

# TCS™-Non Criminal Offense Tracking System©- NCOTS™

## Table of Contents

### Entry

- i) NCOTS Maintenance (add, search, edit, delete) 1

### City/Town Info

- i) City/Town info Maintenance 8

### Settings

- i) Adding a new user 11
- ii) Managing Users 12
- iii) Editing User Settings 13
- iv) Setting Required Fields 14

### Reporting Menu

- i) Printing Reports 17
- ii) Records Index by Violator 18
- iii) Records Index By date Recorded 20
- iv) Records Index by Violation Date 22
- v) Records Index by Expiration Date 24
- vi) Records Index by Police Department by Date Recorded 26
- vii) Entering Dates Using the Calendar Button 28