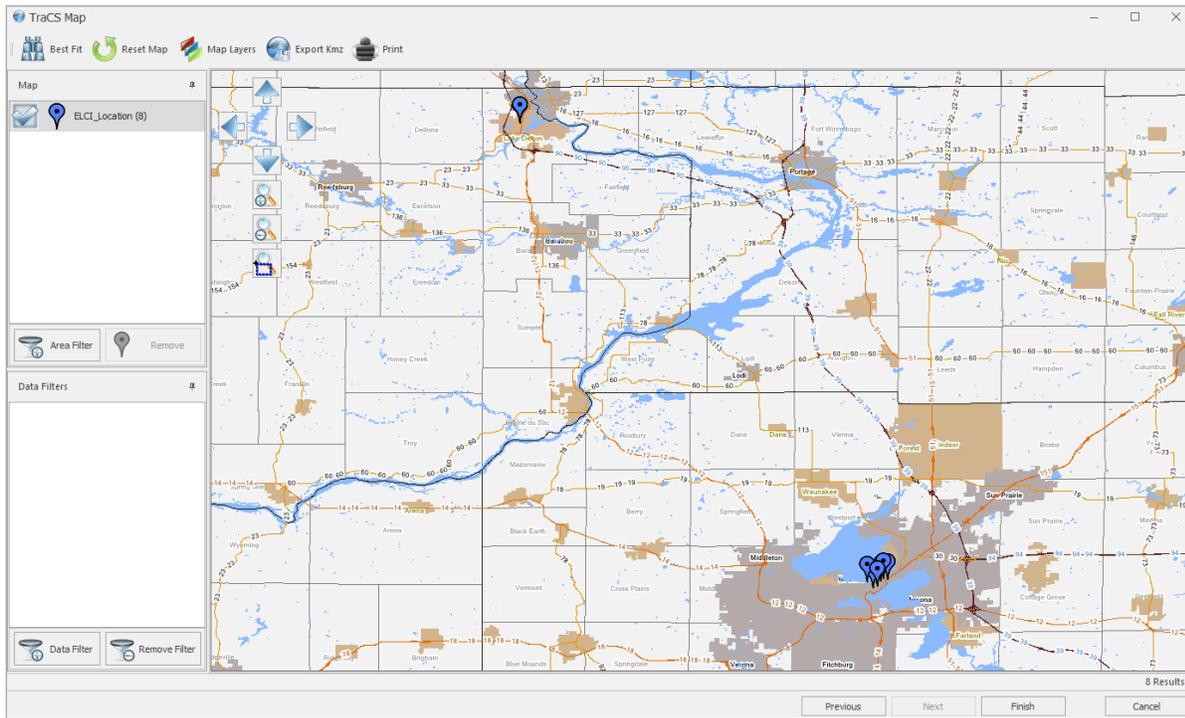
50. After clicking **Finish**, you will be returned to the **TraCS Forms Manager** screen. Select the query again and click the **Map** button.



