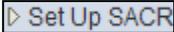
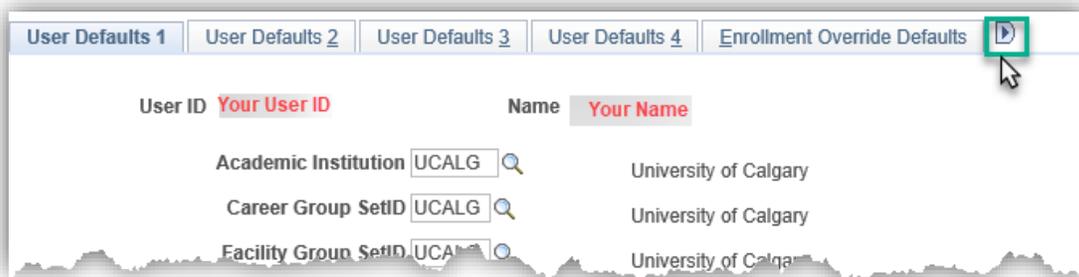


Communication Speed Keys are a quick way to setup predefined communications for a student. Communication Speed Keys must be setup in User Defaults in order to add a communication record to a student file.

1. Click the **Set Up SACR** link.

2. Click the **User Defaults** link.

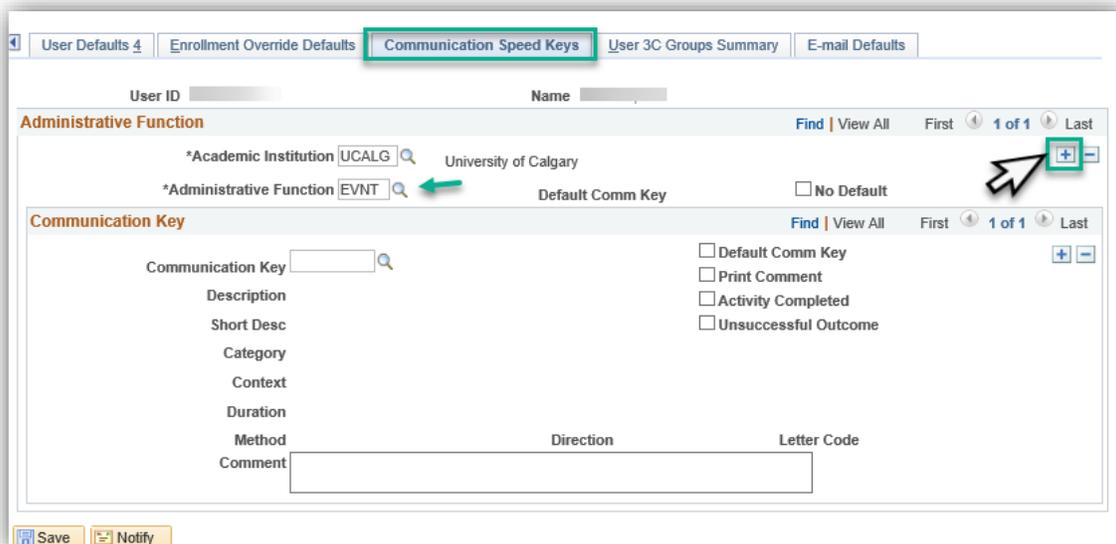
3. Your User ID and name will display. Click the **Show following tabs** button.



The screenshot shows the 'User Defaults' page with several tabs: 'User Defaults 1', 'User Defaults 2', 'User Defaults 3', 'User Defaults 4', and 'Enrollment Override Defaults'. A red box highlights the 'Show following tabs' button on the right. Below the tabs, the user's 'User ID' and 'Name' are displayed as 'Your User ID' and 'Your Name'. There are also dropdown menus for 'Academic Institution', 'Career Group SetID', and 'Facility Group SetID', all set to 'UCALG' and 'University of Calgary'.

