



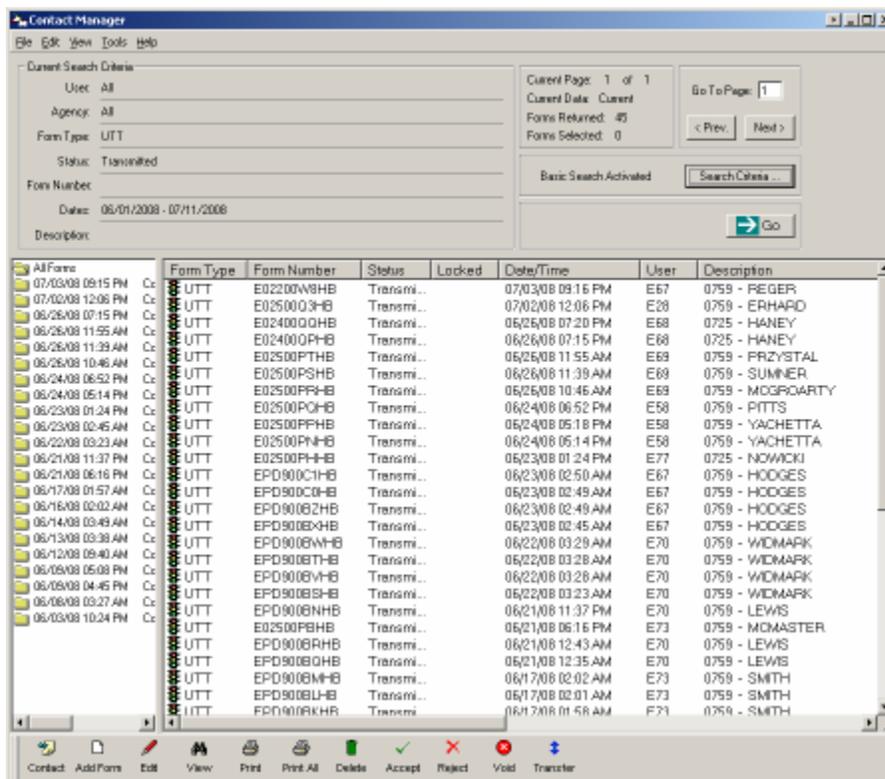
Printing Multiple Forms in TraCS

It becomes necessary, at times, to print multiple forms at one once in TraCS, either for reports or records keeping.. By default, TraCS selects all the different versions of a form (for example, in a UTT it selects the Motorists Copy, The DMV Copy and the Supporting Deposition). The problem is, the officer only wants to print the Motorist Copy (or whichever version of the form the officer needs).

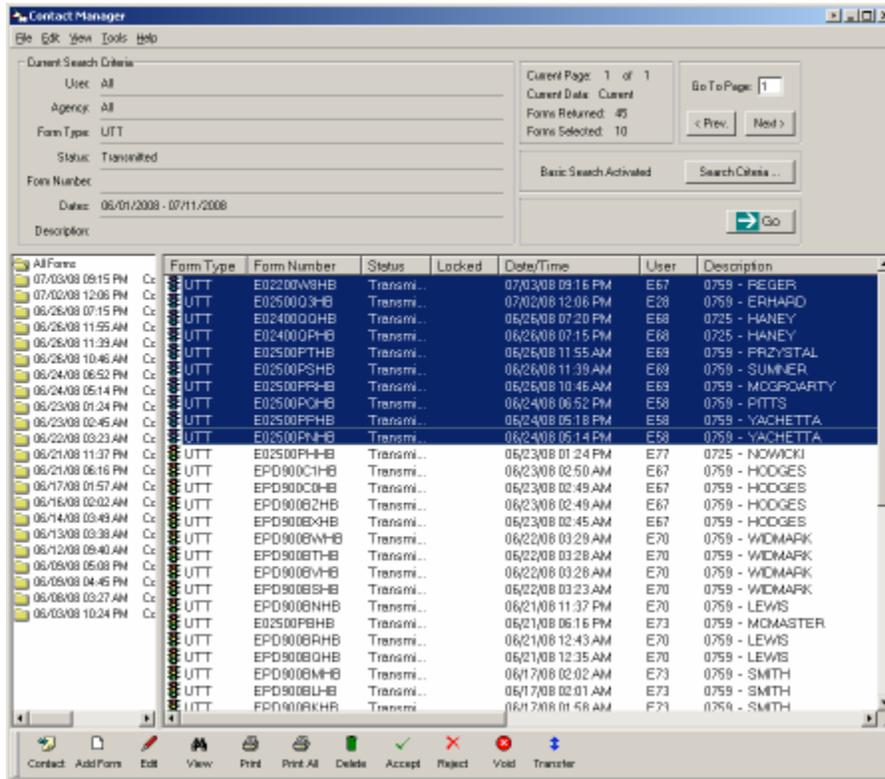
NOTE: This should only be done in the station!

