


How to Complete the Alcohol Form in TraCS

Last Modified on 08/01/2017 1:35 pm CDT

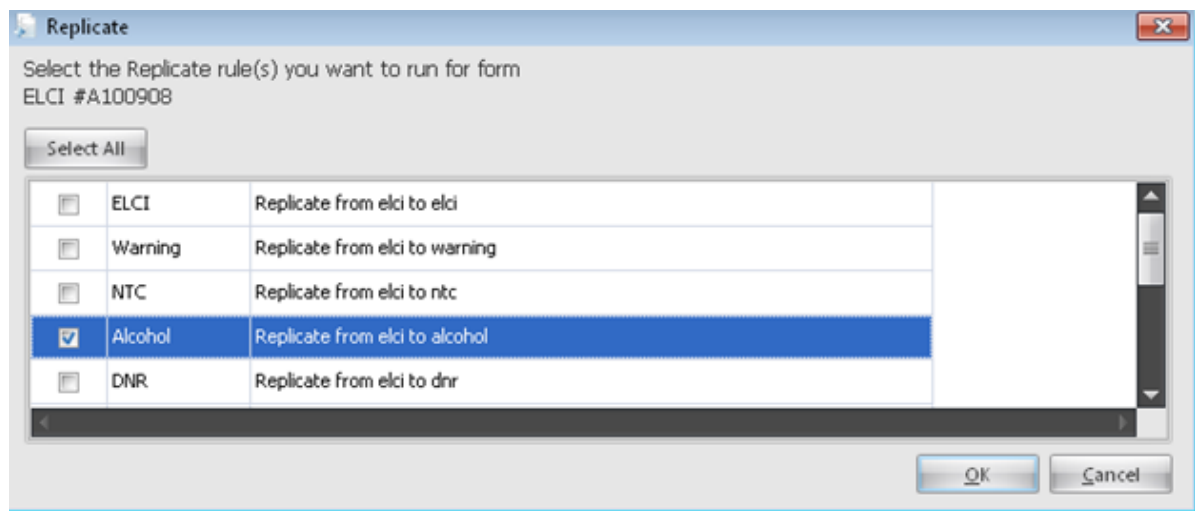
The Alcohol form works best by replicating it from an ELCI form.


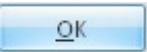
The Law Enforcement officer should first complete all the tickets for the contact. Make sure all forms are in the same contact group otherwise the tickets will not be pulled into the Alcohol form.

1. Open a one of the **Validated ELCI** forms written to the defendant needed on the Alcohol form.

2. Click the  button.

3. You will get the following dialog box.



4. Check  Alcohol Replicate from elci to alcohol .
5. Click  .
6. Choose one or more forms:

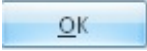
Alcohol Replicate

Which forms are you completing?


Informing the Accused -- SP4197 Ver 4/2010-2
Administrative Review Request--MV3530 ver1105 / Notice of Intent to S
Blood/Urine Analysis -- C22 Ver 11/2005
Notice of Intent to Revoke -- MV3396 Ver 5/2010

Clear

OK

7. Click .
8. The Alcohol form will open.
 - a. Fill out all needed information.
 - b. It will pull in any UTC Numbers where the driver is the same person and contains one of the following statute numbers:

Statutes	
346.63(1)(a)	940.09(1)(cm)
940.09(1)(a)	940.25(1)(cm)
940.25(1)(a)	940.09(1)(d)
346.63(2)(a)3	940.25(1)(d)
346.63(1)(am)	940.09(1)(e)
940.09(1)(am)	940.25(1)(e)
940.25(1)(am)	346.63(5)(a)
346.63(2)(a)1	346.63(6)(a)
346.63(2)(a)2	346.63(7)(a)1
346.63(1)(b)	346.63(7)(a)2
940.09(1)(b)	346.63(7)(a)3
940.25(1)(b)	346.63(2m)
940.09(1)(c)	
940.25(1)(c)	

9. Clicking the Citations button  Citations while in the UTC Number field will update the citation list and can be done at any time.

More TraCS FAQs Here:

<http://wisconsindot.gov/Pages/safety/enforcement/agencies/tracs/faqs.aspx>

--Geri, 11/07/13