Setting Communication Speed Key

Trigger:

Concept

Communication speed keys enable you to create shortcuts for specifying common communication data. Users can select from base default communication keys or modify them. Users can also set up their own communication keys in addition to the base communication keys.

Field(s) | Comments
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Output - Results | Comments
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Additional Information
## Procedure

**User Defaults**
Define user defaults.
Home>Set Up SACR>User Defaults

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Show following tabs</strong> button.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Communication Speed Keys</strong> tab.</td>
</tr>
</tbody>
</table>
### Step | Action
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3. | To add additional speed keys, click the **Add a new row at row 1 (Alt+7)** button.
4. | If "COLUM" does not default in the **Academic Institution**, enter COLUM in the field.
5. | Select the administrative function to which you want to assign the communication key.
   
   Enter the administrative function into the **Administrative Function** field.
   
   Enter "ADMA".
6. | The **Default Comm Key** field displays the communication key that you select as the default for the administrative function.
7. | If you do not want to specify a default communication key for an administrative function, either select this check box or do not select a default communication key in the Comm Key (communication key) scroll area. The Default Comm Key field remains blank.
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| 8.   | Select the comm key that you want to use as a default for the administrative function. After you enter a value in this field, the Category, Context, Method and other comm key values appear.  

**NOTE:** You can define only one default communication key for each administrative function. You can set multiple communication keys (or comm keys) by adding rows in the Comm Key scroll area.  

Enter the desired communication key into the *Comm Key* field. Enter "A00". |
| 10.  | Select this check box to set this comm key as the default for the administrative function. Click the Default Comm Key option. |
| 11.  | **Print Comment**  
Select to have the system set the Print Comment flag to True by default for communications using this comm key.  

**Activity Completed**  
Select to have the system set Activity Completed flag to True by default for communications using this comm key.  

**Unsuccessful Outcome**  
Select to have the system set the Unsuccessful Outcome flag to True by default for communications using this comm key. |
| 12.  | You can enter a comment that will be entered in the comment field when the communication speed key is used. |
| 13.  | Click the Save button. |
| 14.  | You have successfully set your communication speed keys. **End of Procedure.** |