

The following steps will explain how to setup user defaults so that certain values auto-populate on some pages in the various Admissions, Student Financials, Awards and Registration components. Caution must be taken to avoid overwriting any existing values.

1. Click the **Set Up SACR** link.

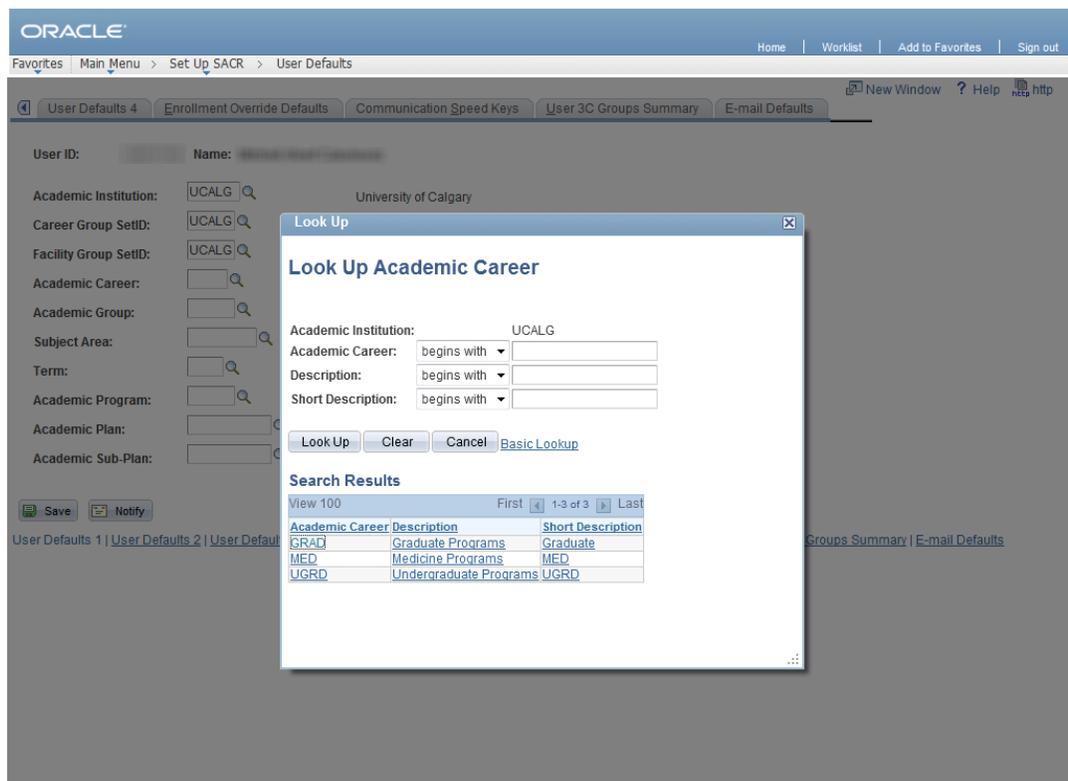
2. Click the **User Defaults** link.

3. There are three Academic Careers at the University of Calgary; Graduate, Undergraduate and Medicine. If you **always** work with a particular Academic Career (e.g. Undergraduate) this default can be changed. **Please use caution if changing this value as it will overwrite the existing career if it is not the default.**

Click the **Look up Academic Career** button.



4. The three Academic Careers will be displayed. Select the applicable career as the desired default. This will set that value on every component where Academic Career is referenced.



The screenshot shows the Oracle SACR interface. The main page is titled 'User Defaults' and includes fields for 'User ID', 'Name', 'Academic Institution' (UCALG), 'Career Group SetID' (UCALG), 'Facility Group SetID' (UCALG), 'Academic Career', 'Academic Group', 'Subject Area', 'Term', 'Academic Program', 'Academic Plan', and 'Academic Sub-Plan'. A 'Look Up Academic Career' dialog box is open, showing search criteria and results.

Look Up Academic Career

Academic Institution: UCALG

Academic Career: begins with []

Description: begins with []

Short Description: begins with []

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Academic Career	Description	Short Description
GRAD	Graduate Programs	Graduate
MED	Medicine Programs	MED
UGRD	Undergraduate Programs	UGRD

5. Also on this page the default for Academic Group can be changed if you always work with a particular Academic Group.

Click the **Look up Academic Group** button.

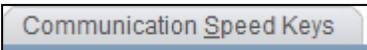


6. Use the Lookup button to located the default Academic Group. Caution should be used as this can overwrite any other information in the field referencing Academic Group.

7. Additional defaults can be set on the other tabs. Click the **Show following tabs** button to display additional tabs.