4. Click the **Communication Speed Keys** tab.

5. By default, the Administrative Function will be set to **EVNT**. To add another Communication Speed Key Function, click on the "+" plus sign at the end of the top row. Click the **Add a new row** button.



The screenshot shows the 'Communication Speed Keys' page. The 'Communication Speed Keys' tab is highlighted with a red box. Below the tabs, the user's 'User ID' and 'Name' are displayed. The 'Administrative Function' section is visible, with a red box around the '+ -' button at the end of the top row. A green arrow points to the 'Administrative Function' dropdown menu, which is set to 'EVNT'. Below this, the 'Communication Key' section is visible, with a search box and several checkboxes: 'Default Comm Key', 'Print Comment', 'Activity Completed', and 'Unsuccessful Outcome'. At the bottom, there are 'Save' and 'Notify' buttons.

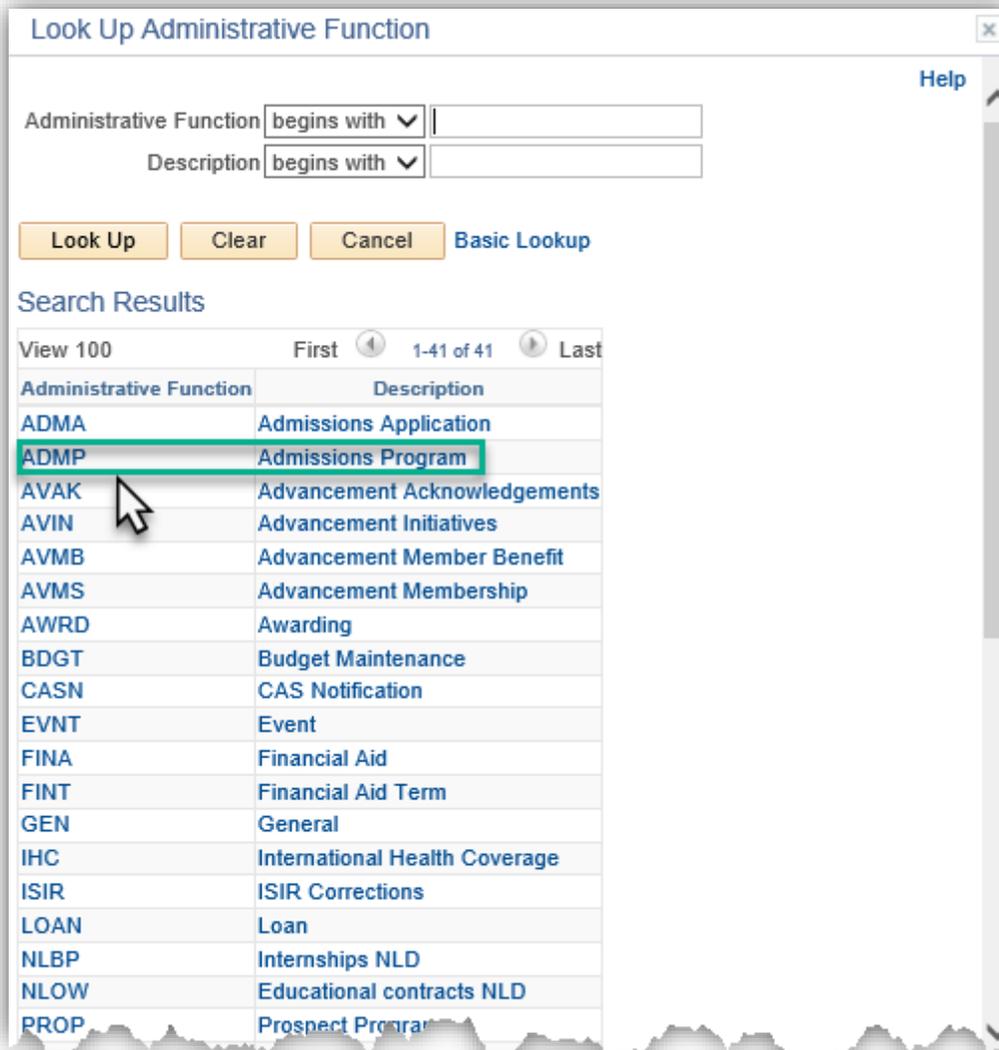
Setting Up Communication

Speed Keys

SA – Student Administration Basics

- Note that the Administrative Function number will change and the Administrative Function will clear. Click the **Look up Administrative Function** button.

