

# 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.

# Germanna Community College SIS Documentation

## 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:

# Germanna Community College SIS Documentation

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