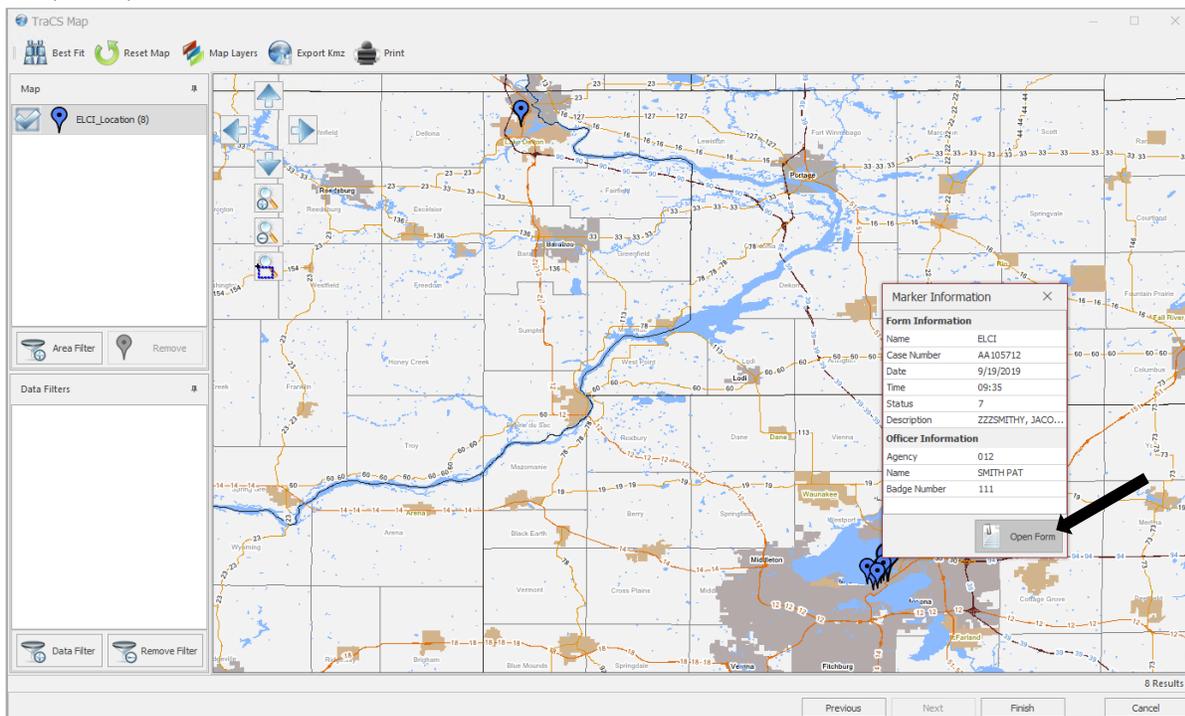
51. You will be asked for the parameters again. You will see that the last-used parameters are filled-in. Queries will always display the last-used parameters in the **Enter Search Parameters** box. Click **OK**.



52. A map will appear displaying push-pins for the locations of the results. Right-click on a push-pin to view information on the incident.



53. Clicking Open Form in the Marker Information window that appears will take you directly to the TraCS Entry Form so you can verify data/print off the form.



Uniform Traffic Citation

AA105712	5	Machine # 777	Pack 190913	Baseline 19.01.05	WI Form Ver MV4017	Version Date 0901	ISSUED
SUCCESSFUL							Amended Yes No N/A <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Police Number			Tags				
Enforcement Campaign							

<F2> Field Level Help

Defendant

Defendant Type INDIVIDUAL	Last Name ZZZSMITHY	First Name JACOB	Middle Name J	Suffix			
Company Name							
Street Address 300 OAK AV			P.O. Box				
City MADISON		State WI	ZipCode 53705				
Date of Birth 4/23/1967	Sex MALE	Race WHITE	Height 505	Weight (lbs.) 140	Hair BLOND	Eyes BROWN	Biometric Type
Driver License Number Z3354306714303	State of Issuance WI	DL Expire Year 2026					
Driver Operating Type 1 - NON CMV DRIVER		Vehicle Operated Class D CLASS			Holds CDL NO		
Vehicle Operated Endorsements			CDL Waiver	Phone Number			

<ALT-L> Location

<ALT-S> Statute

<CTRL-N> Narrative

<CTRL-S> External Search

Vehicle

License Plate Number DEF456	Plate Type AUT - AUTOMOBILE	St WI	Country of Issuance UNITED STATES	Expiration Year 2020
Vehicle Identification Number 2FADP71W25X177889	Year 2005	Make FORD	Model FOCUS	
Body Style 2D - 2DR	Color BLU - BLUE	US DOT Number	HazMat	Vehicle Overweight by

Violation

Statute/Transportation Rule Number 343.05(3)(a)	Description OPERATE W/O VALID LICENSE (1ST VIOLATION)						
Ordinance Number	Ordinance Description						
Actual Speed	Speed Limit	Speed Over	BAC Level 0.	Points 3	Underage Passenger NO		
Violation Date 9/19/2019	Violation Time 09:35 AM		Date Citation Served 9/19/2019		Method Citation Served IN PERSON		
Statute Category DRIVER LICENSE	Campaign Category A L OTHER		Seq Num 002				

<ALT-L> Location

<ALT-S> Statute

<CTRL-N> Narrative

- End of Document