

CitationAmend Access Level

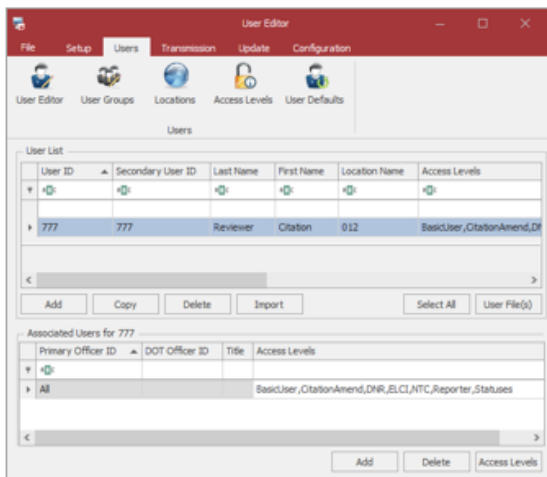
Last Modified on 11/07/2019 3:33 pm CST

The Badger TraCS WIPack released in the fall of 2019 introduced the **CitationAmend** Access Level. This access level allows for the editing of issued citations to a higher degree.

Important: Failure to add CitationAmend Access Level to users who in the past had supervisors Access Levels will result in users losing the number of fields they can change.

The number of fields that can be edited after issuance is set on a tiered-basis. Users with the **Reporter** Access Level can edit a certain amount, those with **CitationAmend** can edit more, and those users using machines with the **EnabledAmendedFlag** item enabled even more – when routing to a municipal court. This document introduces the **CitationAmend** Access Level and explains the tiered-system for editing issued citations.

CitationAmend Access Level

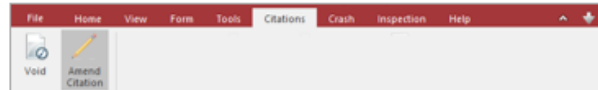


The **CitationAmend** Access Level allows the user to edit an issued citation to a higher degree than those with the **Reporter** Access Level.

Note: This Access Right used to be a part of the **Supervisor** Access Level – **this is no longer the case**. To allow users to edit citations to a higher degree, users **must** be given the **CitationAmend** Access Level.

The **CitationAmend** Access Level enables the **Amend Citation** button under the **Citations** tab in the TraCS Ribbon.

Note: Using the Amend Citation button requires the user to enter a reason for amendment.



Typical Access Level rules apply – to apply this right to others' forms, ensure the **Access Level** is added to the user's **Associated Users** list.

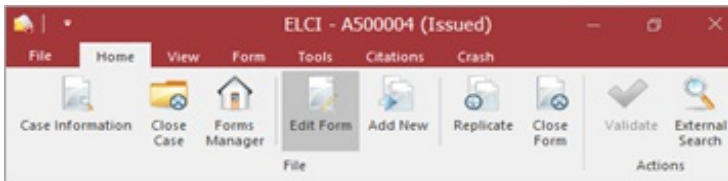
Tier I: Reporter

Users with the **Reporter** Access Right will be able to edit the following fields on issued citations :

- Police Number
- Crash Document Number
- Tags
- Defendant Phone Number
- District Attorney Routing Flag
- Narrative
- Cover/Parent Letter Closing
- Actual Speed
- Accident Severity
- Weather Condition
- Road Condition
- Light Condition
- Traffic Condition
- Agency Space

To edit, users will need to use the Edit Form button, under **Home | Edit Form**.

Note: The **Amend Citation** button is not necessary to edit any of these fields. Even if the user has the **CitationAmend** Access Level, to edit these fields, they may use **Edit Form**. Otherwise, the user must specify through a pop-up window what they intend to change.



Tier II: CitationAmend

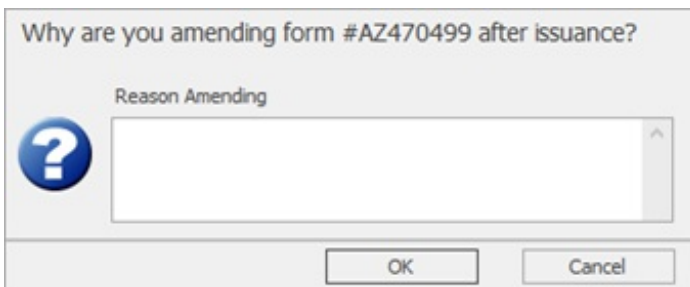
In addition to the previously-mentioned fields, users with the **CitationAmend** Access Right can edit the following after issuance:

