

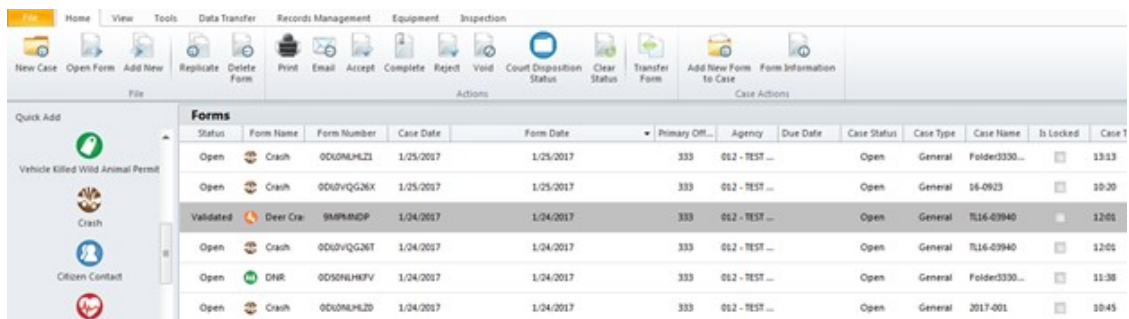
Amending a TraCS 7.3 Accident Report Using TraCS 10

 (/help/pdfexport/id/595fabefec161c502bcac480)  

Last Modified on 11/09/2018 11:45 am CST

Procedure to amend Pre-2017 crash report.

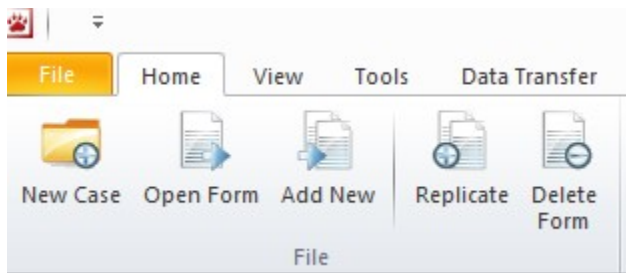
1. From the TraCS Forms Manager select a 2016 or earlier TraCS 10 form that has a status of or Transmitted.



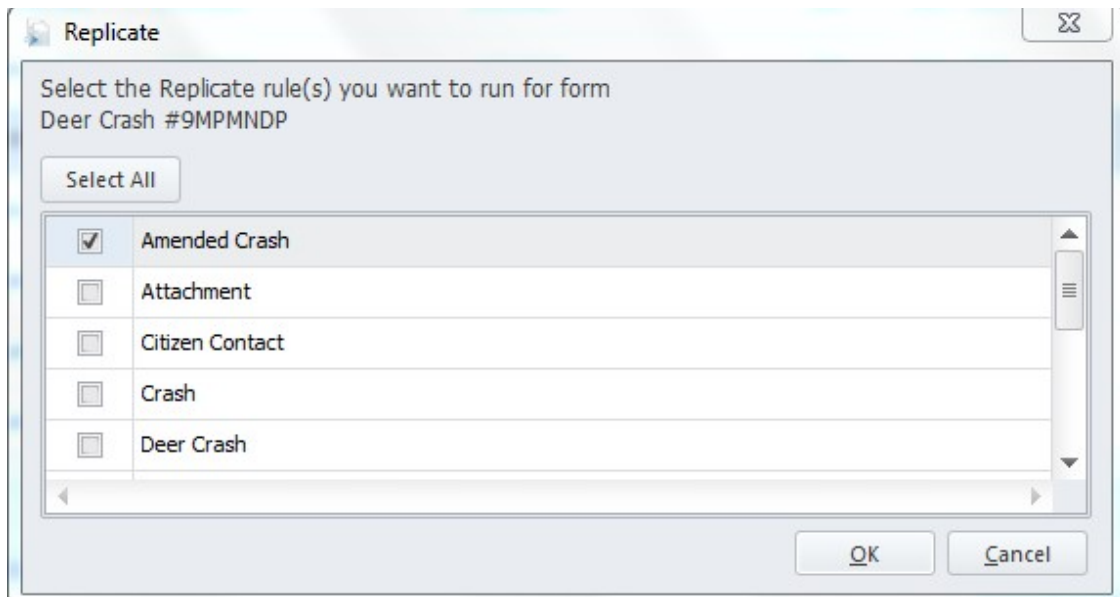
The screenshot shows the TraCS Forms Manager interface. The top navigation bar includes tabs for File, Home, View, Tools, Data Transfer, Records Management, Equipment, and Inspection. Below the navigation bar are various action buttons such as New Case, Open Form, Add New, Replicate, Delete Form, Print, Email, Accept, Complete, Reject, Void, Court Disposition Status, Clear Status, Transfer Form, Add New Form to Case, and Form Information. The main area displays a table of forms with columns for Status, Form Name, Form Number, Case Date, Form Date, Primary Off..., Agency, Due Date, Case Status, Case Type, Case Name, Is Locked, and Case T. The table contains several rows of data, including one highlighted row with a status of 'Validated' and a form name of 'Deer Cra'.

