

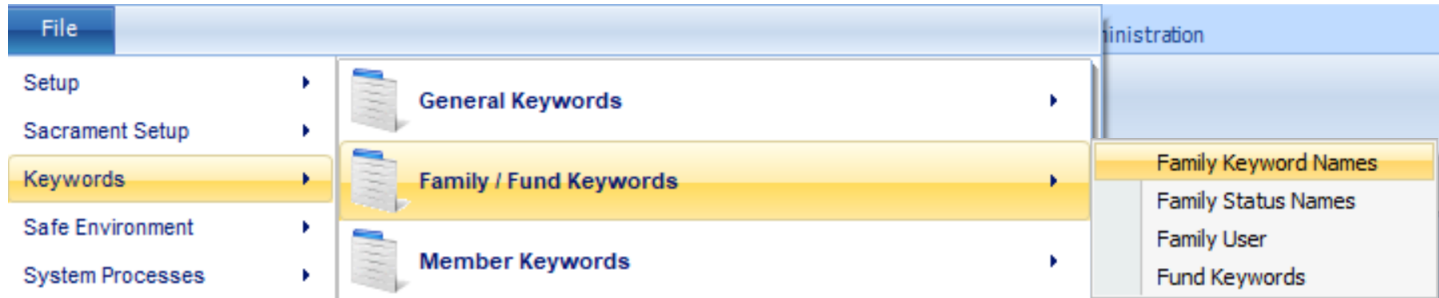
# Re-Census Tracking in PDS

You've already created your response form and have sent out your re-census letters to all your families. Now, you'll want a system to track responses.

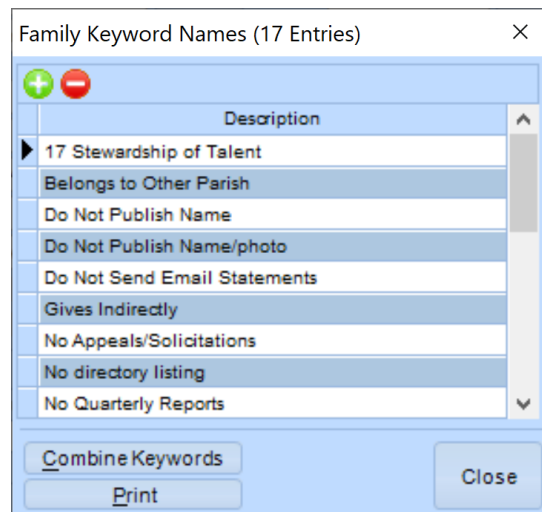
## Step #1 – Create a Family Keyword to Track Responses


To facilitate this, you'll create a Family Keyword, like 'We Gather Census Response'.

### Select File | Keywords | Family/Fund Keywords | Family Keyword Names



That will bring up a list of your current Family Keywords that will look something like this:



- Click on the  icon to INSERT a new keyword and then type in 'We Gather Census Response'.
- Click SAVE/OK and then CLOSE.

## Step #2 – Update Family Information & Add New Family Keyword

- As you receive responses to your survey form, make any needed changes to the family contact information and then add the new 'We Gather Census Response' keyword in the bottom right corner of the Family screen.
- If a family responds that they are no longer actively involved in your parish, change their Family Status to 'Archived for Deletion', check their INACTIVE checkbox and add the 'We Gather Census Response' keyword in the bottom right corner of the Family screen.