8-Digit UTC Document Numbers

 (/help/pdfexport/id/5b183119ad121c2b15486f62) 🖶 ✉

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The Wisconsin Department of Transportation has begun issuing 8-digit document numbers for the Uniform Traffic Citation (UTC), also known as the ELCI form in TraCS. Migrating your agency to the 8-digit format will reduce the chances of citations being rejected by the courts as a result of a duplicate citation number being issued. Although the courts will continue to process 7-digit document numbers that aren't duplicates, Badger TraCS recommends that your agency upgrade to the 8-digit format as soon as possible.

The 8-digit format consists of a 2 letter prefix followed by a 6-digit serial number, for example, AE123456.
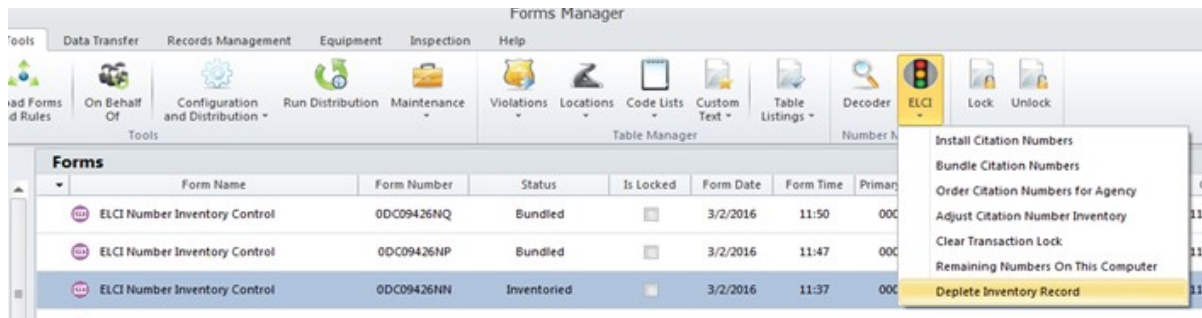
How do I upgrade my agency?

1. Install the WIPack17xxxx at your agency. The next time TraCS is used to issue a citation, the auto-number file on the computer will be automatically upgraded to the 8-digit format and the newly created citation number will reflect the change to the 8-digit format.

2. Deplete your existing inventory of unused 7-digit citation numbers.

a. Start TraCS.

b. Sign in with your TraCS supervisor account.

c. If necessary, unarchive the ELCI Number Inventory Control Record containing your agency's unused inventory of 7-digit citation numbers.

d. Select the ELCI Number Inventory Control Record containing your agency's unused inventory of 7-digit citation numbers in the **forms manager**.

e. Click the ELCI button under the **Tool** ribbon menu and select **Deplete Inventory Record.**

f. Confirm that you want to deplete the inventory.

g. TraCS will create an email message for you to send to DOTDMVEARS@dot.wi.gov (mailto:DOTDMVEARS@dot.wi.gov) requesting that the unused citation numbers be voided in the DOT citation number inventory database.
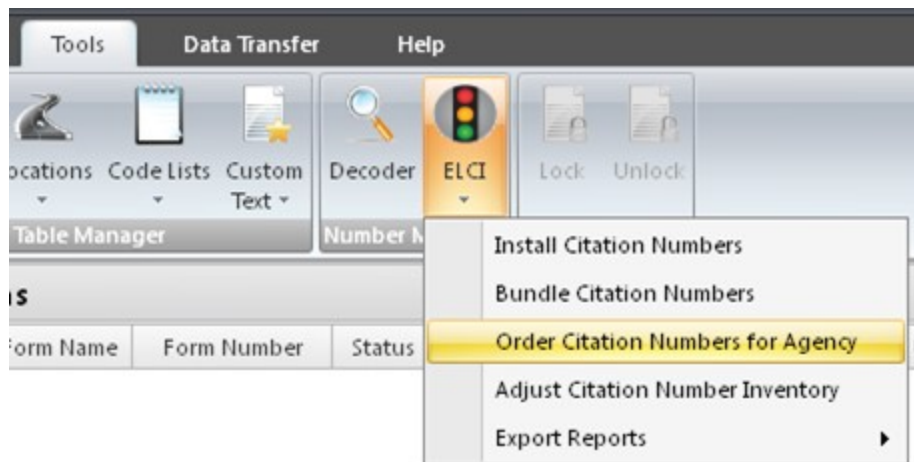
   i. The operating system may ask your permission before creating the email. Please click **Allow**.

   ii. If you are unable to create the email using TraCS, please manually create an email and send the range of unused citation numbers to be voided to DOTDMVEARS@dot.wi.gov (mailto:DOTDMVEARS@dot.wi.gov).

