

AlcoTrack™

Removal Quick Guide

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The ALCOTRACK™ platform contains personal information. Unauthorized release of personal information can result in civil and criminal liability. By using the ALCOTRACK platform, you accept your responsibility to refrain from any use or disclosure of the personal information contained in the ALCOTRACK™ platform otherwise than as required as part of your employment or otherwise required by law. **Keep your login credentials confidential.**

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1. Log in to the ALCOLOCK Communicator (ALC) application.
 - a. Click on the ALC shortcut on the desktop.



- b. Enter your jurisdiction and login credentials.



ALCOLOCK Communicator - Log In

Jurisdiction: 032

First name: |

Last name:

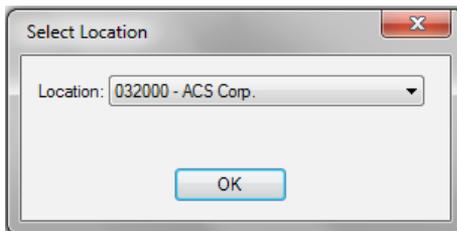
Password:

[Forgot password?](#)

OK Quit

NOTE: Login credentials are case sensitive.

2. Select the appropriate service center (if applicable).

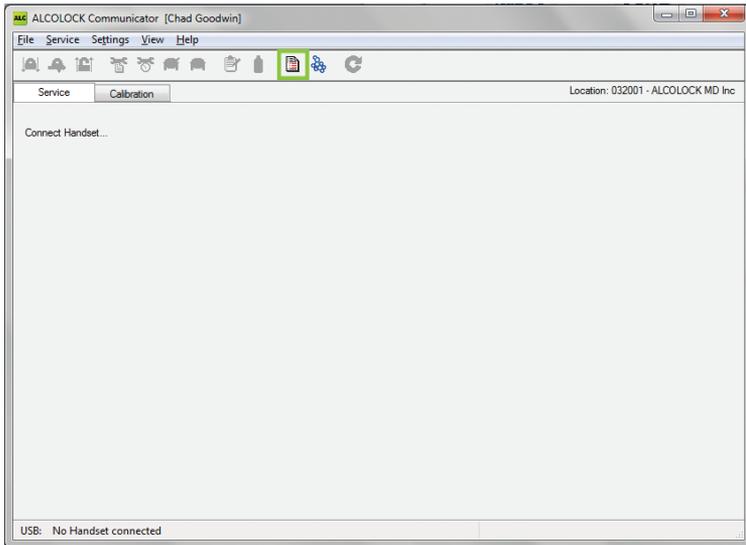


Select Location

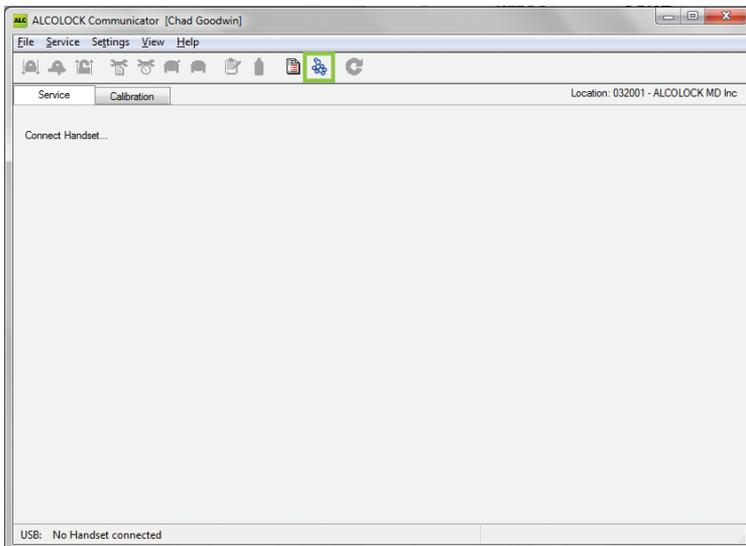
Location: 032000 - ACS Corp.

OK

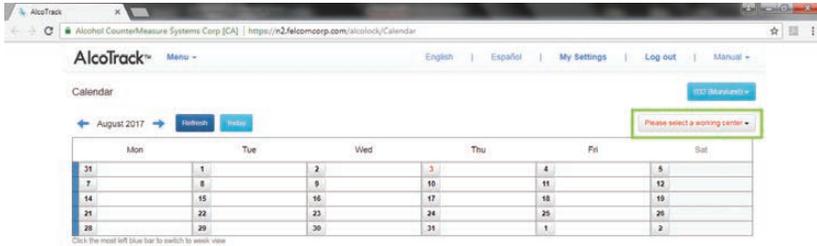
3. Click on the Paper icon to access the daily service code. This code is needed to complete the installation procedure on the handset.



