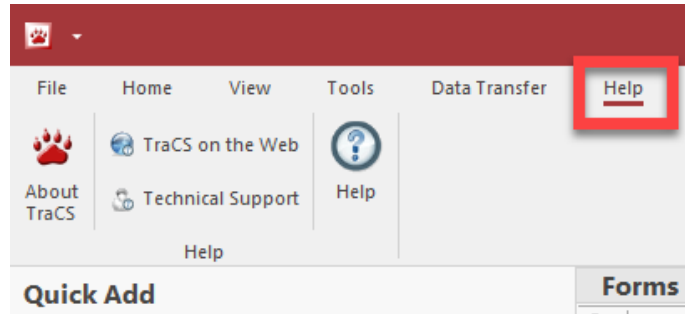
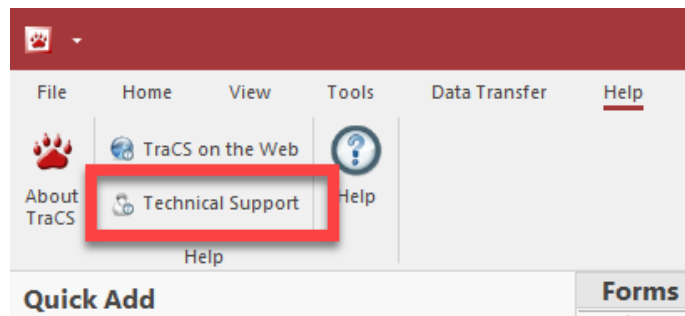


HOW TO ACCESS TRACS QUICK REFERENCE GUIDE: QUICK GUIDE

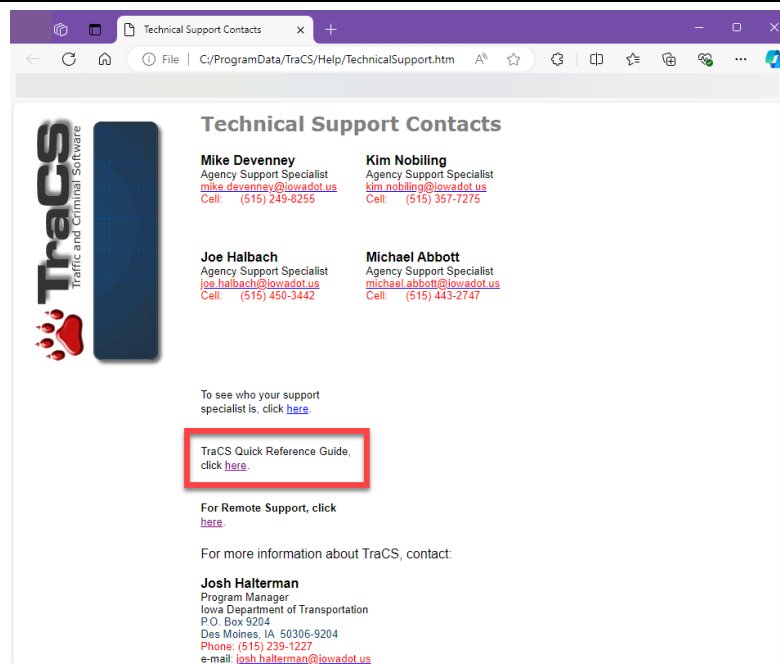
Step One: After logging into TraCS, select the **Help** Tab in the top left of the TraCS Window.



Step Two: Select **Technical Support** from the options under the Help tab. This will launch a web browser page.



Step Three: On the new web browser page, click on the hyperlink next to **TraCS Quick Reference Guide**. This will launch another tab in your web browser.



HOW TO ACCESS TRACS QUICK REFERENCE GUIDE: QUICK GUIDE

Step Four: On the new tab of your web browser, the **TraCS Quick Reference Guide** will walk you through the different forms, setting up your favorites, and running reports.

