

Germanna Community College SIS Documentation

Setup User Defaults

Description: User defaults are available to make data entry easier for those items that are always the same. These can be setup once and never changed again unless you need to change a TERM value.

Important Information:

- Boxes shown in yellow (gray) are optional. They can be entered or left blank depending on your job function
- Enter what you can; depending on your security you may not have access to some of the fields. If this is the case you will get an error. Delete the value you entered and leave the field blank.

STEPS

NAVIGATION: Setup SACR > User Defaults

User Defaults 1 tab

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

User ID: ##### Name: Breeden, Maggie D

Academic Institution: GC297 Germanna Community College

Career Group SetID: GC297 Germanna Community College

Facility Group SetID: GC297 Germanna Community College

Academic Career: CRED Credit

Academic Group:

Subject Area:

Term: 2064 2006 Fall

Academic Program:

Academic Plan:

Academic Sub-Plan:

You must enter the Academic Career (CNED, CEU or CRED) if you want to use the Term field.

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User Defaults 2

- Enter what you can; depending on your security you may not have access to some of the fields. If this is the case you will get an error. Delete the value you entered and leave the field blank.

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

User ID: ##### Name: Breeden,Maggie D

SetID: Germanna Community College

Aid Year:

Business Unit: Germanna Community College

Application Center:

Recruiting Center:

Cashier's Office: GCC- Locust Grove Campus

Department:

Admit Type:

Campus: Locust Grove Campus

Institution Set: Germanna Community College

User Defaults 3 – Leave blank

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

User ID: ##### Name: Breeden,Maggie D

Academic Level:

Application Method:

Last School Attended:

Graduation Date:

Housing Interest:

Financial Aid Interest

External Acad Data Defaults

Transcript Type:

Transcript Rcvd Data Source:

Transcript Rcvd Medium:

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User Defaults 4 – copy as shown below. If you do not run Transcripts leave the **Output Destination** and **Transcript Type** fields **blank**.

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

User ID: ##### Breeden,Maggie D

Carry ID

Output Destination: Page

Transcript Type: ADVSR DEGREE AUDIT TRANSCRIPT

SEVIS Default

School Code:

Program Number:

Printer Name: ==>MESSAGE NOT FOUND==>

Last 3 tabs – Not Applicable

Click