- A list of pre-defined Administrative Functions will appear. For example, select ADMP for Admissions Program. Click the **ADMP** link.



Look Up Administrative Function

Administrative Function begins with

Description begins with

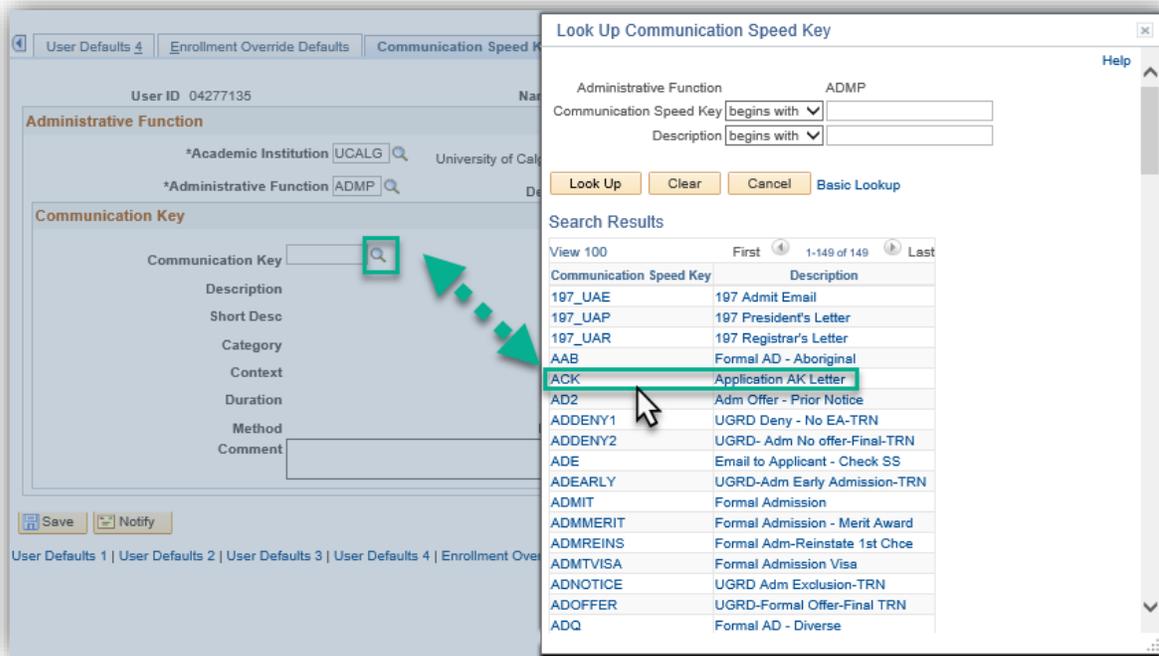
Look Up Clear Cancel Basic Lookup

Search Results

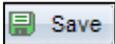
View 100 First 1-41 of 41 Last

Administrative Function	Description
ADMA	Admissions Application
ADMP	Admissions Program
AVAK	Advancement Acknowledgements
AVIN	Advancement Initiatives
AVMB	Advancement Member Benefit
AVMS	Advancement Membership
AWRD	Awarding
BDGT	Budget Maintenance
CASN	CAS Notification
EVNT	Event
FINA	Financial Aid
FINT	Financial Aid Term
GEN	General
IHC	International Health Coverage
ISIR	ISIR Corrections
LOAN	Loan
NLBP	Internships NLD
NLOW	Educational contracts NLD
PROP	Prospect Program

- Select the corresponding Comm Key. Click the **Look up Comm Key** button. A list of pre-defined Communication Speed Keys will display. These are based on the Administrative Function selected (e.g. ADMP for Admissions Program). For example, select ACK Application AK Letter. Click the **ACK** link.



