

Section 5 Display Messages

TRACS and its companion programs contain facilities for presenting messages to the entire system or to specified ALCs. The “Must See” messages are transmitted system wide to all users of the IPAC System, and may contain IPAC System general instructions, training announcements, new reporting requirements or other administrative information. When you first enter the IPAC System web site, if there is a current “Must See” message, you will be presented with a message screen as explained in the *Introduction* to this manual.

There is an additional messaging system for “Broadcast Messages”. These messages are distributed to an individual ALC, or to a group of ALCs.

Broadcast Messages are entered by FMS. These messages are viewed through the **Display Messages** function on the **TRACS Main Menu**.

Accessing the Display Messages Function

To view **Broadcast Messages** intended for your ALC, log on to the IPAC System and choose the TRACS option from the **IPAC System Main Menu** as explained in the *Introduction* to this manual. The Main Menu for the TRACS system is shown in Figure 5.1.

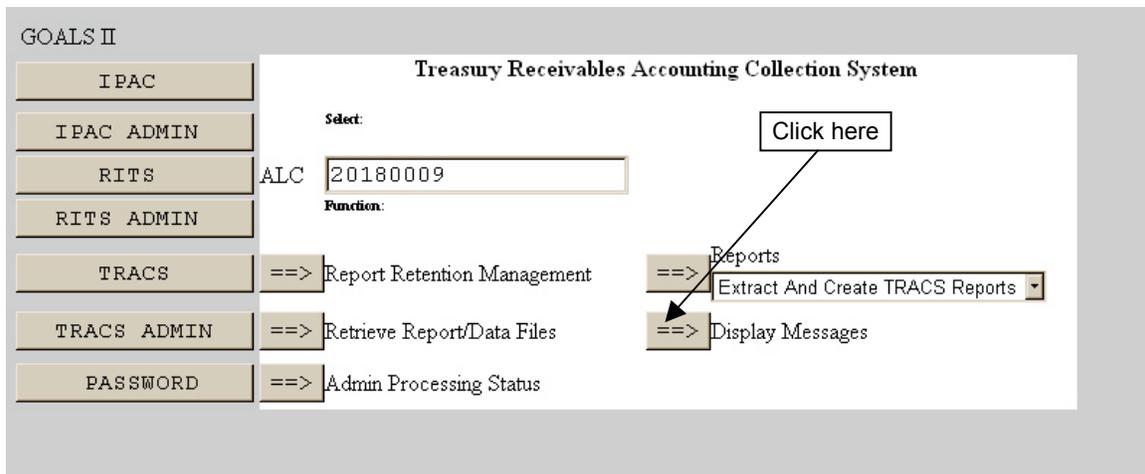


Figure 5.1 TRACS Main Menu

ALC

The data entry field on this screen is the **ALC** field. Your Login ID, which you entered to start your session with the IPAC System, will be available to the TRACS program. Using that ID, TRACS will determine the ALC(s) for whom you are authorized to do business .

- If you are only authorized to act on behalf of **one ALC**, that ALC will appear in the **ALC** data entry box as shown above.
- If you are authorized to act for **multiple ALCs**, those ALCs will appear in a drop-down menu box for the **ALC**.
- If you are authorized to act for **more than 25 ALCs**, the **ALC** field will appear as a blank data entry box.

The **ALC** field is mandatory and you must accept the ALC shown as a default, choose a ALC from the drop-down menu or enter an ALC in this field.

TRACS – Broadcast Messages screen

After completing the ALC field, select the “Display Messages” button as shown in Figure 5.1. The **Broadcast Messages** screen, shown in Figure 5.2, will display.

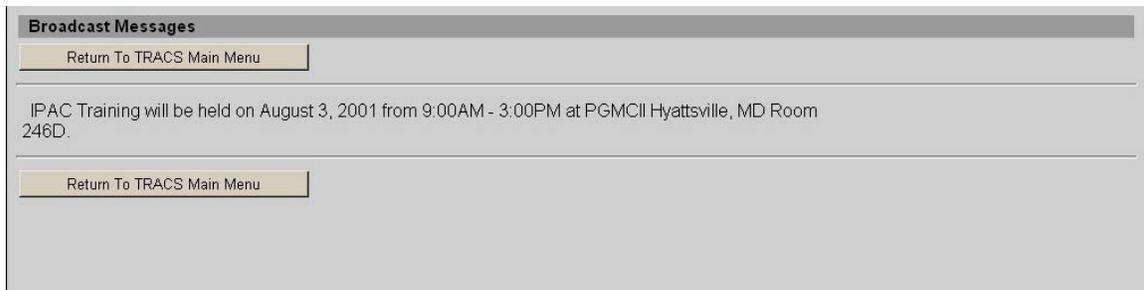


Figure 5.2 Broadcast Messages

You can print this message screen through your browser’s print facility.

There is no provision for responding to either **Must See Messages** or **Broadcast Messages** through the TRACS application. Once you have seen and made note of the Broadcast Messages for your agency, click “Return to TRACS Main Menu.”