

FAQ—How are TraCS 10 document numbers generated?

They do differ from TraCS 7.3. This change was proposed and discussed at a TraCS Forms Advisory Committee (FAC) meeting. It was then approved at a second FAC meeting. The FAC is composed of members from the law enforcement community and form sponsors. The format change was then presented at the TraCS user conference last October.

The document number is a total of 10 characters and is a base-30 document number composed of digits 0-9 and letters B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, and Z. (Vowels A, E, I, O, U and Y are omitted so that it is impossible to accidentally spell words.) The document number encodes the TAS agency number, form indicator, field unit number, and serial number.

More background information:

The 7.3 document numbering system for most forms (excluding crash forms and ELCI) vary in size from 8 to 15 characters, growing in size as more forms are issued. There are some disadvantages with this:

- If you write down a document number, you can never be sure if it is complete because you don't know how many digits it should be.
- Document numbers don't sort/search correctly. For example, the sort sequence is 366001N1, 366001N11, ..., 366001N19, then 366001N2, etc.

The FAC agreed to go to a new document numbering scheme for most forms that would make the document number exactly 10 characters:

The document number for all forms except crash, deer crash, amended crash and ELCI forms will follow this format. (Crash may adopt this format as part of the MV4000 redesign project.)

The document number is a total of 10 characters and is a base-30 document number composed of digits 0-9 and letters B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, and Z. (Vowels A, E, I, O, U and Y are omitted so that it is impossible to accidentally spell words.) The document number will encode the TAS agency number, form indicator, field unit number, and serial number.

The document number is composed of the TAS agency number, which is a 3 digit number ranging from **000** to **899**. The next digit indicates the form name, ranging from **0** to **Z**. (See table.) The next 4 digits are the field unit number and ranges from **0000** to **9999**. (Four digit field unit numbers may be allowed after the implementation of the MV4000 redesign in 2014) The next 6 digits are a serial number ranging from 000001 to 999999. The TAS number is compressed using the base 30 algorithm, the form indicator is appended and the unit number and serial number taken together are compressed to base-30 and appended.

Indicator Digit	Form
1	Alcohol
2	Attachment
3	Citizen Contact
4	Contact Summary

5	DNR
6	Driver Condition
7	Influence
8	NTC
9	Warning

Examples:

Natural Resources Ticket, agency 366, field unit 001, serial number 1

TraCS 7.3 format: **366001R1**

TraCS 10 format: **D65001713C** (366 & 05 & 0001000001 converted to base 30)

Warning, agency 012, field unit 875, serial number 999999

TraCS 7.3 format: **012875W999999**

TraCS 10 format: **0D9161GF9Z** (012 & 09 & 0875999999 converted to base 30)

Although the 3 digit TAS number is converted to a two character code, the two character code will remain consistent for all forms that an agency issues. For example, "D6" is always DNR; "0D" is always the test agency.

If an agency sorts by document number in the contact manager, the forms will sort by TAS number first and then by form indicator, followed by unit number and then serial number.

There is also an encode/decode tool included in TraCS if you ever need to determine which field unit or agency a particular document came from.

--Jenny 10/15/2013