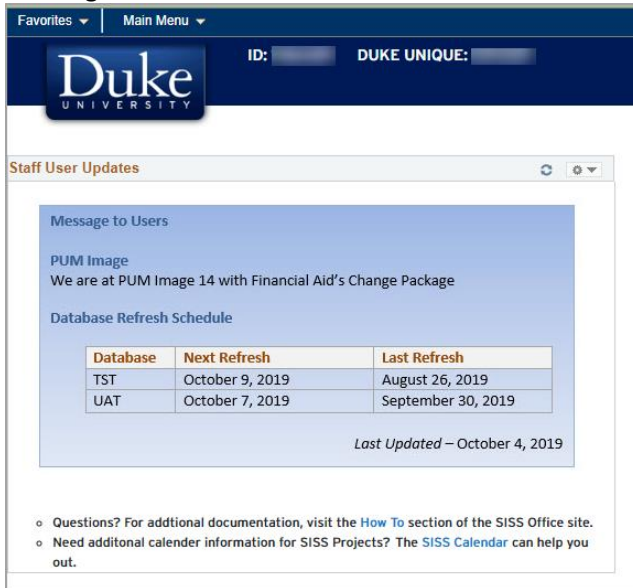


User Defaults are used throughout DukeHub/PeopleSoft to place pre-selected values into specific fields. Institution, Career, Aid Year, and Term are all fields that are commonly populated with User Default values. Since the values in the User Default pages refer to Term and Year values, it is likely you will need to update these values often.

To update your User Defaults –

1. Starting from the Main Menu



2. Navigate to User Defaults.



3. *User Defaults* has multiple pages which can be updated. Below are examples of how these pages are commonly configured.
 - a. *Please note – you will need to use the values most appropriate for your needs.*

User Defaults 1 – Common values include Institution, Career and Term.

Favorites ▾ Main Menu ▾ Campus Solutions Content ▾ Set Up SACR ▾ User Defaults
 ID: DUKE UNIQUE: Search

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

User ID: [Redacted] Name: [Redacted]

Academic Institution: Duke University
 Career Group SetID:
 Facility Group SetID:
 Academic Career: Graduate
 Academic Group:
 Subject Area:
 Term: 2019 Fall Term
 Academic Program:
 Academic Plan:
 Academic Sub-Plan:

[User Defaults 1](#) | [User Defaults 2](#) | [User Defaults 3](#) | [User Defaults 4](#) | [Enrollment Override Defaults](#) | [Communication Speed Keys](#) | [User 3C Groups Summary](#) | [UCAS, UTT Defaults](#) | [User Default Attributes](#)

User Defaults 2 – Common values include SetID, Aid Year, Business Unit, Campus and Institution Set.

Favorites ▾ Main Menu ▾ Campus Solutions Content ▾ Set Up SACR ▾ User Defaults
 ID: DUKE UNIQUE: Search

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

User ID: [Redacted] Name: [Redacted]

SetID: Duke University
 Aid Year: Financial Aid Year 2020-2021
 Business Unit: Duke University
 Application Center:
 Recruiting Center:
 Cashier's Office:
 Department:
 Admit Type:
 Campus: Duke University
 Institution Set: Duke University

Communication Sped Keys – Communication Speed Keys are macros that will populate required fields when you add a Communication. There are Speed Keys for each Administrative Function. You can select a Default Comm Key for each Admin Function.

- Choosing a default will cause all the Speed Key values to populate as soon as the Admin Function is chosen on the Communication Management page. **Red Arrow**
- There are hundreds of Speed Keys. Users can select the **Find** hyperlink to look for a specific letter code. **Green Arrow**

The screenshot shows the 'Communication Speed Keys' interface. At the top, there are navigation tabs: 'Communication Speed Keys', 'User 3C Groups Summary', 'UCAS, UTT Defaults', and 'User Default Attributes'. Below this, there are search filters for 'Academic Institution' (DUKEU) and 'Administrative Function' (ADMA). The 'Communication Key' section shows a table with columns for 'Communication Key', 'Description', 'Short Desc', 'Category', 'Context', 'Duration', 'Method', 'Direction', and 'Letter Code'. The entry 'F-FAP' is selected, and its details are shown below. A red arrow points to the 'Default Comm Key' checkbox, which is checked. A green arrow points to the 'Find' link above the table.

User 3C Groups Summary – This is a summary page that displays which 3C Groups you will be able to see in DukeHub. 3C Group Security is tied to Checklists, Comments and Communications.

The screenshot shows the 'User 3C Groups Summary' interface. It features a table with the following columns: 'Institution', 'Description', 'Inquiry Indicator', 'Update Indicator', and 'Delete Indicator'. The table lists various 3C Groups, with 'Fuq Clinical Info Admiss Staff' highlighted in yellow.

Institution	Description	Inquiry Indicator	Update Indicator	Delete Indicator
Duke University	Bursar Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	Divinity Financial Aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	Fuqua MBA Admissions-Decisions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	Fuqua MBA Admissions Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	FUQ Cross Continent Admissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	Fuq Clinical Info Admiss Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	Fuqua DBA Admissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	Fuqua EMBA Admissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	Fuqua Financial Aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	Fuqua Records Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duke University	Graduate School Admissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>