



Creating and Using Common Responses

This document provides instruction for creating and using Common Responses, user-defined lists of commonly used entries for a field. Setting up a list of Common Responses for multiple fields expedites the completion of a report by simply clicking the mouse.

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Common Responses

Common Responses are user-defined lists of commonly used entries for a field. Add the cities for a service area as Common Responses for the City field and instead of typing the city name in each report, select the appropriate response from a drop-down Picklist.

A Common Response consists of an *Identifier*, *Data* and a *Description*.

An *Identifier* is a unique number associated with a Common Response.

Data is the Common Response.

Description is the label for the Common Response. The description is displayed in the Common Response drop-down list.

Creating Common Responses

1. Enter text in a report field.
2. Highlight the text and press **F6** on the keyboard, or click **Edit > Common Responses > Add**, or **right-click** in a field and select **Common Responses > Add**.
3. Confirm the information and edit the *Description* (optional).

4. Select the *Available To* preference:

Linked Fields

Related fields that are linked together in a Common Response; see *Linked Common Responses* for additional information.

Similar Fields

The Common Response is available to like fields on all forms.

All Forms

The Common Response is available to the current field on all forms. When the cursor is positioned in that field, (e.g., City) on any form, the response is available.

Current Forms

The Common Response is available only to the current field on the current form type. If the cursor is positioned in the City field, the response is only available to the City field on the current form type (i.e., 1004 Single Family 2005).

All Fields – All Forms

The Common Response is available to every field on every form.

5. Click **Save** and click **Close** to exit.

Editing Common Responses

1. Click in a report field and select a Common Response.
2. Press **SHIFT+F6** on the keyboard, or click **Edit > Common Responses > Edit**, or **right-click** in a field and select **Common Responses > Edit**.
3. Edit the Common Response and click **Save**.
4. Click **Close** to exit.

Deleting Common Responses

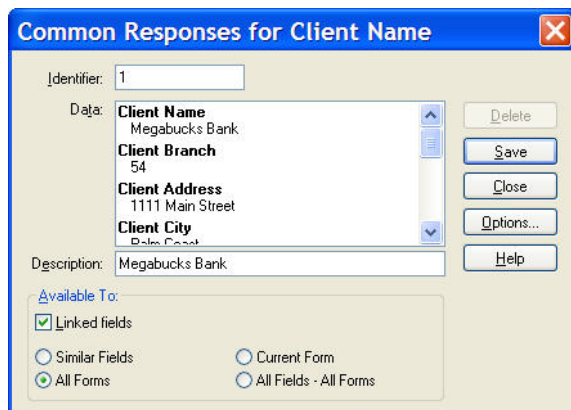
1. Click in a report field and select a Common Response.
2. Press **SHIFT+F6** on the keyboard, or click **Edit > Common Responses > Edit**, or **right-click** in a field and select **Common Responses > Edit**.
3. Click **Delete** and click **Yes** to confirm deletion.
4. Click **Save** and click **Close** to exit.

Linked Common Responses

Linked Common Responses are used to create commonly used entries for related fields. City, County, State and Zip are an example of related fields. Linked Common Responses can be created for a range of fields (consecutive fields) or select fields.

Creating Linked Common Responses for a Range of Fields

1. Enter text in all fields in the range.
2. Click in the first field in the range. Press **CTRL+SHIFT** on the keyboard and click in the last field in the range (all fields in the range are highlighted).
3. Press **F6** on the keyboard.



4. Click **Save** and click **Close** to exit.

Creating Linked Common Responses for Select Fields

1. Enter text in select fields.
2. Click in the first field of the Common Response. Press **CTRL** on the keyboard and click in each field to include in the Common Response (select fields are highlighted).
3. Press **F6** on the keyboard.
4. Click **Save** and click **Close** to exit.