

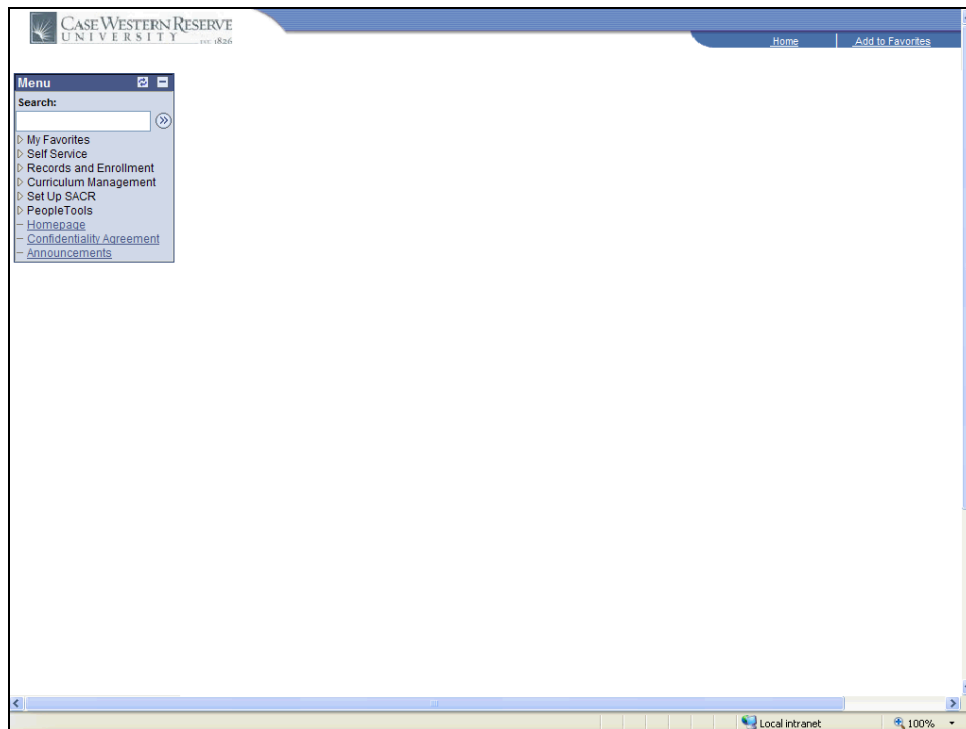
Administration: Setting User Defaults

Concept

User Defaults are a convenient and time-saving feature that allows SIS users to select values to default in commonly used search and data entry fields like Academic Institution, Academic Career, and Term. User Defaults can be easily edited when needed; for instance, when a term ends and a new term begins, the default Term value can be changed so that the new term appears by default. Users can also choose not to use a default value when it appears in a data entry or search field. For example, if GRAD (Graduate) appears in an Academic Career field by user default, but the user wants to use the UGRD (Undergraduate) career instead, the user can simply delete GRAD out of the field and type in UGRD.

