

# TraCS Approval Process

# Validation

- Once an officer has completed filling out a form, the validate button will check the form data against the DHSMV edit rules to help ensure acceptance of the form once it is submitted
- Errors and warnings are displayed in the bottom pane
- You may double click the item to jump to the field on the form that requires correcting
  - Warnings DO NOT prevent validation
    - You can uncheck the Warnings box so you only see Errors

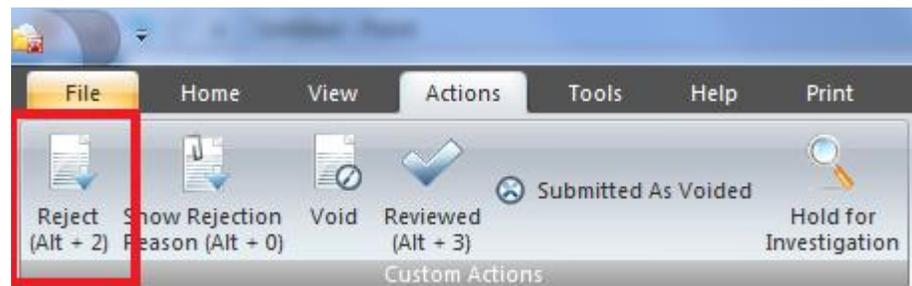
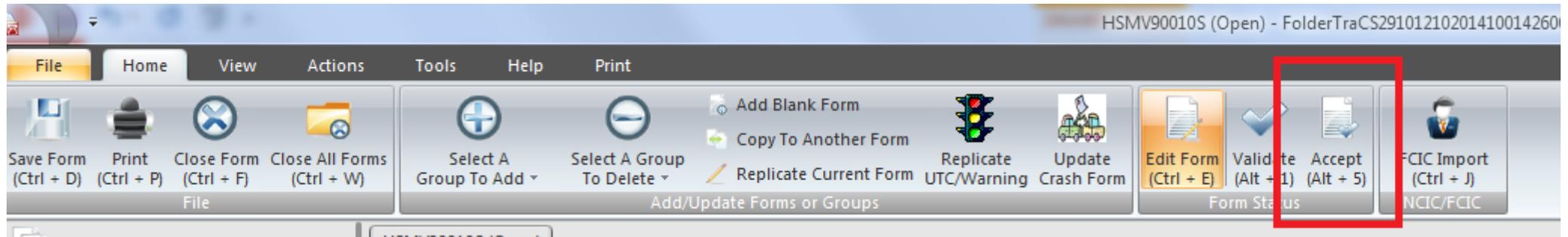
Validation: 6 Errors 1 Warnings

Show Errors  Show Warnings

Rule Number	Message
> 105	ERROR: First Name must be specified.
106	WARNING: Middle Name should be specified.
107	ERROR: Last Name must be specified.
108	ERROR: Vehicle Owner Address must be specified.
109	ERROR: Vehicle Owner City must be specified.
110	ERROR: Vehicle Owner State must be specified.
111	ERROR: Vehicle Owner Zip must be specified.

# Accept/Reject the Crash Form

- After officers Validate the form, supervisors will Accept or Reject the crash form.



# Rejecting Reports

- When a report is rejected, a box will come up so supervisors can type in the reason.
- The reason can be found by the officer at the bottom of the form.

Rejection Reason

Rejection Reason for form #:

 The narrative reads V2 was parked but the V2 status field says it was in motion.

REJECTED	TRACS		1/21/2014	10:06
VOIDED				
DELETED				
UPDATE				

REJECTION REASON

THE NARRATIVE READS V2 WAS PARKED BUT THE V2 STATUS FIELD SAYS IT WAS IN MOTION.

# Setting Up Favorite Searches

# Favorite Searches - Officers

- Officers should pick their User ID in the General search tab
- Officers should pick Open and Rejected under Status in the General Search tab