- Defendant Street Address
- Defendant City
- Defendant State
- Defendant Zip Code
- Defendant PO Box
- Defendant Gender
- Defendant Race
- Defendant Height
- Defendant Weight
- Defendant Hair Color
- Defendant Eye Color
- Structure Type
- Structure Number
- On Hwy Type
- On Hwy Number
- On Hwy Direction
- On Street Name
- Est. Distance from Intersection
- Direction from Intersection
- From/At Hwy Type
- From/At Hwy Number
- From/At Hwy Dir
- From/At Street Name
- Latitude
- Court Date
- Court Time

To edit, users will need to use the **Amend Citation** button, under **Citations | Amend Citation**.



The user **must** specify through a pop-up window what they intend to change. **Note:** this message box appears after clicking the **Amend Citation** button – a reason for amendment must be entered **before** making any changes to the citation.



Tier III: CitationAmend + EnableAmendedFlag Item (Municipal Court Routing ONLY)

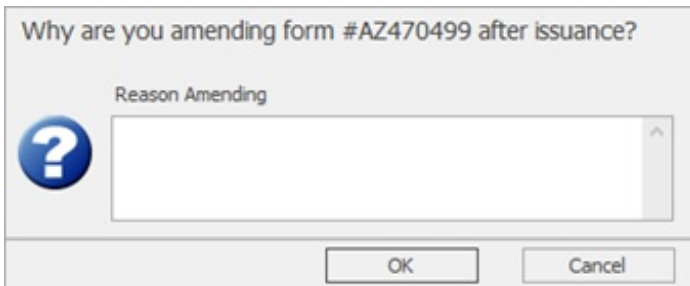
If a user has the **CitationAmend** Access Level and is using a machine on which the **EnableAmendedFlag** item has been enabled (explained in **Configuration: Tier III**, below) **all** fields on issued citations **except** for the seven below may be edited – when routing to a municipal court:

- Court Type
- Court Name
- Location County
- Statute/Transportation Number
- Description
- Ordinance Number
- Ordinance Description

To edit, users will need to use the Amend Citation button, under **Citations | Amend Citation**.



The user **must** specify through a pop-up window what they intend to change. **Note:** this message box appears after clicking the **Amend Citation** button – a reason for amendment must be entered **before** making any changes to the citation.



Amending a citation in will **not** indicate in any way that the form was edited after issuance in the electronic data transmitted to courts. However, a **Citation Amended** notation will appear on **all reports** for citations amended in **Tier III**.

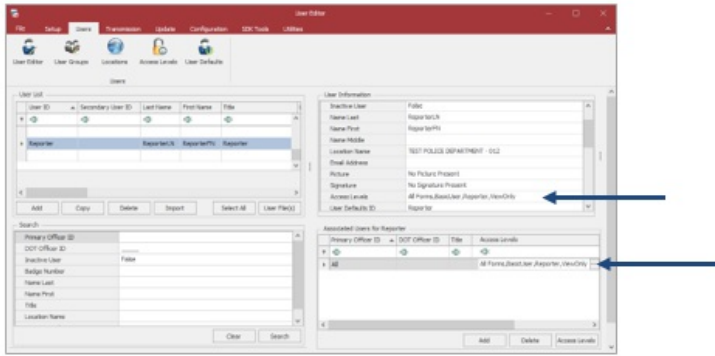
You are Notified to Pay or Appear				Form No.	Version	CT	CITATION NO.
Appearance Required:	NO	Date	NOV-15-2019	MV4017	0901		AA100002-0
		Time	09:00 AM	Estimated Points	3	DEPOSIT	Cash- Card
MADISON CITY MUNICIPAL COURT 210 MARTIN LUTHER KING JR BLVD RM 203 MADISON, WI 53703 (608) 264-9292				Court Use: DA	N	\$98.80	CITATION AMENDED
Defendant: Last Name, First, Middle, Street Address, P.O. Box, City, State, Zip				Birth Date	Sex	Race	
SANCHEZ, MOGDIEL S				5/25/1981	M	H	
200 MAPLE ST MADISON WI 53705				HT	WT	Hair	Eyes
Telephone Number				505	135 LBS	BLACK	BROWN
Driver License/Identification Card Number				OPERATING AS:			
Z335-8068-1185-04				DRIVER			
License Plate Number	Plate Type	State	Exp. Yr.	Vehicle Class	Vehicle Endorsements		
87SRNK	AUT	WI	2020	D			
Vehicle Identification Number	US DOT No.	Hazmat No.		Holds CDL	CDL Waiver		
2FAHP71W93X168967				N			
Vehicle Year	Make	Type	Color				
2003	FORD	4D	BLU				