Select your forms in the Manager

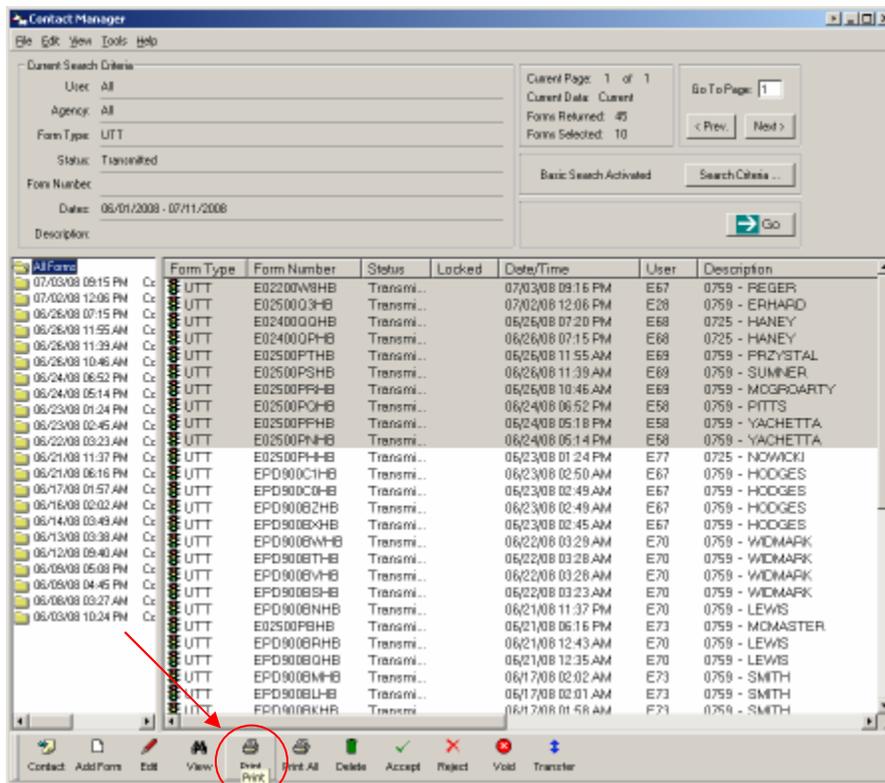
1. Open up TraCS, Login and click on **Manager**.



