**TraCs 10 Defaults:**

You can use defaults on your form for items that will always remain the same “such as incident location- Durham”. To set a field default complete the following steps:

- Open a form and click **Edit Form** on the **Home** tab to change to edit mode.
- Point to the field where you want to set a default value.
- Right click to open the shortcut menu.
- Click **Set Default Value**. The Default Value field displays the same as the selected field data bar.
- Enter default value or click **Use Current Value** to enter the value in the field.
- Keep the value of **No** for the **Retains Last Value** field and click **OK**.
  
  *** **DO NOT** select **Yes** or **Temp** for the **Retains Last Value** field. It can result in incorrect data populating the field***

**Applying Field Defaults:**

- Open the form and click **Edit Form** on the **Home** tab to change to edit mode.
- Go to the blank field where you want the default to apply. The default value displays on the data bar. The field populates with the default value when you move into another field.

**Easy Street Draw Defaults:**

- ESD can be customized. In the symbols layer, right click on an object (such as a car) and select “add to favorites”. Another method to find those car icons and other objects that you regularly use is to go to the objects layer and click on the “recently used” or “frequently used” part of the navigation tree.