Status	Form Name	Form Number	Case Date	Form Date	Primary Off...	Agency	Due Date	Case Status	Case Type	Case Name	Is Locked	Case T
Open	Crash	0D06MHLZ1	1/25/2017	1/25/2017	333	012 - TEST ...		Open	General	Folder3330...	<input type="checkbox"/>	13:13
Open	Crash	0D06VQG26X	1/25/2017	1/25/2017	333	012 - TEST ...		Open	General	06-0923	<input type="checkbox"/>	10:20
Validated	Deer Cra	9MPSMNDP	1/24/2017	1/24/2017	333	012 - TEST ...		Open	General	T116-03940	<input type="checkbox"/>	12:01
Open	Crash	0D06VQG26T	1/24/2017	1/24/2017	333	012 - TEST ...		Open	General	T116-03940	<input type="checkbox"/>	12:01
Open	DNR	0D50HLH8FV	1/24/2017	1/24/2017	333	012 - TEST ...		Open	General	Folder3330...	<input type="checkbox"/>	11:38
Open	Crash	0D06MHLZ0	1/24/2017	1/24/2017	333	012 - TEST ...		Open	General	2017-001	<input type="checkbox"/>	10:45

2. Click on the **Replicate** button.



3. The Replicate dialog box appears. Place a check mark in the **Amended Crash** choice and click the **OK** button.



4. A new Amended report form will open up.
 - a. Some data from the replicated form will move over to the amend.
 - i. Delete any of this data that does not pertain to the report that you are amending.
 - ii. Check for Amend over carefully for data that should not be there in any fields, not just the yellow highlighted ones.

SMPMNDR	Document Number Override	Machine Number	Pack	Baseline	Processor
	SMPMNDP	650	178125	16.30	333
<input checked="" type="checkbox"/> Replicable	Accident Number	Police Number			
	TL16-03940	TL16-03940			
Tags	Date of Report	Start Date	Start Time		
	12/31/2016	01/26/2017	11:59 AM		
Accident Summary					
Date Notified	Time Notified	Time Arrived			
Accident Date	Time	Total Units	Total Injured	Total Killed	E.M.S. Number
THURSDAY, 12/29/2016		01			
<input type="checkbox"/> On Emergency <input type="checkbox"/> Hit and Run <input type="checkbox"/> Government Property <input type="checkbox"/> Fire <input type="checkbox"/> Photos Taken					

5. Add the correct **Document number** from the report you are amending to the Document Number Override field.
6. Clear out **Accident Number** and **Police Number** fields if they are populated. Add the numbers from the old report if you have them.

7. Change data in any of the yellow highlighted fields to reflect the correct data from the report you are amending.
8. Add new data to any fields that need to be amended.
9. Open the narrative and list the fields and data that was changed.
10. Validate the report.
11. Transmit as usual.

More TraCS FAQs Here:

<http://wisconsin.gov/Pages/safety/enforcement/agencies/tracs/faqs.aspx>
(<http://wisconsin.gov/Pages/safety/enforcement/agencies/tracs/faqs.aspx>)

BPN 1/2017

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