- Several Communication Speed Keys can be setup at one time. Once they are setup, click Save to save the speed keys. To remove a speed key, click on the minus sign "-" at the end of the line. Click the **Save** button.



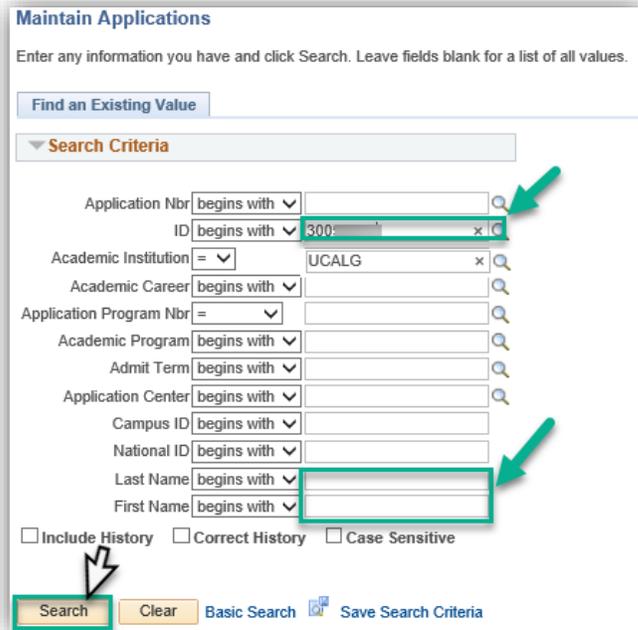
The next part of this lesson will explain how to use the Communication Speed Keys setup in Set Up SACR.

- Click the **Student Admissions** link.
[Student Admissions](#)
- Click the **Application Maintenance** link.
[Application Maintenance](#)
- Click the **Maintain Applications** link.
[Maintain Applications](#)

Setting Up Communication Speed Keys

SA – Student Administration Basics

4. Enter any Search Criteria:
 - ID Number
 - Last Name/First Name and press **Enter** or **Search**.



Maintain Applications
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Application Nbr begins with []

ID begins with [300] x

Academic Institution = [UCALG] x

Academic Career begins with []

Application Program Nbr = []

Academic Program begins with []

Admit Term begins with []

Application Center begins with []

Campus ID begins with []

National ID begins with []

Last Name begins with []