4. Click on the blue Molly icon to access the ALCOTRACK web application



- In ALCOTRACK, select the service center.



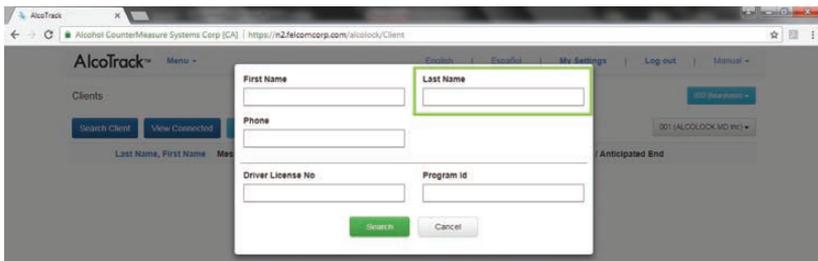
- From the MENU, select Client.



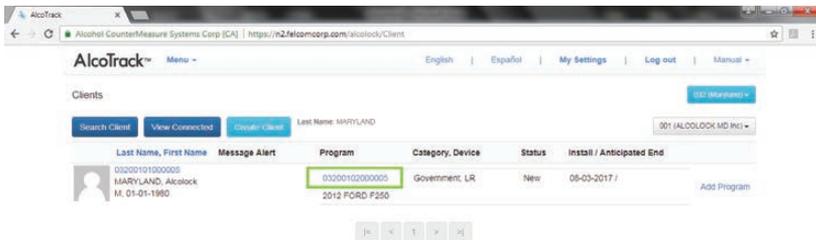
- Select Search Client.



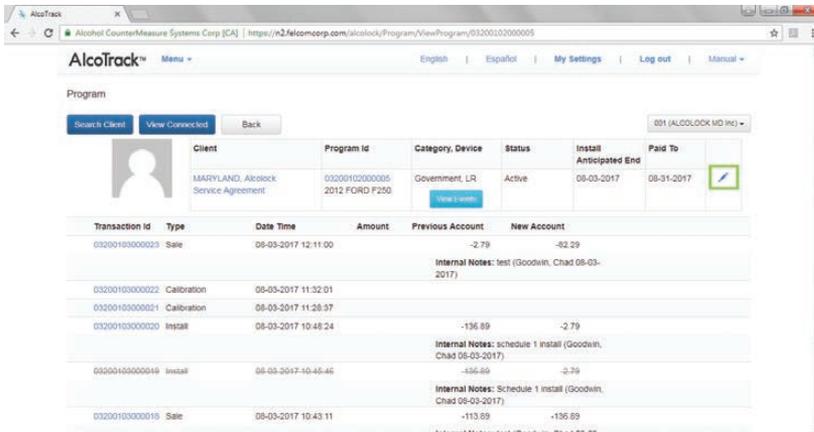
- Enter the Last Name of the client and click Search.



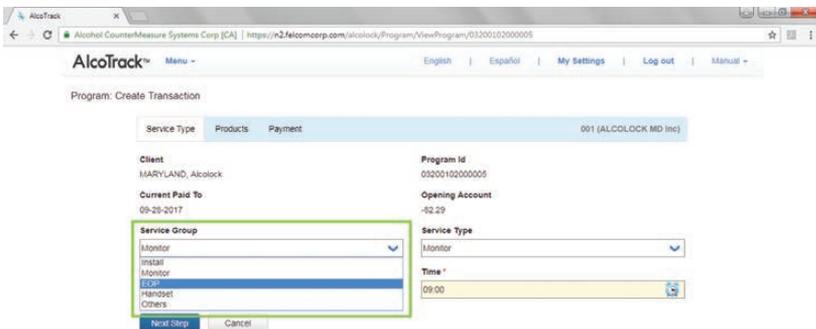
9. Select the client's Program number.



