

TraCS Office Management Training

Is processing forms in the office taking too much time? These webcasts will show you the different ways to customize TraCS to increase your productivity.



Individual Topics

PART -1

[Form Life Cycle](#)

A flow chart walks through a citation's lifecycle. From transmitting to WIJIS and beyond, a citation's lifecycle through various software systems is discussed. (4 min)

[End Shift vs Start Shift](#)

A general overview of End Shift and Start Shifts; the differences between the two, and what needs to be done on both mobile and office computers to ensure the transfer of data. (2 min)

[Understanding Forms Manager](#)

Reviewing ribbons, grids, navigation panel, and search boxes, (4 min)

[Understanding Form Statuses](#)

Which statuses are required or optional? How do statuses work with a forms life-cycle? (11 min)

[Changing Field Information](#)

Which fields can be altered after issuance and by whom. (2 min)

[Creating Confidential Forms](#)

What are they? Who can create them? How does "Not For Public Release" work? (4 min)

[Office Start Shift](#)

Who can do it? Why would an agency use the Start Shift feature? (2 min)

[Common Information](#)

Common Information consist of Individuals, Vehicles or Locations? It's searchable and can be used on numerous forms. (4 min)

[Archiving/Unarchiving](#)

Who can perform this action? Archiving reduces the number of forms in Forms Manager. Which forms shouldn't you archive? (5 min)

[Form Tags](#)

Why use Form Tags? Who can add them? They are searchable. (5 min)

[On Behalf Of](#)

TraCS can be set up to use another jurisdiction's ordinances and courts. (2 min)

[Questions about Case Status](#)

What is a case? How does a case status influence a forms life cycle? (2 min)

[Question about Hiding Columns](#)

How to hide or add a column? By default, not all columns are shown. (1 min)

[Transmission Process](#)

Explains and demonstrates transmitting a form. Reviewing logs generated after all transmissions. (11 min)

[DA Routing & Statute Shortcuts](#)

What is the DA Routing field? How is the field populated? Who can change the field? Where can statute shortcuts be found? How to create shortcuts? (11 min)

[WIJIS Dashboard](#)

It's the middle ground between TraCS and your Court/DA or the DOT. Once a citation is at WIJIS the agency's role is done. What is WIJIS? When is it used? Who can access it? (11 min)

[Where do forms go?](#)

Shows a spreadsheet of the destination of each form following transmission. (2 min)

[Managing Citation Numbers](#)

How to check available ELCI citation numbers at your agency and on each computer? Ordering ELCI form numbers. (16 min)

PART -2

[Advanced Forms Manager Features](#)

A general overview of Advanced Searches, Analysis Reports, Ad-Hoc Queries and Pin Maps. (10 min)

[Using Search Features](#)

An overview of all the fields and their respective purposes. (11 min)

[Advanced Searches](#)

Detailed explanation of the Advanced Searches. (1 min)

[Analysis Reports](#)

What reports are in TraCS and who creates them? (2 min)

[Ad-Hoc Queries Quick Overview](#)

Walk through creating an Ad-Hoc Query and how to reuse one. (5 min)

[Ad-Hoc Reporting for Beginners](#) **New!**

Detailed steps on creating and using Ad-Hoc Reports. (31 min)

Download the [Ad-Hoc Query Builder-Overview](#) document to use with above video.

[Pin Maps](#)

How do I create a Pin Map? What are Pin Maps? (2 min)

[How to Decode a document number](#)

What is it used for? How to use it. (3 min)

[Reading Error Logs](#)

When is a log generated? Where can I find them? How do I read them? (15 min)

[Understanding Case Information](#)

How do Case Information, Case Builder, Master Index, and Case Analysis reports work together? (8 min)

[Fulfilling Record Requests with Case Builder](#)

Walks through creating a Records Request. (3 min)

[Understanding the Master Index](#)

TraCS does have an RMS. It makes searching for Common Information easier. (6 min)

[Analysis Reports for Cases](#)

These reports are pre-programmed. Many of the reports make your day easier. If agencies know of any reports that could be used statewide, please contact the TraCS Helpdesk. (4 min)

Complete Topics

[Part 1 \(115 min\)](#)

This video will help office staff learn the basics of TraCS by understanding how to customize your TraCS Forms Manager and reduce time spent on daily TraCS duties. Understanding a form's life cycle helps you with archiving, transmissions and the WIJIS Workflow website.

[Part 2 \(90 min\)](#)

This video covers how to use the search section; Advance Search, Analysis Reports, Ad-Hoc Queries and pin maps. You will learn how to read error logs and decode document numbers. Lastly, you will work with Case Information, Master indexes, and Case Analysis Reports to help you fulfill record requests using the Case Builder.