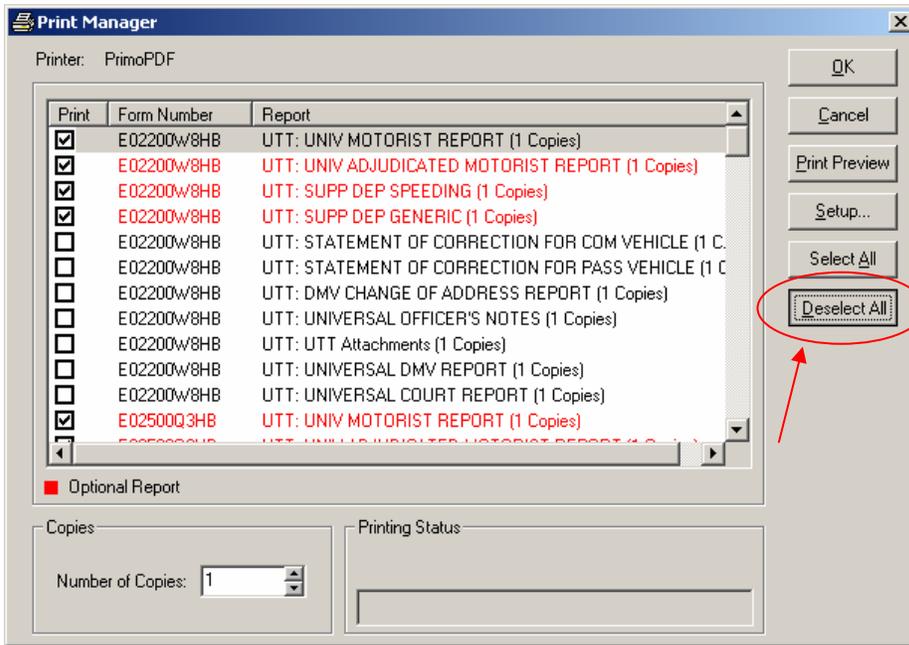
2. Click-Shift or Ctrl-Click to select the forms you want to print.



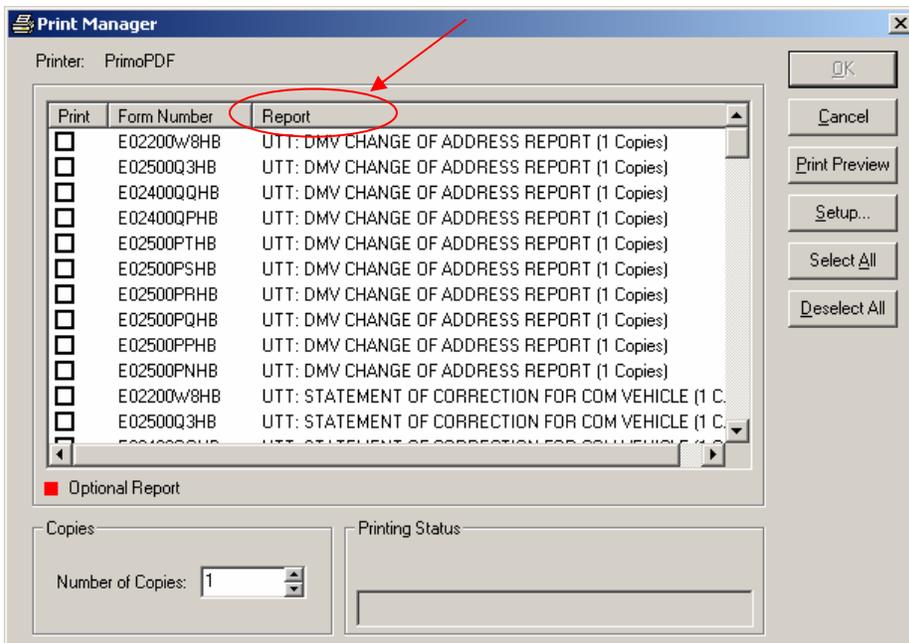
3. Click the **Print** button at the bottom of the Manager window.