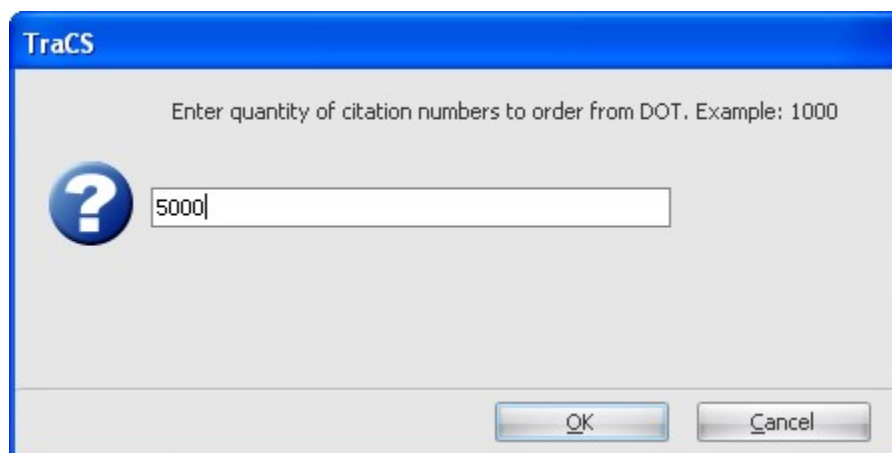3. Order replacement citation numbers.

a. From the **Tools** ribbon menu, click the ELCI button.

b. Click **Order Citation Numbers for Agency**.

c. Enter the quantity of citation numbers you want to order for your agency, typically no more than what your agency would use in one year.

d. Click OK.

e. Enter your e-mail address. DOT will send a confirmation of the order to your e-mail address.

Order Citation Numbers

Enter e-mail address for receipt. Example: jdoe@youragency.com

jdoe@youragency.com

[OK] [Cancel]

f. Click OK. [OK]

Confirm Citation Number Order

Are you sure you want to order 5000 citation numbers from DOT with receipt mailed to jdoe@youragency.com ?

[Yes] [No]

g. Confirm that the order is correct and click **Yes**. [Yes]

h. The order will be sent over the Internet and filled by the DOT server. When complete, you will see the citation number utility form showing the order details.

ELCI NUMBER INVENTORY CONTROL RECORD

0DC09426N6	Baseline 16.30	Pack	Create Date 03/22/2017	INVENTORIED

Transaction

Unit Number	Quantity	Beginning Number	Ending Number
	005000	BB101001	BB106000

EARS Receipt

Transaction Date	ORI Number	Quantity Received	Beginning Number	Ending Number	Amount Due

Law Enforcement Agency

Agency Space

Officer Rank	Officer Last Name	Officer First Name	Officer Middle Name
OFCR	ADMIN	SYSTEM	

DOT Officer ID	DNR Officer ID	Officer Badge Number
COSO3	999999999	B123

Local Agency Number	Law Enforcement Agency Jurisdiction	Law Enforcement Agency type
	TRACS TEST	OTHER

Law Enforcement Agency Name	TAS Agency Name
TEST POLICE DEPARTMENT	TEST POLICE DEPARTMENT

Law Enforcement Agency Street Address
PO BOX 7919

Law Enforcement Agency City	LEA State	Law Enforcement Agency Zip Code
MADISON	WI	53707

Law Enforcement Agency Phone Number	ORI Number	BFUNC Agency	TraCS Agency Number
(608) 267-1847 EXT.	WITEST000	TEST	012

I. Close the form viewer.

What happens to the auto-number file when it is upgraded?

The upgrade is achieved by adding an "A" prefix in front of the existing citation number settings in the ELCI section of the autonumber.ini file. Example:

```
[ELCI]
Range1BeginningNumber=E102900
Range1EndingNumber=E103099
Range1LastNumberUsed=
Range2BeginningNumber=E102800
Range2EndingNumber=E102899
Range2LastNumberUsed=E102842
```
Becomes
```
[ELCI]
Range1BeginningNumber=AE102900
Range1EndingNumber=AE103099
Range1LastNumberUsed=
Range2BeginningNumber=AE102800
Range2EndingNumber=AE102899
Range2LastNumberUsed=AE102842
RangeInUse=2
```
.

What should I do with the pending citation number bundles in the 7-digit format?

Citation number bundles are special files that some agencies use to install citation numbers on field computers because they are unable to connect the field computer to their network or they do not have a network. If your agency has pending citation number bundles in the 7-digit format, you can continue to use them after the upgrade. Once a bundle is installed on a field computer, the installed citation numbers will automatically upgrade to the 8-digit format the first time a citation is written.

I have a problem with my inventory records that I can't fix. What should I do?

Contact our help desk (badgertracs@dot.wi.gov or 608-267-2096) for additional assistance.

—JLS 04/26/2017

Updated 6/6/2018 - DBM