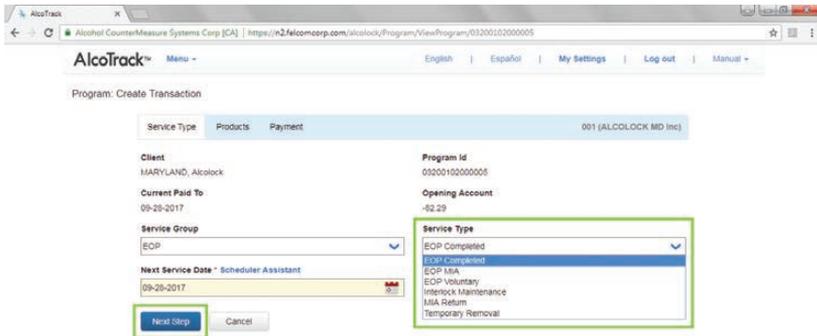
10. Click the Pencil icon to create a new transaction.



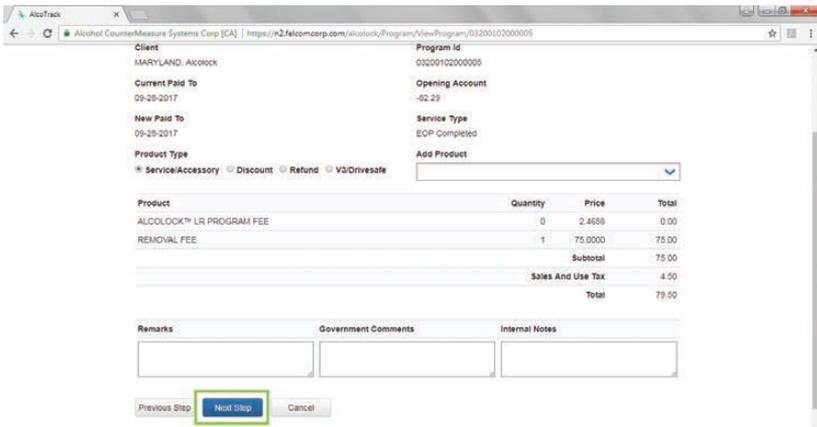
11. In the Service Group field, select EOP in the dropdown.



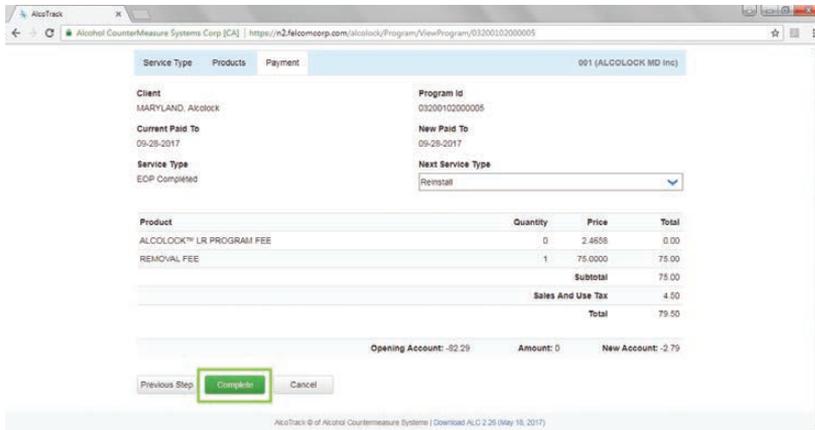
- In the *Service Type* field, select the appropriate EOP transaction in the dropdown. Select Next Step.



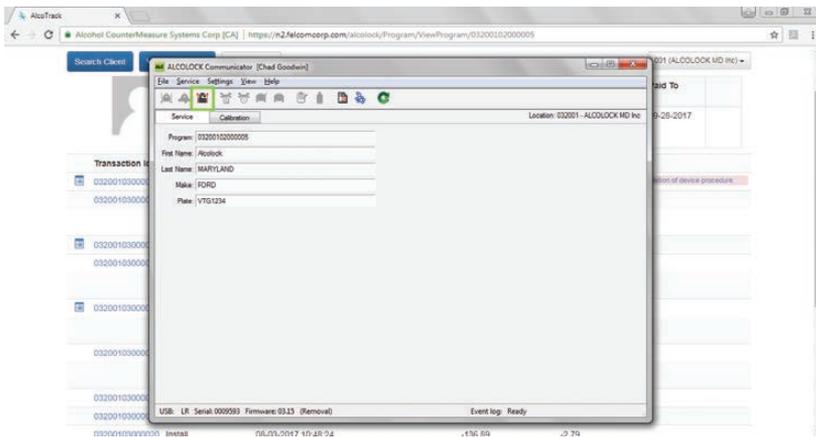
- Select Next Step.