Procedure

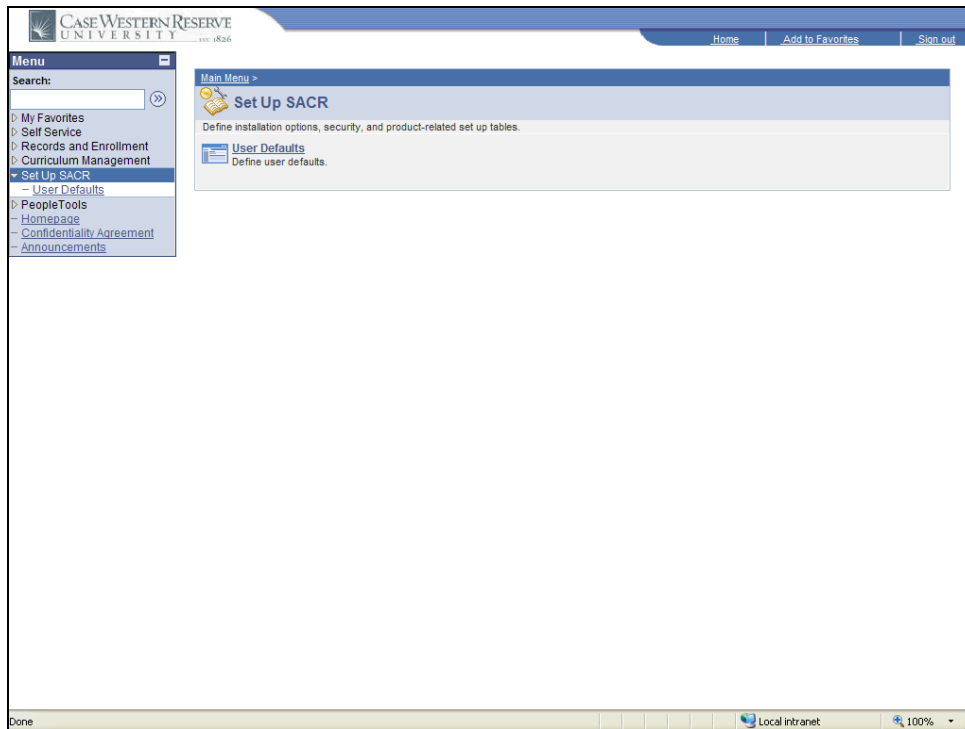
Use the following steps to set default values for commonly used fields and criteria, such as Term and Academic Career.



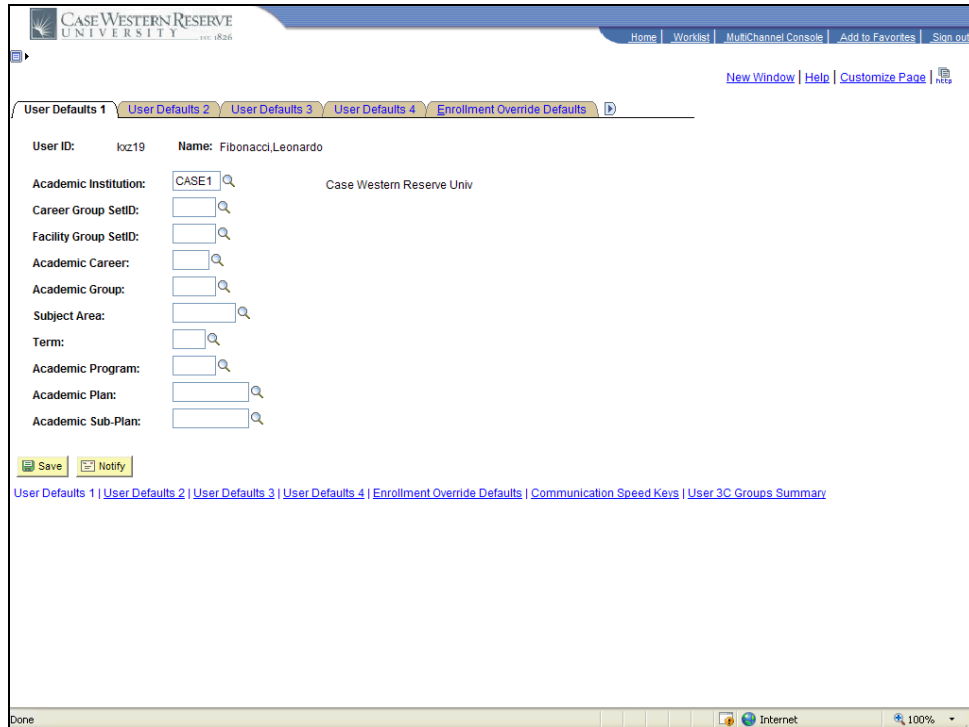
Step	Action
1.	From the main menu, click the Set Up SACR link.







Business Process Document

SIS Features: Administration: Setting User Defaults







Step	Action
2.	Click the User Defaults link.