First Name begins with []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

5. Any application(s) will display in the grid below. Click the **Desired Application** link.



Search Results

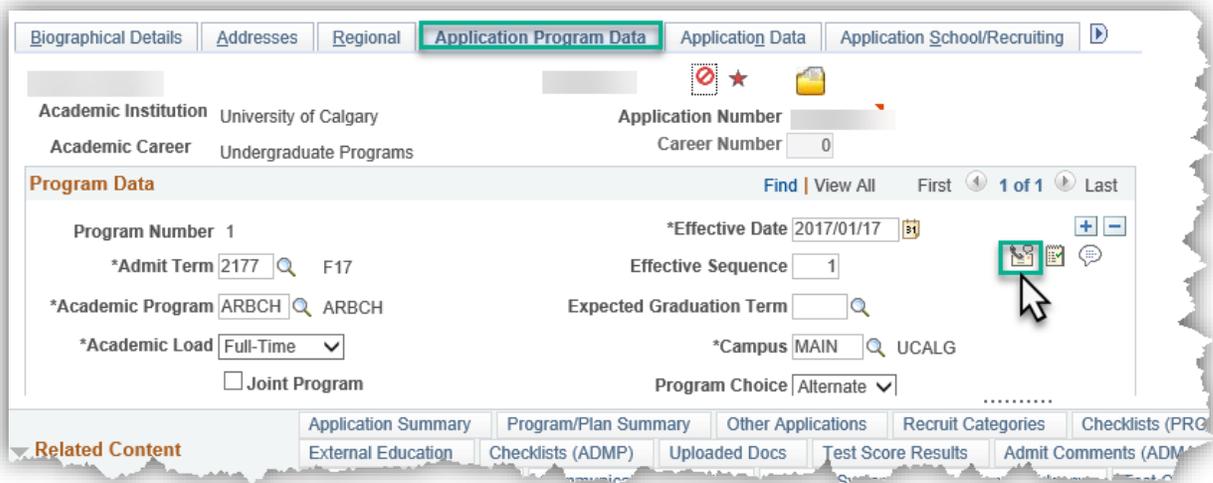
View All

Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name
30	JCALG	UGRD	1	ARBCH	2177	UGRD				(blank)	(blank)	CAN	SIN					
30	JCALG	UGRD	0	ARBCH	2177	UGRD				(blank)	(blank)	CAN	SIN					

6. The Biographical Details component will display. Click the **Application Program Data** tab.

Application Program Data

7. Regardless of what component/page you are on, if the Communications Icon appears, Communication Speed Keys can be used. The Communications Icon appears on many components, for this example we have navigated from Student Admissions. Click the **Add a New Communication** icon.

Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application School/Recruiting

Academic Institution University of Calgary | Application Number [redacted] | Star icon | Folder icon

Academic Career Undergraduate Programs | Career Number 0

Program Data Find | View All First 1 of 1 Last

Program Number 1 | *Effective Date 2017/01/17 | + | -

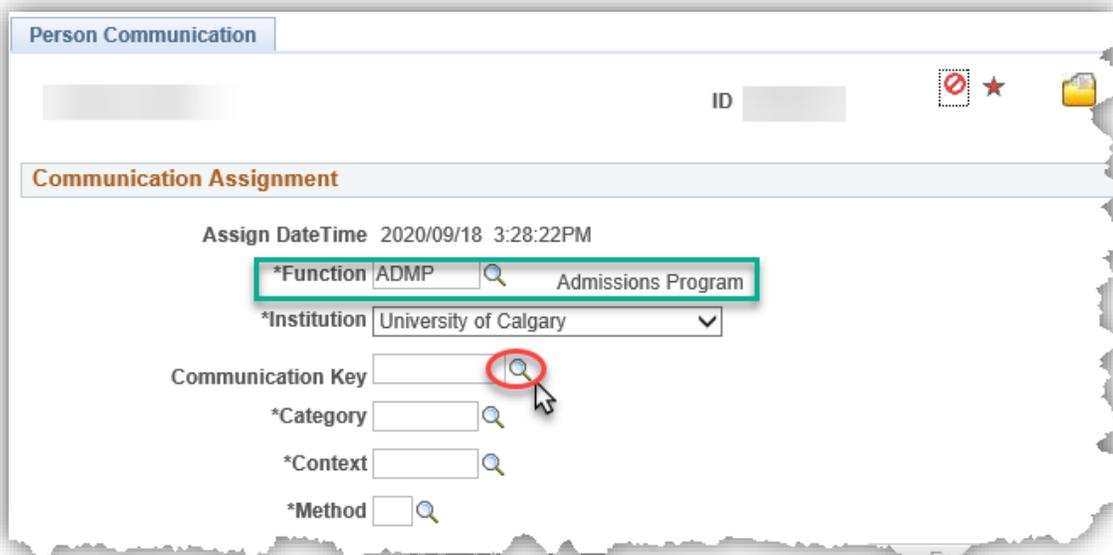
*Admit Term 2177 F17 | Effective Sequence 1

*Academic Program ARBCH ARBCH | Expected Graduation Term []