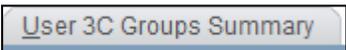


8. Click the **Communication Speed Keys** tab. Communication Speed keys are often used in Enrolment Services and Admissions. Consult the job aid and online learning for Communication Speed Keys for additional information on this topic www.ucalgary.ca/ittraining

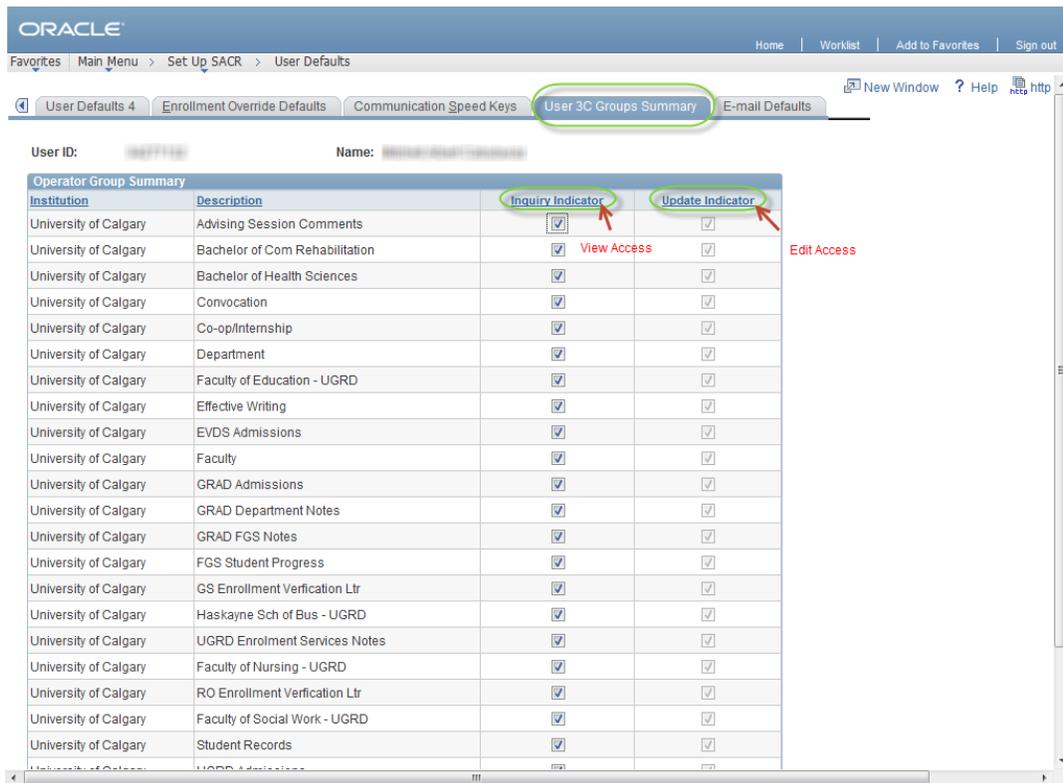


Communication Speed Keys

9. Click the **User 3C Groups Summary** tab. The User 3C Groups Summary displays a list of user access. The Inquiry Indicator column allows view access to the checked components, the Update Indicator column indicates which components the users can edit/access. This is a good visual reference that explains what access is setup for you.



User 3C Groups Summary



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Set Up SACR > User Defaults

User Defaults 4 | Enrollment Override Defaults | Communication Speed Keys | **User 3C Groups Summary** | E-mail Defaults

User ID: 19877122 Name: [REDACTED]

Operator Group Summary		Inquiry Indicator	Update Indicator
Institution	Description		
University of Calgary	Advising Session Comments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Bachelor of Com Rehabilitation	<input checked="" type="checkbox"/> View Access	<input checked="" type="checkbox"/> Edit Access
University of Calgary	Bachelor of Health Sciences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Convocation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Co-op/Internship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Faculty of Education - UGRD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Effective Writing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	EVDS Admissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	GRAD Admissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	GRAD Department Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	GRAD FGS Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	FGS Student Progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	GS Enrollment Verification Ltr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Haskayne Sch of Bus - UGRD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	UGRD Enrolment Services Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Faculty of Nursing - UGRD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	RO Enrollment Verification Ltr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Faculty of Social Work - UGRD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	Student Records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
University of Calgary	UGRD Admissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

10. Click the **E-mail Defaults** tab. E-mail defaults would be used to enter a generic department email that will appear when correspondence is sent from within the system. Note: this is not associated with an external email client (e.g. Outlook). It is recommended a generic department email address be used rather than an individual email.

E-mail Defaults

End of Procedure