


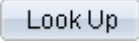

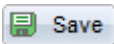
Communication Speedkeys (Comm Keys)

Overview

Communication Speedkeys (or COMM keys) can be established to provide end-users with a 'shortcut' reference for using communications. Speedkeys represent a unique combination of category, context, method, direction, and letter code. They assist with accurate data entry and are used to shorten data entry time. Operators can load data for multiple institutions, depending on their security. Additionally, within each institution, they can load Comm Keys/Speed Keys for multiple administrative functions, again depending on their security. Certain fields will automatically populate (or default) when you use Speedkeys. Each Speedkey code contains eight characters.

Steps

Assigning Comm Keys

1. Navigate to: **Set Up SACR > User Defaults.**
2. Click the *Communication Speed Keys* page (you may have to click the arrow to view additional pages (tabs) or click the link at the bottom of the page).
3. Be sure the **Academic Institution** and **Administrative Function** are correct.
4. Do **not** select the **No Default** checkbox.
5. Enter the **Comm Key** or click  and click  to select from the list.
6. To add another Comm Key/Speed Key, click  in the **Comm Key** area.
7. Click  to record your changes. The Speed Key is now enabled.