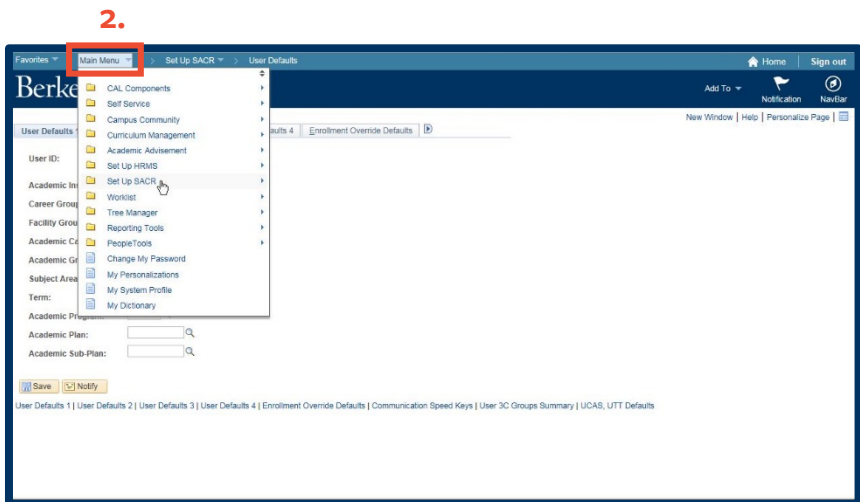


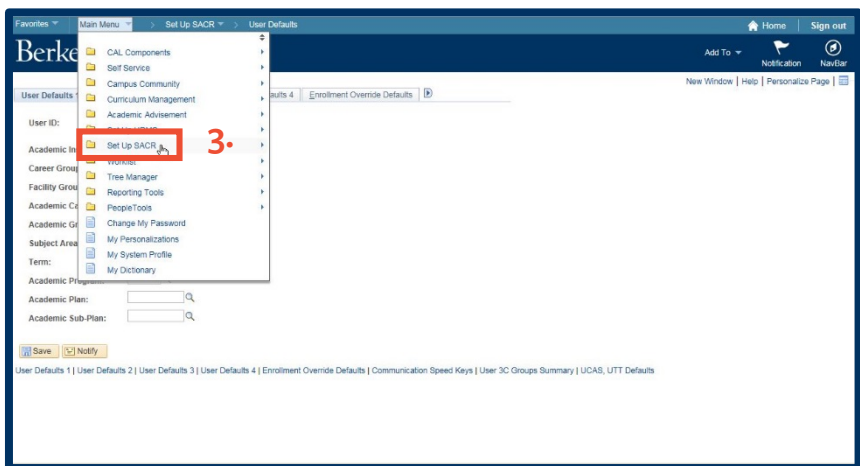
Setting a SACR Default

Prior to carrying out tasks in *Campus Solutions*, you might want to set default attributes for fields in which values will generally be the same, regardless of task. For example, you might find it useful to set defaults for **Academic Institution, Academic Career, Subject Area, or Academic Program**. Setting a Student Administration and Contributor Relations (**SACR**)-level default allows you to pre-populate certain fields with commonly used values.

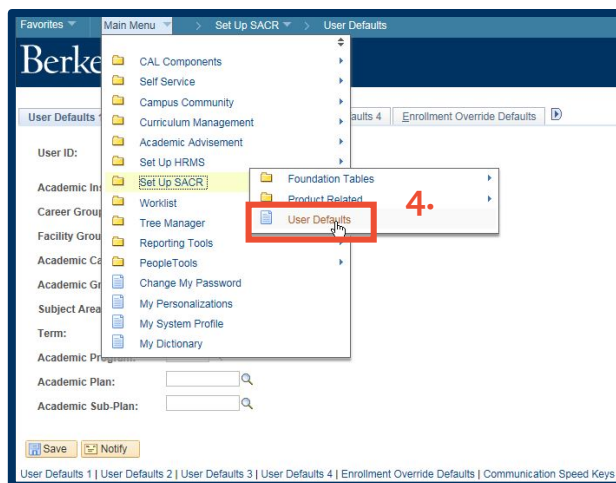
1. Log into *Campus Solutions* using your **CalNet ID** and **passphrase**.
2. Click the **Main Menu** link.



3. Click **Set up SACR**.

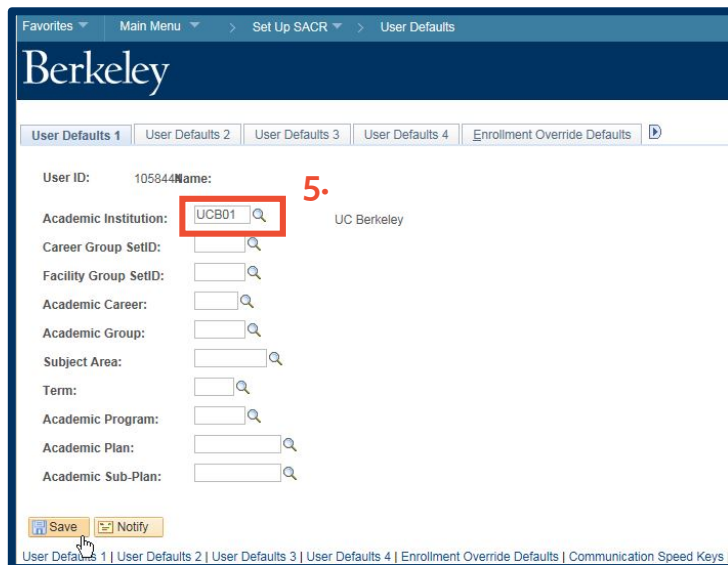


- Click the **User Defaults** link.



