USER DEFAULTS

User defaults allow users to set default values for certain types of data that are entered on a regular basis.

- User defaults do not clear automatically when the system is exited or the computer is shut off.
- User defaults can be turned on and off or reset as often as the user wishes by returning to the User Default pages.
- The defaults will apply to the specific User ID of the person who set them, not the terminal they were set on.
- User defaults can be overwritten during the data entry process.

Care is needed when using defaults. They should not reduce your attention to detail. All fields on the entry pages should be checked carefully against the student’s data whether a field is set as a default or not.

Setting User Defaults

Click on the following navigation to get to the User Defaults pages: Main Menu>Set Up SACR>User Defaults
Academic Institution, Career Group SetID, and Facility Group SetID should all be set to UKANS, University of Kansas.

Clicking on the magnifying glass, or entering Alt + 5, will give you a search window of valid values for a prompt table field.
Go to the User Defaults 2 page by clicking on the page tab along the top or clicking on the page link at the bottom of the page.

**User Defaults 2 Page**

- **SetID** should be set to **UKANS**.
- **Institution Set** should be set to **UKANS**.
Go to the User Defaults 4 page by clicking on the page tab along the top or clicking on the page link at the bottom of the page.

**User Defaults 4 Page**

- Be sure that there’s a checkmark in the Carry ID checkbox.
- Then click on the Save button.

**User Defaults Summary**

The defaults selected are personalized by operator to aid in data entry. However, they do not eliminate the need for care in data entry and should only be used for frequently entered values.