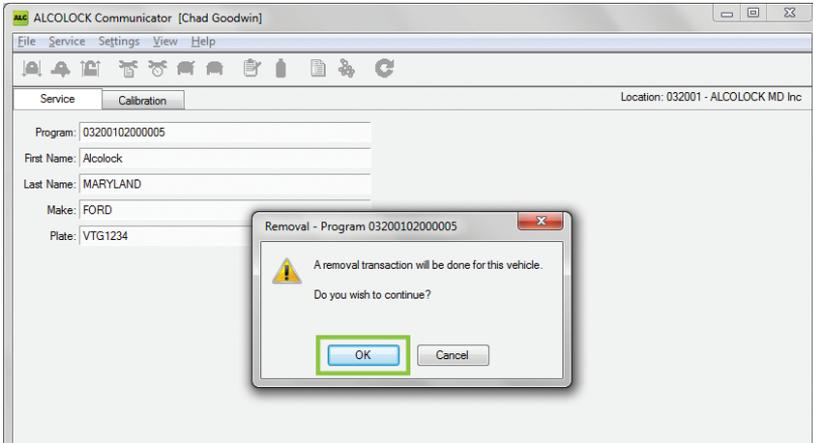
14. Select Complete.



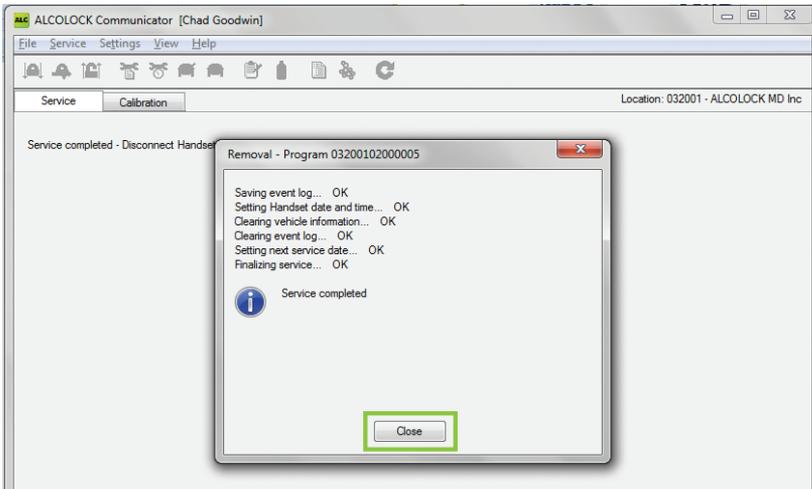
15. Plug in the handset. In ALC, once the client information appears, select the Removal icon..



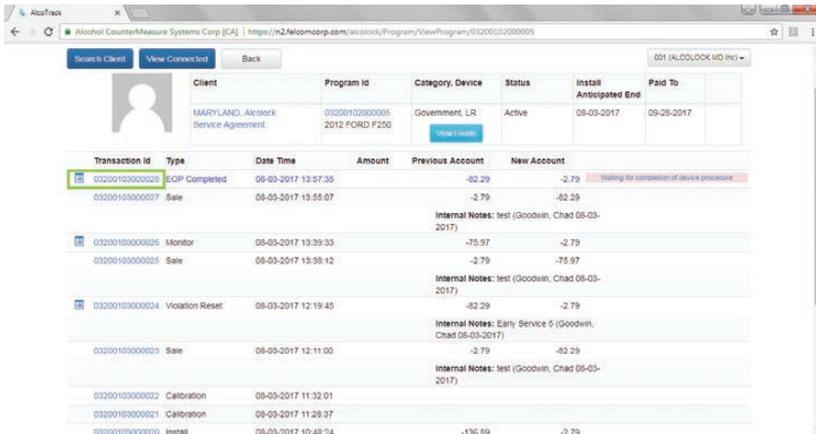
16. A pop up will appear asking “Do you wish to Continue?”. Select OK.



17. Once the handset beeps twice, click Close.



18. In ALCOTRACK, select the transaction number for the removal transaction to print the client invoice.



19. Select Print. Complete the handset removal procedure in the vehicle. The removal procedure is completed.