Configuration

Configuration for amending citations after issuance is outlined below. Configuration instructions are organized based on the tiered-system for editing issuing citations. For information regarding the tiered-system for editing citations, please refer to the preceding **Tier I: Reporter**, **Tier II: Citation Amend**, and **Tier III: CitationAmend + EnableAmendedFlag Item (Municipal Court Routing ONLY)** sections of the document.

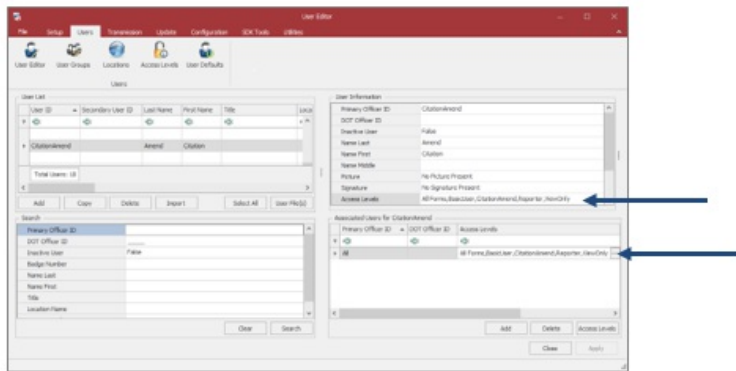
Configuration – Tier I

To allow users to edit the fields on issued citations outlined in **Tier I: Reporter**, the user must be given the **Reporter Access Level** in TraCS Configuration Manager. Typical Access Level rules apply – to apply this right to others' forms, ensure the **Access Level** is added to the user's **Associated Users** list.



Configuration - Tier II

To allow users to edit the fields on issued citations outlined in **Tier II: CitationAmend**, the user must be given the **CitationAmend Access Level** in TraCS Configuration Manager. Typical Access Level rules apply – to apply this right to others' forms, ensure the **Access Level** is added to the user's **Associated Users** list.

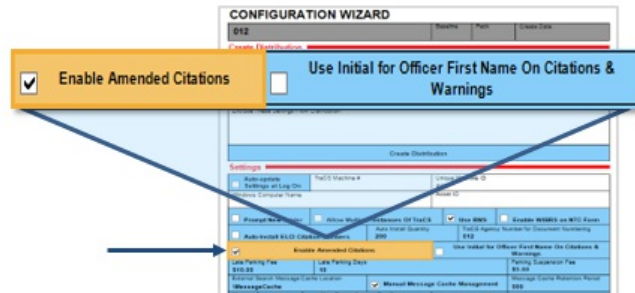
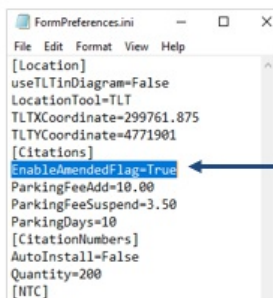


Configuration - Tier III

To allow users to edit the fields on issued citations outlined in **Tier III: CitationAmend + EnableAmendedFlag Item (Municipal Court Routing ONLY)**, the user must be given the **CitationAmend Access Level** in TraCS Configuration Manager. Typical Access Level rules apply – to apply this right to others' forms, ensure the **Access Level** is added to the user's **Associated Users** list.

In addition to ensuring the user has the aforementioned Access Level, to ensure all fields (except for the seven mentioned in **Tier III: CitationAmend + EnableAmendedFlag Item (Municipal Court Routing ONLY)**, are editable on issued citations, the **EnableAmendedFlag** must be set to **True** in the **FormPreferences.ini** file.

This setting can be set through the Agency Distribution by checking the 'Enabled Amended Citations' box or by navigating to **C:\ProgramData\TraCS\Settings\FormPreferences.ini** and changing this item from **False** to **True** on a machine-by-machine basis.



Note: If this is changed on a machine-by-machine basis by editing the FormPreferences.ini file, ensure the Distribution applied to the machine(s) will not overwrite the changes made to **FormPreferences.ini** – this can be done by adding the *'Enable Amended Citations'* field to the *'Exclude These Settings From Distribution'* field on the Distribution.
