

TraCS Cheat Sheet and Shortcuts

**How to Import Data Using FCIC**

1. Run the DL/Tag in Your FCIC Application
2. Press FCIC Import Button in TraCS (in main screen under Tools/FCIC Import and in the Forms Viewer on the Home tab)
3. Check the Boxes to Pick the Vehicle and Individual Data You Wish to Import (Alt + A is the shortcut to Select All)

*Note: Link Registered Owner to Driver Box Can Be Checked/UnChecked*

* Once You Have Imported the Data
1. First Name field allows for Individual imports
2. Vehicle Year field allows for Vehicle imports

**Forms Manager**

1. Create a New Form = Ctrl + N

**Forms Viewer**

1. Return to the Forms Manager = Ctrl + M
2. Save the Form to the database in the station = Ctrl + D
3. Edit the Form = Ctrl + E
4. Close all open Forms and the Viewer = Ctrl + W
5. Validate Form = Alt + 1
6. Show the Rejection Reason that was entered by a Supervisor = Alt + 0
7. Go to the Previous field = Alt + P OR Shift + Tab
8. Launch the About TraCS menu to share with Technical Support your TraCS Florida versioning information = Ctrl + Shift + A

**Printing Options**

1. Bring up the Print menu to choose one or more Reports and pick a Printer = Ctrl + P
2. Court Copy = F12
3. Driver and Court Copy = Ctrl + F3
4. Driver Copy = F11

**Windows**

* Copy = Ctrl + C
* Paste = Ctrl + V or Shift + Insert
* Select All = Ctrl + A

**Appendix C**

* The State Statute filed in the Violations section of TraCS has a “more…” link which links to DHSMV’s official Appendix C online that goes here: <http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf>
* To a find a key word in the manual, press Ctrl + F = Find