

# Set User Defaults

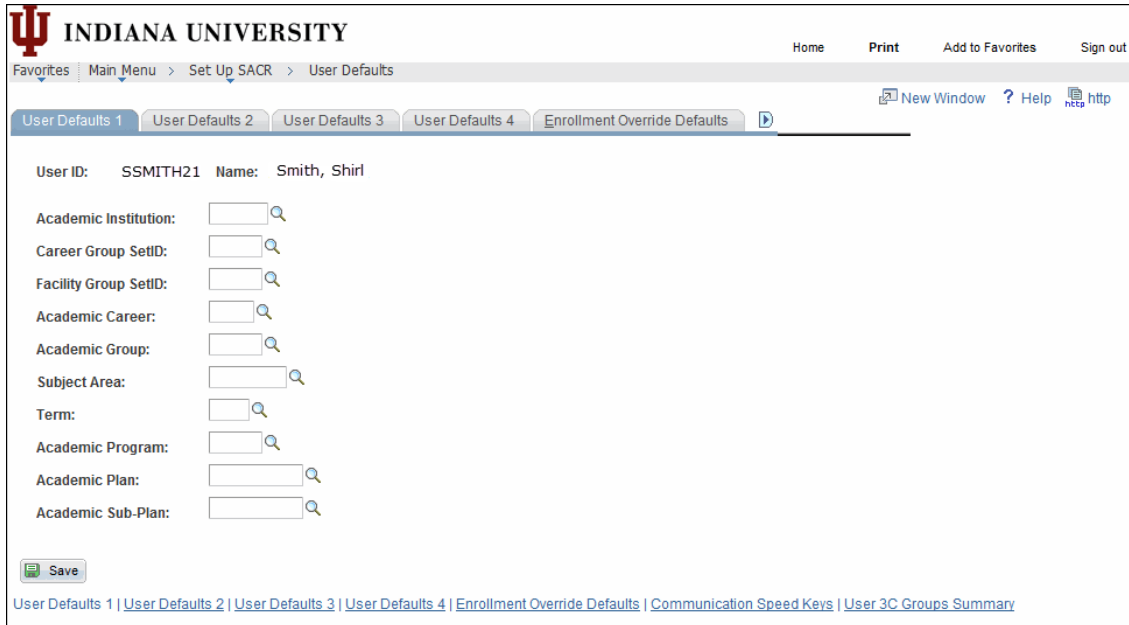
## Overview

One of the tools available to you in the SIS is the ability to set defaults. If you normally enter data for the same Institution, Career, Program, etc. it would save you time if you did not have to enter that information for each new record. The same is true when you are searching for information. Your account in the SIS can be setup so that whenever you encounter one of the default fields you will not have to enter the information unless you want to override the default.

## Steps

### Entering the Default Settings

1. Navigate to: **Set Up SACR > User Defaults**



The screenshot shows the 'User Defaults' page in the Indiana University SIS. The page header includes the IU logo and 'INDIANA UNIVERSITY'. Navigation links include 'Home', 'Print', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Main Menu > Set Up SACR > User Defaults'. There are five tabs: 'User Defaults 1', 'User Defaults 2', 'User Defaults 3', 'User Defaults 4', and 'Enrollment Override Defaults'. The current user is 'SSMITH21' with the name 'Smith, Shirl'. The form contains the following fields, each with a search icon:

- Academic Institution:
- Career Group SetID:
- Facility Group SetID:
- Academic Career:
- Academic Group:
- Subject Area:
- Term:
- Academic Program:
- Academic Plan:
- Academic Sub-Plan:

A 'Save' button is located at the bottom left of the form. At the bottom of the page, there are links for 'User Defaults 1' through 'User Defaults 4', 'Enrollment Override Defaults', 'Communication Speed Keys', and 'User 3C Groups Summary'.

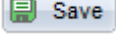
2. Any field where the value is nearly always the same could be set as a default. Click on the **Academic Institution** field and enter your institution code. When you tab out of the **Academic Institution** field, the **Career Group** and **Facility Group SetID** fields will also be populated.
3. Tab to **Academic Career**, enter the career code and tab out of the field.

# Set User Defaults

The screenshot shows the 'Set User Defaults' page for user SSMITH21 (Smith, Shir). The form includes the following fields and their current values:

User ID:	SSMITH21	Name:	Smith, Shir
Academic Institution:	IUINA		IUPUI
Career Group SetID:	IUINA		IUPUI - Indianapolis
Facility Group SetID:	IUINA		IUPUI - Indianapolis
Academic Career:	UGRD		Undergraduate
Academic Group:			
Subject Area:			
Term:			
Academic Program:			
Academic Plan:			
Academic Sub-Plan:			

A 'Save' button is located at the bottom left of the form. The breadcrumb trail at the top reads: Favorites | Main Menu > Set Up SACR > User Defaults.

4. Enter any other defaults that are appropriate then click  .

## Using User Defaults


The fields where defaults have been set will now be automatically populated with the default. As an example, we'll look at the enrollment request page.

1. Navigate to: **Records and Enrollment > Enroll Students > Enrollment Request.**

The screenshot shows the 'Enrollment Request' page. The breadcrumb trail at the top reads: Favorites | Main Menu > Records and Enrollment > Enroll Students > Enrollment Request. The form includes the following fields and their current values:

ID:	
Academic Career:	UGRD
Academic Institution:	IUINA
Term:	

An 'Add' button is located below the form. The breadcrumb trail at the bottom reads: Find an Existing Value | Add a New Value.

2. Notice that the career and institution are already populated.
3. You can override a default by either clicking on the field and typing over it or by using the lookup button .