The first tab you will encounter, **User Defaults 1**, contains fields for which *Campus Solutions* users with various functions might want to set defaults.

- In the **User Defaults 1** tab, using the **Academic Institution Lookup** button (magnifying glass icon), select “UCB01” from the **Lookup** list.



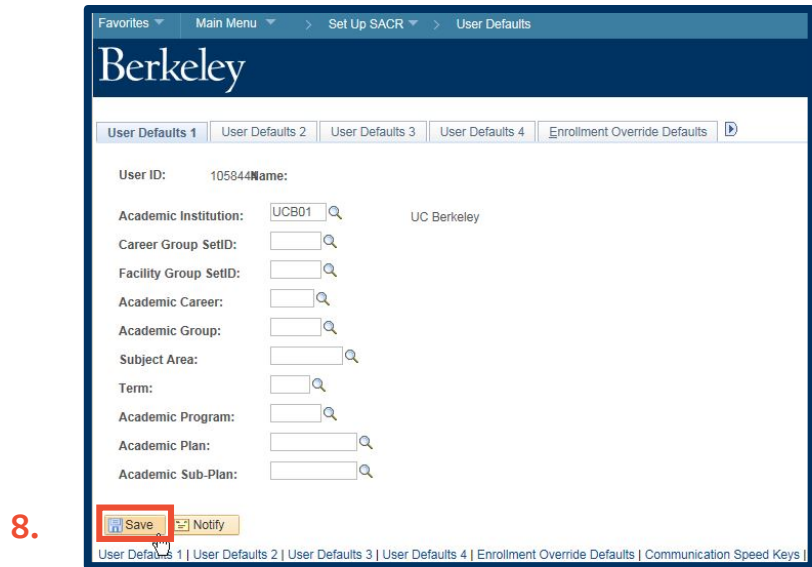
- Repeat the same process for the **Career Group SetID** and the **Facility Group SetID** fields.

The screenshot shows the 'User Defaults' configuration page in the Berkeley Student Information Systems. The page has a navigation bar with 'Favorites', 'Main Menu', 'Set Up SACR', and 'User Defaults'. Below the navigation bar is the Berkeley logo. The main content area is titled 'User Defaults 1' and contains a form for configuring user defaults. The form includes fields for 'User ID' (105844), 'Name', 'Academic Institution' (UCB01), 'Career Group SetID', 'Facility Group SetID', 'Academic Career', 'Academic Group', 'Subject Area', 'Term', 'Academic Program', 'Academic Plan', and 'Academic Sub-Plan'. The 'Academic Institution' field is highlighted with a red box, and a red number '6.' is placed to its right. The 'Career Group SetID' and 'Facility Group SetID' fields are also highlighted with a red box. At the bottom of the form are 'Save' and 'Notify' buttons.

- Configure additional defaults—such as **Academic Career**, **Academic Group**, **Subject Area**, and **Academic Program**—in the event that you use the same value for a field all or most of the time.

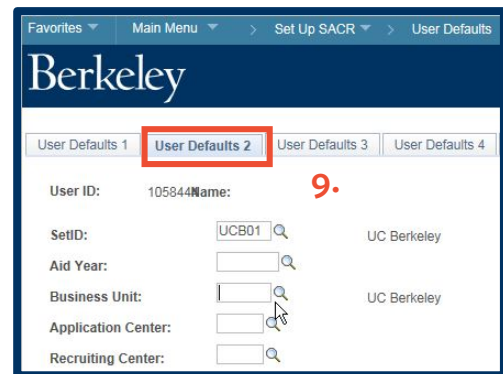
NOTE: While carrying out tasks in *Campus Solutions*, you can always override defaults by selecting other values from **Lookup** (🔍) lists.

8. Click the **Save** button.

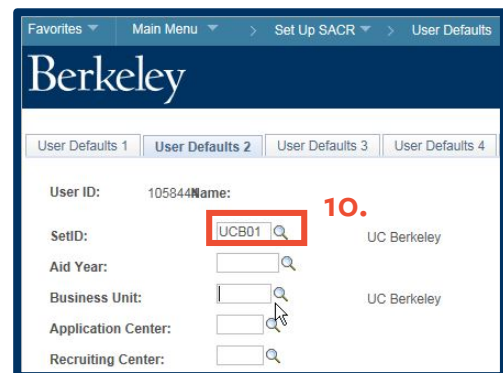


The remainder of the **User Defaults** tabs contain settings that are specifically appropriate for Student Financials, Student Records, Academic Advising, or Financial Aid functions. Set your defaults to meet your functional needs.

