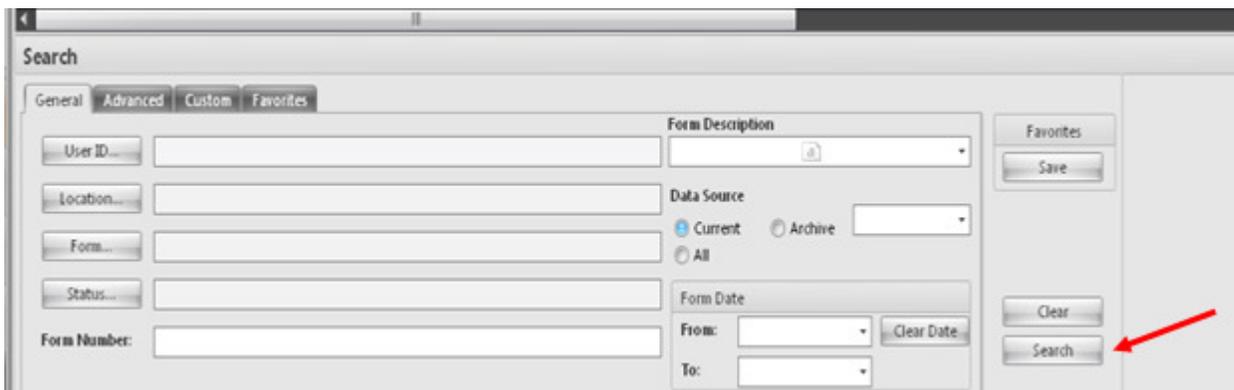




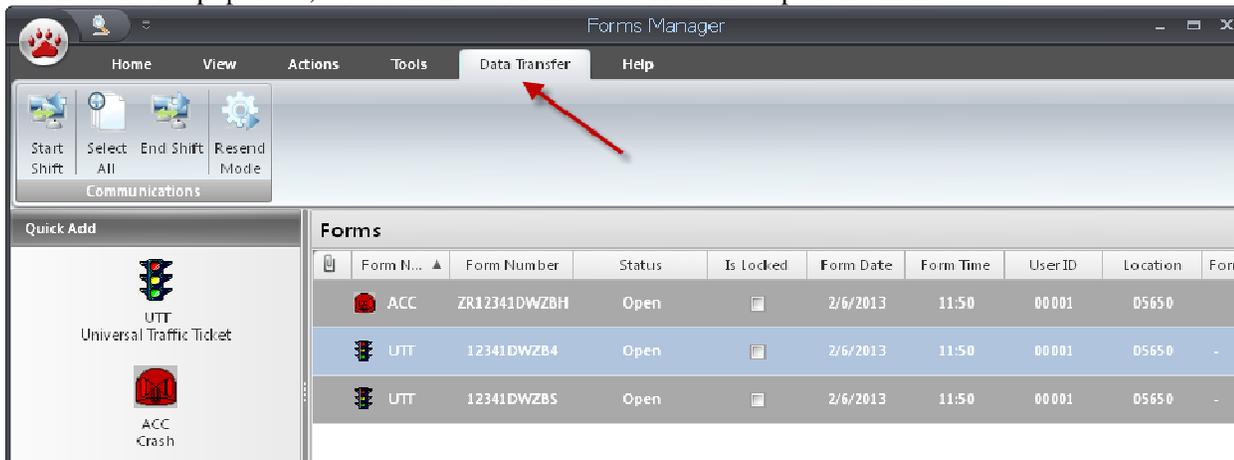
## Endshifting in TraCS 10

It is important that each user performs the endshift process in TraCS 10. Unlike TraCS7 if a user does not endshift, no one else's endshift will include another users forms. Only a Supervisor will be able to transfer non endshifted forms by going out to that car and searching for them. Also it is important that the user refreshes the Manager grid by performing the Search and ensuring that all forms are selected prior to the endshift using the "Select All" button