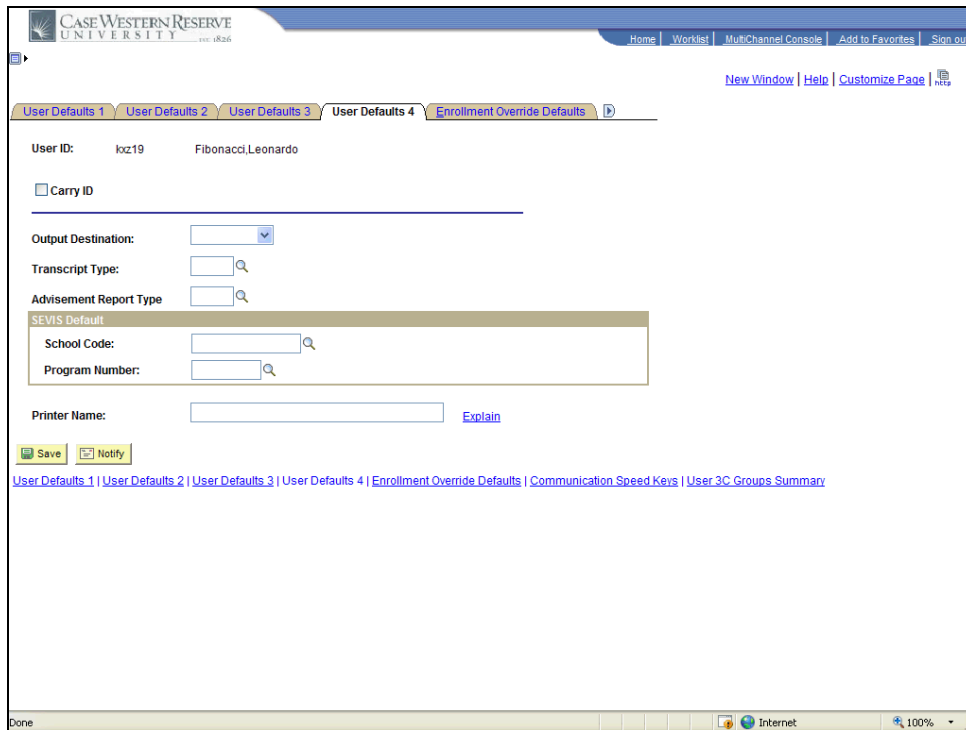


Step	Action
3.	The User Defaults 1 tab appears. The Academic Institution is already set to CASE1 . Click the Look up Career Group SetID button. 
4.	Select the CASE1 item. 
5.	Click the Look up Facility Group SetID button. 
6.	Select the CASE1 item. 
7.	If you tend to work with students or curriculum in one Academic Career, click the Look up Academic Career button. 
8.	Select the Academic Career that you use the most.
9.	If you tend to work with a specific program, such as Undergraduate Studies or the Cleveland Institute of Music, click the Look up Academic Group button. 
10.	Select the Academic Group that you use the most from the list.

Business Process Document


SIS Features: Administration: Setting User Defaults


Step	Action
11.	If you tend to work with curriculum in one subject area, click the Look up Subject Area button. 
12.	Select the subject area that you use the most from the list.
13.	Click the Look up Term button. 
14.	Select the term that you view or work with most often at the present time. You can come back and update this later as time progresses.
15.	If you tend to work with students of one Academic Program, click the Look up Academic Program button. 
16.	Select the Academic Program that you work with the most.
17.	Click the User Defaults 4 tab. 



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User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Enrollment Override Defaults | 

User ID: lxcz19 Fibonacci, Leonardo

Carry ID

Output Destination:

Transcript Type: 


Advisement Report Type: 

SEVIS Default

School Code: 


Program Number: 

Printer Name: [Explain](#)

 Save  Notify



[User Defaults 1](#) | [User Defaults 2](#) | [User Defaults 3](#) | [User Defaults 4](#) | [Enrollment Override Defaults](#) | [Communication Speed Keys](#) | [User 3C Groups Summary](#)

Done Internet 100%

Step	Action
18.	Click the Carry ID option. 



Select the Carry ID option to have the system carry the ID of the last entered (or selected) individual from search box to search box and from page to page. If the Carry ID option is selected, the ID number will not have to be re-entered repeatedly when you modify or review data for an individual or organization.

Step	Action
19.	If you run Advising Reports for students, click the Look up Advisement Report Type button. 
20.	Select the type of Advising Report that you most commonly request for students.
21.	Click the Save button. 
22.	This completes the process of selecting and setting User Defaults for Administrative users of SIS. End of Procedure.