

Resending Forms from a Field Unit in TraCS 10

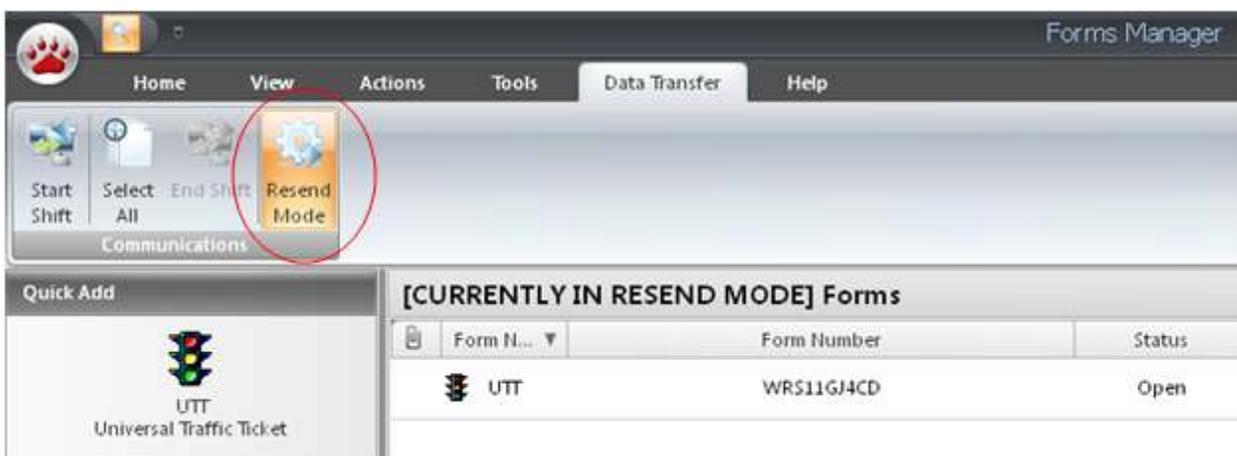
Sometimes it becomes necessary to resend Forms from a field unit due to a lost thumb drive or other data-movement error. This is done through the Data Transfer - Resend process on the Field Unit.

Resend Mode

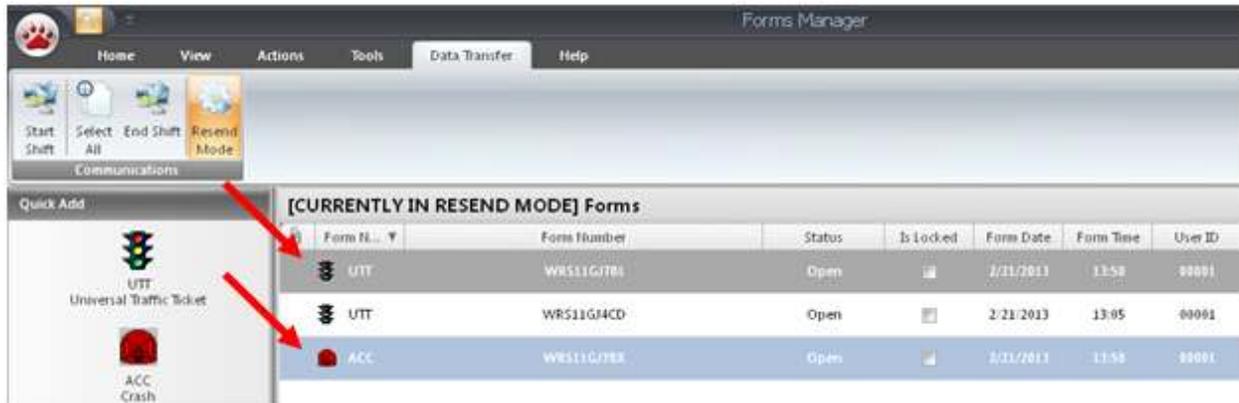
1. Log in to a Field Unit as either the original issuer of the forms or as a Supervisor. Insert a thumb-drive if you use this method to transfer data to the station.
2. Click the Data Transfer tab from the ribbon menu at the top of the screen



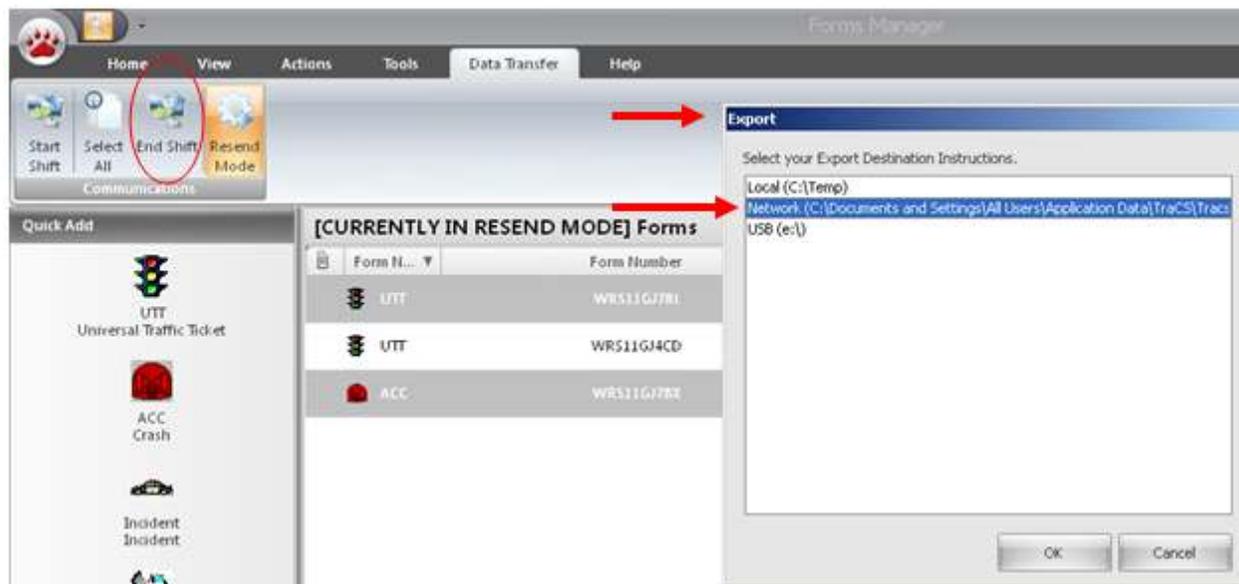
3. Select **Resend Mode** from the menu options. This will produce a list of all forms produced on the Field Unit for the past 180 days.



4. Select the forms you wish to resend. Use Ctrl-Click to select multiple forms.



5. Click the **End-Shift** button and then select your **Export** method as you normally do and click Ok.



6. When multiple forms are selected, click yes to the dialog box that pops up to continue. Click OK on the results summary and you have successfully resent your files. These forms will still exist on the Field Unit for the 180 day time period if you need to send them again.

7. If using a thumb drive, endshift in the station as usual. If using a wireless solution follow your agencies usual procedures. I.e. TraCS Transfer or other.