

## Set User Defaults

Users in the Student Administration areas will find it helpful to set certain fields to default when you are performing a search in PeopleSoft. For instance, you will want to set the **Term** field to always default to the current term.

**Navigation:** Main Menu > Set Up SACR > User Defaults

The screenshot shows a web interface for setting user defaults. At the top, there are five tabs: 'User Defaults 1', 'User Defaults 2', 'User Defaults 3', 'User Defaults 4', and 'Enrollment Override Defaults'. The 'User Defaults 1' tab is selected. Below the tabs, the user information is displayed: 'User ID: KMRANT' and 'Name: Rant, Kim M.'. The form contains several fields with search icons (magnifying glasses): 'Academic Institution' (value: USBNY), 'Career Group SetID', 'Facility Group SetID', 'Academic Career', 'Academic Group', 'Subject Area', 'Term' (value: 1114), 'Academic Program', 'Academic Plan', and 'Academic Sub-Plan'. The text 'SUNY at Stony Brook' is visible next to the 'Academic Institution' field. At the bottom left, there is a 'Save' button with a floppy disk icon.

Click the tabs and set defaults for the fields that pertain to the work that you do in PeopleSoft.

Click **Save**.

If you use the Transcript Request page you will want to set the following two fields to default.

User Defaults 1   User Defaults 2   User Defaults 3   **User Defaults 4**   Enrollm

User ID: SRACADPT

Carry ID

**Output Destination:** Printer

**Transcript Type:** UNOFF Unofficial

Flexible Transcript Type:

Advisement Report Type

**SEVIS Default**

School Code:

Program Number:

Printer Name:

Save

Go to the **User Defaults 4** page and set the **Output Destination** to **Printer** and the **Transcript Type** to the type of transcript that you most frequently run. Click **Save**.