*Academic Load Full-Time | *Campus MAIN UCALG | Program Choice Alternate

Related Content: Application Summary, Program/Plan Summary, Other Applications, Recruit Categories, Checklists (PRO), External Education, Checklists (ADMP), Uploaded Docs, Test Score Results, Admit Comments (ADM)

8. Note the Function field is defaulted to ADMP Admissions Program. Click the **Look up Comm Key** button.



Person Communication ID [redacted] | Star icon | Folder icon

Communication Assignment

Assign DateTime 2020/09/18 3:28:22PM

*Function ADMP Admissions Program

*Institution University of Calgary

Communication Key [] **Look up Comm Key**

*Category []

*Context []

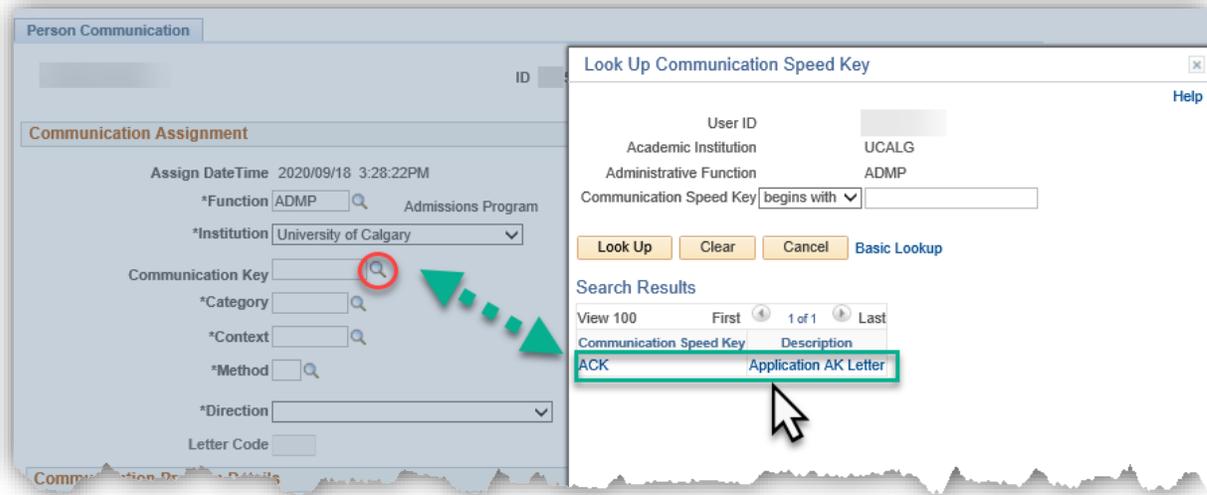
*Method []