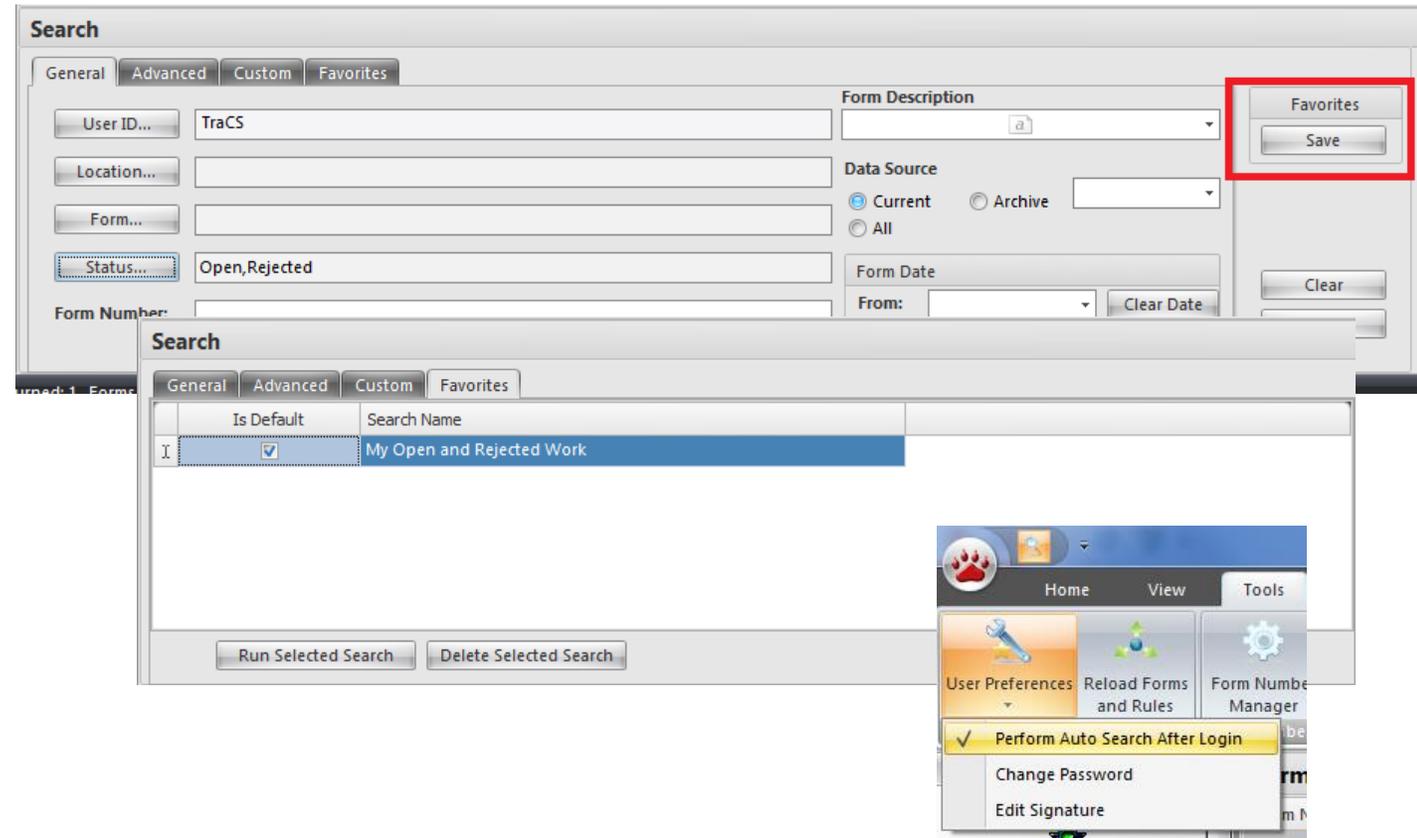
The screenshot shows a 'Search' window with four tabs: 'General', 'Advanced', 'Custom', and 'Favorites'. The 'General' tab is active. It contains several input fields and controls:

- User ID...:** A text box containing 'TraCS'.
- Location...:** An empty text box.
- Form...:** An empty text box.
- Status...:** A text box containing 'Open,Rejected'.
- Form Number:** An empty text box.
- Form Description:** A dropdown menu with a small 'a' icon.
- Data Source:** Radio buttons for 'Current' (selected) and 'Archive', followed by a dropdown menu.
- Form Date:** 'From:' and 'To:' dropdown menus, and a 'Clear Date' button.
- Buttons:** 'Save', 'Clear', and 'Search' buttons are located on the right side of the window.

At the bottom left of the window, there is a small text label: 'Track 1 - Form Selected: 1'.

# Favorite Searches - Officers

- Press the Save button under the Favorites label
- Name your favorite default search and check Is Default
- Under Tools/User Preferences, Check Perform Auto Search After Login
  - Now upon logging in, officers will automatically see all open and rejected forms, or rather, they will see all work that they've yet to validate which requires their attention



# Favorite Searches - Supervisors

- Supervisors may have multiple searches
- They should pick their squad members from user ID field
- They should have a search for Validated reports for status
- They should also have a search for Open and Rejected for their squad to make sure officers are validating reports in a timely manner
- If members of a squad change, supervisors must delete the favorite search and recreate a new one

The image displays three overlapping screenshots of a 'Search' interface. The top-left screenshot shows the 'General' tab with 'User ID...' set to '00001,TraCS' and 'Status...' set to 'Validated'. The top-right screenshot shows the 'General' tab with 'User ID...' set to '00001,TraCS' and 'Status...' set to 'Open,Rejected'. The bottom screenshot shows a table of saved searches with 'My Squad Validated' selected, and a red box highlights the 'Delete Selected Search' button.

Is Default	Search Name
<input checked="" type="checkbox"/>	My Squad Validated
<input type="checkbox"/>	My Squad Open and Rejected