



# Creating Common Responses in Track

This document provides instructions for creating Common Responses in Track. Common Responses help standardize data entry when typing appraisal orders. Once common responses are set up, quickly fill in fields with a few clicks of the mouse.

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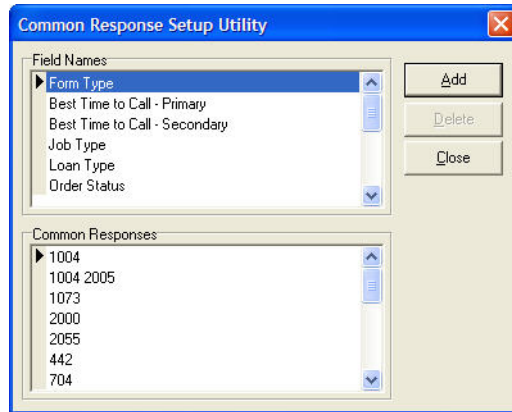
# The Common Response Database

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## Adding Common Responses in Track

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1. Click **Databases > Common Responses**.



2. Select an option in the *Field Names*. Current responses for that field appear in *Common Responses*.
3. Click **Add** and enter new response in *Common Responses*.
4. Click **Add** to continue creating responses.
5. When all the responses have been added, click **Close** to save.

## Editing Common Responses in Track

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1. Click **Databases > Common Responses**.
2. Select an option in *Field Names*. Current responses for that field appear in *Common Responses*.
3. Select the response in *Common Responses* and edit data.
4. Click **Close** to save.

## Deleting Common Responses in Track

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1. Click **Databases > Common Responses**.
2. Select an option in *Field Names*. Current responses for that field appear in *Common Responses*.
3. Select the response to remove in *Common Responses* and click **Delete**.

**CAUTION:** Common Responses are deleted immediately.

4. Click **Close** to save.