Setting Up Communication Speed Keys

SA – Student Administration Basics

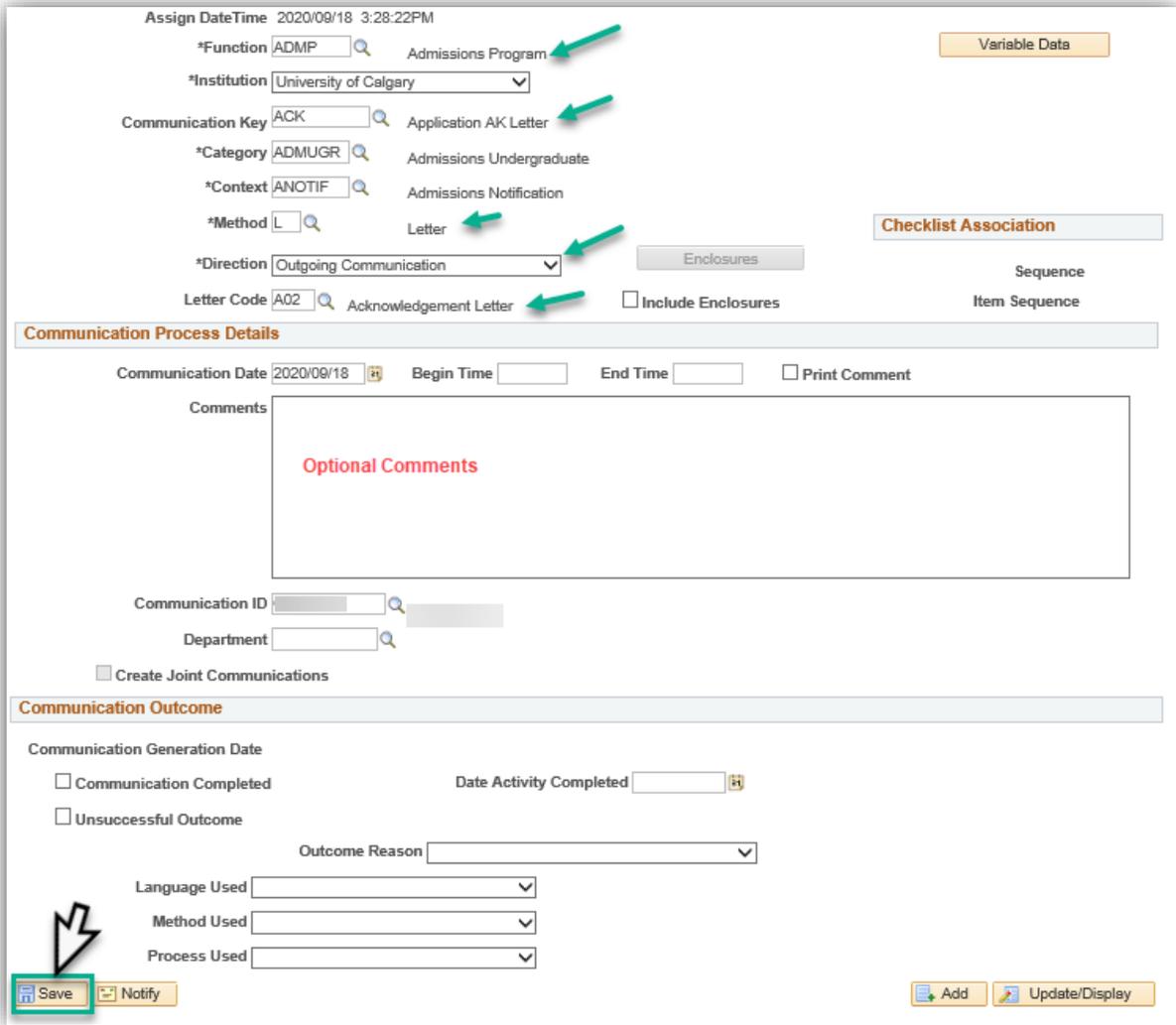


- Your User ID will appear and the Communication Speed Key will appear based on what was setup in Set Up SACR. (e.g. ACK Application AK Letter). Click the **ACK** link.



The Communication Speed Key will auto populate fields with predefined information. When not using Communication Speed Keys these fields would have to be manually entered. Using the Communication Speed Key feature can be time saving.

10. The lower portion of the component/page will allow comments to be entered (if necessary). Additional fields can be manually completed if required. Communication ID will display your ID number and name. When completed press the Save button. Click the **Save** button.



Assign DateTime: 2020/09/18 3:28:22PM

*Function: Admissions Program

*Institution:

Communication Key: Application AK Letter

*Category: Admissions Undergraduate

*Context: Admissions Notification

*Method: Letter

*Direction:

Letter Code: Acknowledgement Letter

Variable Data

Checklist Association

Enclosures

Sequence

Item Sequence

Communication Process Details

Communication Date: Begin Time: End Time: Print Comment

Comments

Optional Comments

Communication ID:

Department:

Create Joint Communications

Communication Outcome

Communication Generation Date

Communication Completed Date Activity Completed:

Unsuccessful Outcome

Outcome Reason:

Language Used:

Method Used:

Process Used:

Save Notify

Add Update/Display

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.