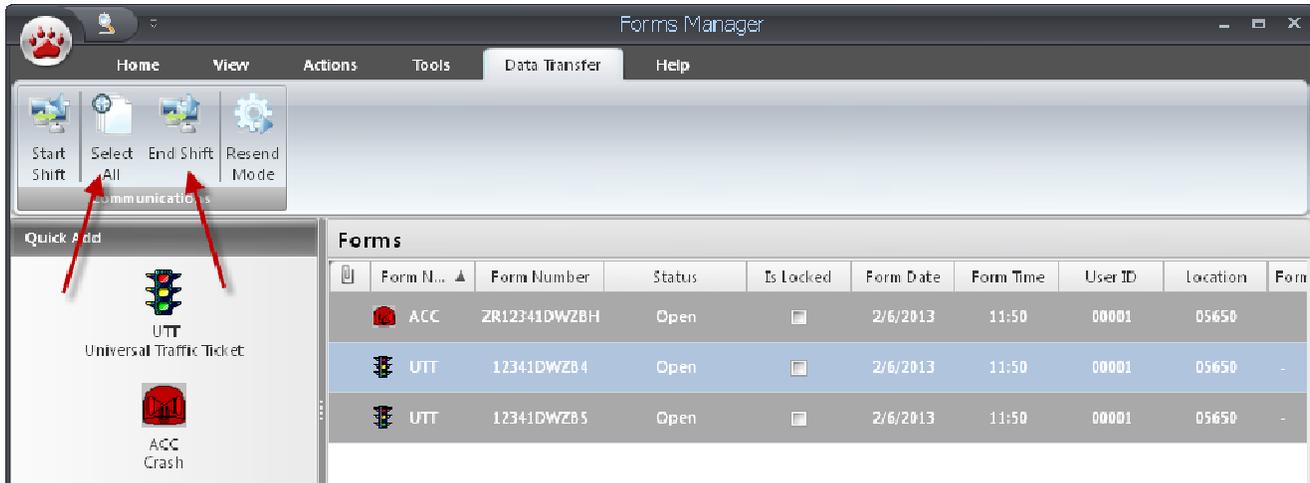
1. Hit the search button in the bottom right hand corner of the TraCS menu.



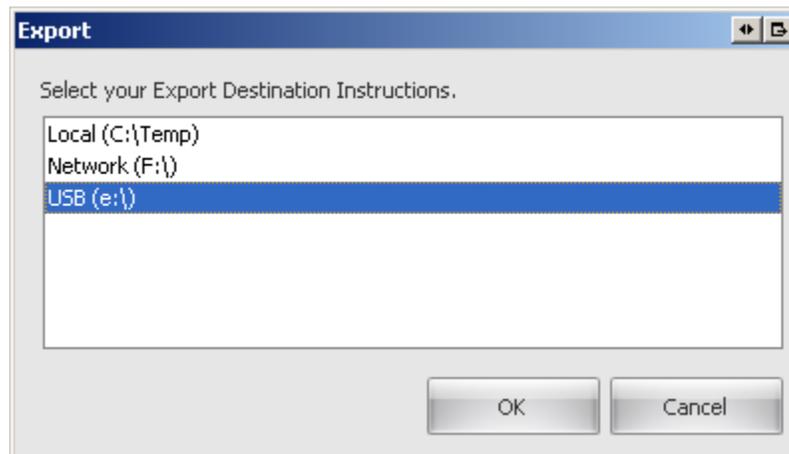
2. After the list populates, select the Data Transfer tab from the top of the menu.



3. Hit the Select All tab to highlight all of the forms from the current shift and then hit the End Shift tab.



4. Select the appropriate transfer option *for your agency* from the Export menu and hit Ok.





4. Select **OK** on the Endshift Results Summary and you are done with the Field Unit endshift. Exit TraCS and continue the endshift process as defined *for your agency* whether that be thumb drive in station or TraCS Transfer.