9. Click the **User Defaults 2** tab.



10. Enter “**UCB01**” in the **SetID** field or select it from the **Lookup** list (🔍).



- 11. Set the **Business Unit** to “UCBo1”.

Navigation: Favorites, Main Menu, Set Up SACR, User Defaults

Berkeley

User Defaults 1 | **User Defaults 2** | User Defaults 3 | User Defaults 4

User ID: 105844 Name:

SetID: UCB01 UC Berkeley

Aid Year:

11. Business Unit: UCB01 UC Berkeley

Application Center:

- 12. Set the **Campus** field to “BERK”.

Navigation: Favorites, Main Menu, Set Up SACR, User Defaults

Berkeley

User Defaults 1 | **User Defaults 2** | User Defaults 3 | User Defaults 4 | Error

User ID: 105844 Name:

SetID: UCB01 UC Berkeley

Aid Year:

Business Unit: UCB01 UC Berkeley

Application Center:

Recruiting Center:

Cashier's Office:

Department:

Admit Type:

12. Campus: BERK UC Berkeley Main Campus

Institution Set:

Save Notify

- Click the **Save** button in the **User Defaults 2** dialog window.

13.

- Set other defaults as appropriate in **User Defaults 3** and **User Defaults 4** dialog windows.

14.

User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Enrollment Override Defaults

User ID: 1058444 **14.**

Carry ID

Output Destination: ▾

Transcript Type: 🔍

Flexible Transcript Type: 🔍

Advisement Report Type: 🔍

SEVIS Default

School Code: 🔍

Program Number: 🔍

Printer Name: [Explain](#)

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults | Communicatio

15. Click the Save button.

User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Enrollment Override Defaults

User ID: 1058444

Carry ID

Output Destination: ▾

Transcript Type: 🔍

Flexible Transcript Type: 🔍

Advisement Report Type: 🔍

SEVIS Default

School Code: 🔍

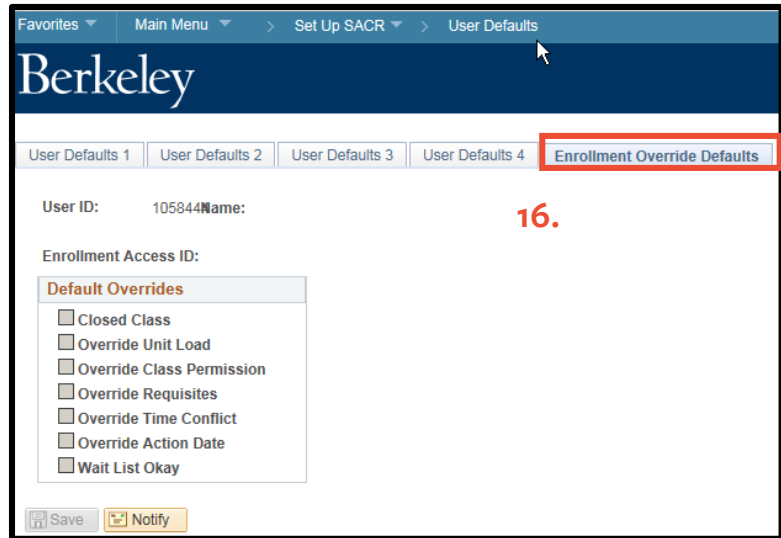
Program Number: 🔍

Printer Name: [Explain](#)

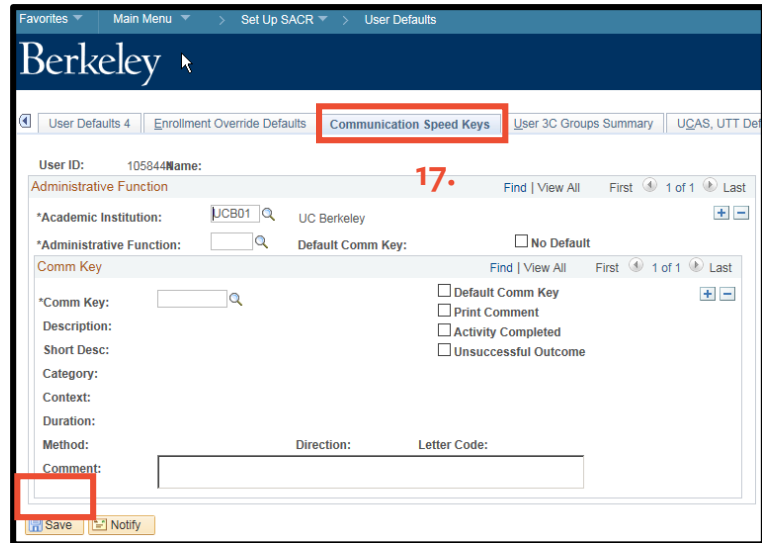
15.

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults | Communicatio

- The **Enrollment Override Defaults** tab is set to “**View Only**”, so you cannot set defaults on this tab.



- Communication Speedkey** defaults are needed only if you are going to be running the delivered CommGen processes. Set the defaults as warranted.



18.

- Click the **Save** button when you are finished setting defaults on the various tabs.