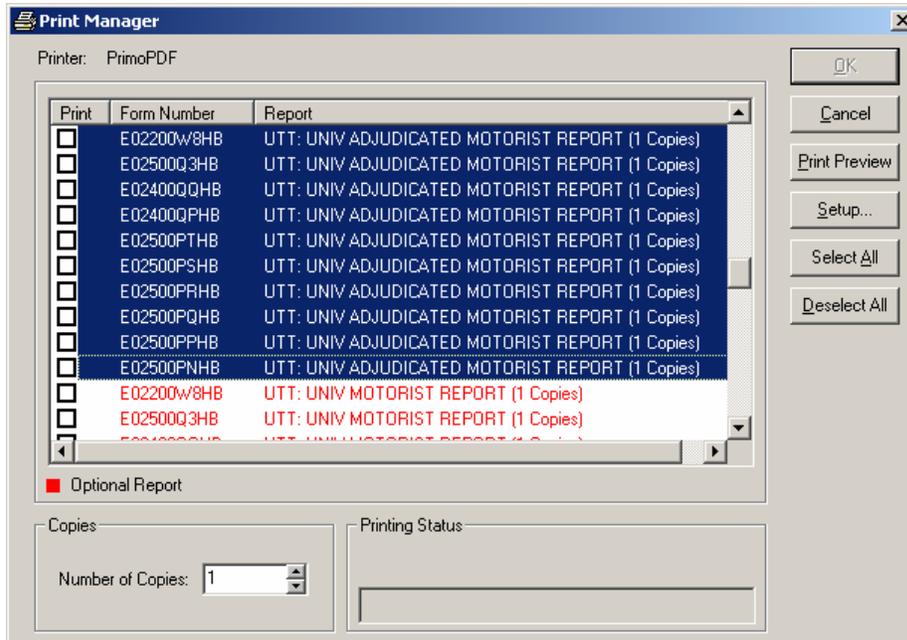
4. This opens the **Print Manager** window. Click the **Deselect All** button.



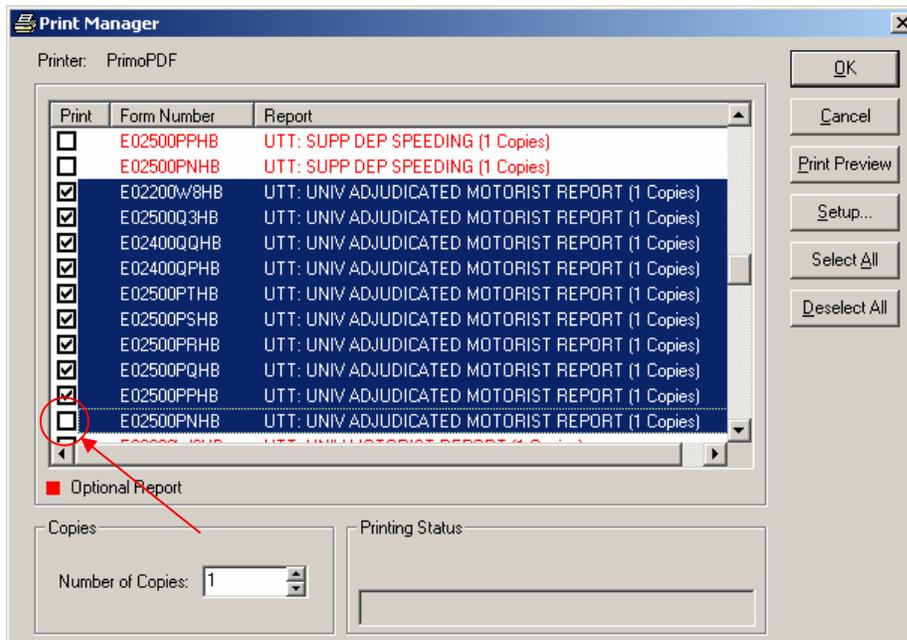
5. Click the top of the **Report** column to sort the reports by name.



6. Find the type of report you want to print (in this case we are printing the Motorist's Copy). Shift-Click or Ctrl-Click to select all of the form numbers you want to print.



7. After your forms are selected, hold down the **Shift** key and double-click the last check-box. This will check all the check-boxes next to the selected forms. You may have to click the bottom check-box before continuing.



8. Click **OK** to print your forms.

