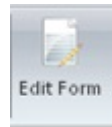


I Cannot Edit My Narrative After I Issued the Ticket

Last Modified on 11/21/2018 1:57 pm CST

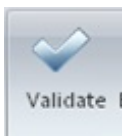
Validation updates in TraCS 10 work differently for adding the narrative.



Basic Answer: TraCS is in 'View Only' mode. Click  .

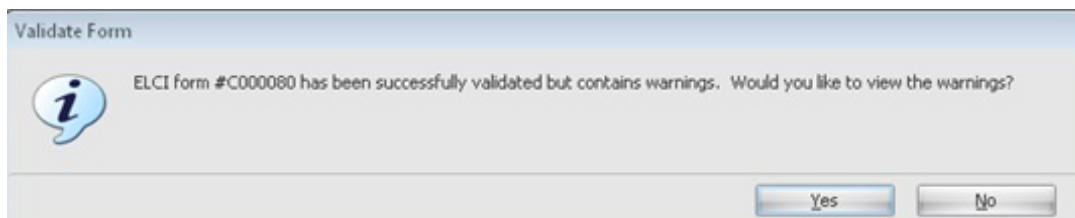
Reason: TraCS 10 validating works differently than the older versions of TraCS. Because of this when an officer hits the validation button; the form might now be in view only mode.

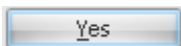
How Validation Works:

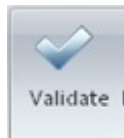


When hitting  for a form in TraCS 10, it will look for error and warnings.

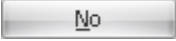
1. If there are no errors then the TraCS form status will change to **Validated**.
2. If there are warnings then you will receive the following message:



- a. Click  to view the warnings.
- b. Fix warnings or ignore as needed.

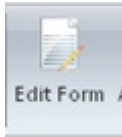


c. Click **Validate** a second time.

d. If the message appears a second time, click  and the form will be changed to **validated** status.

3. When a form changes to validated status, the form is put in **VIEW ONLY** mode.

a. When a form is in this mode, fields cannot be modified.



b. The **Edit Form** button is no longer a different color than the rest of the ribbon.

c. Officers can still print and issue tickets in **VIEW ONLY** mode.

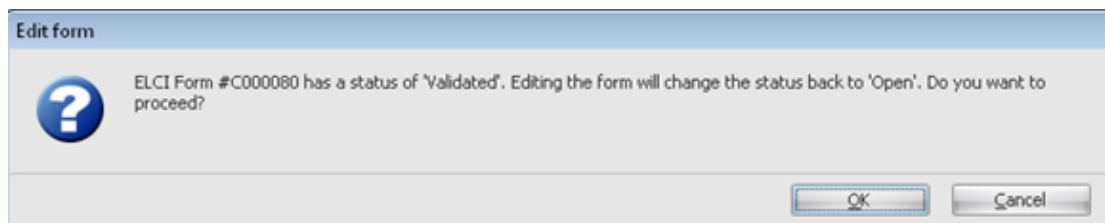
4. To Edit the form click .

a. If the form is a citation and issued, it will automatically change to **EDIT** Mode.

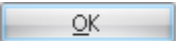
b. The button will change to a different color.



c. If the form is in **Validated** status this message will appear:

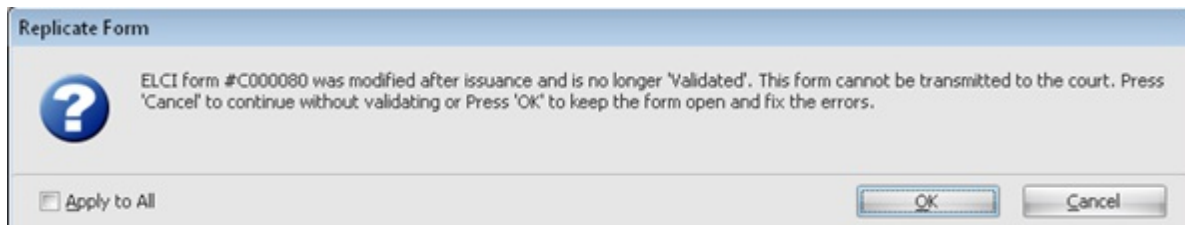


Clicking **OK** will change the forms status back to **Open**.

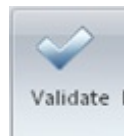
i. If  is chosen the form will need to be **revalidated** to print and issue.

d. If the form is a citation or warning and it is **ISSUED**, the cursor will move to the Narrative field.

5. If the form is edited after issuance and the edit made the form become invalidated, the following message will appear:



- a. Pressing **OK** allows you to fix immediately.
- b. If the form is not fixed immediately then it will be blocked from transmission until it is fixed.
- c. **INVALID** is placed in the description for office personal to find invalidated issued forms.



- d. Clicking **Validate** while in **EDIT** mode will show the errors.

More TraCS FAQs Here:

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

--GLP 02/11/2014

--BJN 5/4/16