

# STATE OF NORTH DAKOTA

**CAMPUS COMMUNITY  
SPEED KEY SET UP  
TRAINING MANUAL**

**VERSION 8.0**

# Disclaimer

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Written by MAXIMUS-ERP Solutions Group, May 2004.

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# SPEED KEY SET UP

## OVERVIEW

Comm Keys enable you to create a shorthand method of specifying common communication data. With the five controls in place—standard letter codes, communication methods, communication directions, communication contexts, and communication categories—you can set up Comm Keys to combine these controls with a number of defaults into one shortcut page control.

**NOTE:** Before a user can use the communication speed keys, the communication speed key codes must be **assigned** to the individual.

## OBJECTIVES

After completing this section, you will be able to:

1. View Comm Keys
2. Add new Comm Keys
3. Edit Comm Keys
4. Delete Comm Keys

## WALKTHROUGH – DEFINING COMMUNICATION SPEED KEYS

1. **Navigation:** Home> Build Community> Communications> Setup> Communication Speed Key Table
2. The **Communication Speed Key Table, Find an Existing Value** page is displayed.

**Communication Speed Key Table**

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**Find an Existing Value**

Academic Institution:

Administrative Function:

[Basic Search](#)

[Add a New Value](#)

3. **Find an Existing Value**
  - a. Enter an existing value or click .
  - b. A list of values that meet your search criteria will be displayed.
  - c. Click on the ID that you wish to process.
4. **OR** select [Add a New Value](#).

**Communication Speed Key Table**

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**Add a New Value**

Academic Institution:

Administrative Function:

[Find an Existing Value](#)

5. Click **Academic Institution** . Each of the 11 institutions will be set up as its own Academic Institution.

### Lookup Academic Institution

Academic Institution:

Description:

Short Description:

[Basic Lookup](#)

### Search Results

View All First ◀ 1-11 of 11 ▶ Last

Academic Institution	Description	Short Description
<a href="#">BSC01</a>	<a href="#">Bismarck State College</a>	<a href="#">BSC01</a>
<a href="#">DSU01</a>	<a href="#">Dickinson State University</a>	<a href="#">DSU01</a>
<a href="#">LRSC1</a>	<a href="#">Lake Region State College</a>	<a href="#">LRSC1</a>
<a href="#">MASU1</a>	<a href="#">Mawville State University</a>	<a href="#">MASU1</a>
<a href="#">MISU1</a>	<a href="#">Minot State University</a>	<a href="#">MISU1</a>
<a href="#">MISUB</a>	<a href="#">Minot State Univ-Bottineau</a>	<a href="#">MISUB</a>
<a href="#">NDSCS</a>	<a href="#">N.Dakota State College Science</a>	<a href="#">NDSCS</a>
<a href="#">NDSU1</a>	<a href="#">North Dakota State University</a>	<a href="#">NDSU1</a>
<a href="#">UND01</a>	<a href="#">University of North Dakota</a>	<a href="#">UND</a>
<a href="#">VCSU1</a>	<a href="#">Valley City State University</a>	<a href="#">VCSU1</a>
<a href="#">WSC01</a>	<a href="#">Williston State College</a>	<a href="#">WSC01</a>

6. Select an **Academic Institution**. Once an Academic Institution is selected the system returns to the Finding an Existing Value page. This will allow you to search for an Administrative Function.

### Communication Speed Key Table

### Find an Existing Value

Academic Institution:

Administrative Function:

[Basic Search](#)

[Add a New Value](#)

7. Click Administrative Function .
8. The following screen will be displayed.

**Lookup Administrative Function**

Administrative Function:

Description:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

9. Click [Lookup](#).
10. A list of Administrative Functions will be displayed.

**Lookup Administrative Function**

Administrative Function:

Description:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**

View All First ◀ 1-30 of 30 ▶ Last

Administrative Function	Description
<a href="#">ADMA</a>	<a href="#">Admissions Application</a>
<a href="#">ADMP</a>	<a href="#">Admissions Program</a>
<a href="#">AVAK</a>	<a href="#">Advancement Acknowledgements</a>
<a href="#">AVIN</a>	<a href="#">Advancement Initiatives</a>

11. Select an **Administrative Function**. Once an Administrative Function is selected the system returns to the Finding an Existing Value page.

**Communication Speed Key Table**

**Find an Existing Value**

Academic Institution:

Administrative Function:

[Search](#) [Clear](#) [Basic Search](#)

[Add a New Value](#)

12. Click [Search](#).
13. The Communication Speed Key Table is displayed.

**Communication Speed Keys**

**Institution:** MASU1 Mayville State University  
**Function:** ADMA Admissions Application

**Comm Key Detail** View All First 1 of 47 Last

\*Comm Key: ACKMISLT  Print Comment + -

\*Description: APGU App Ack Miss Info  Activity Completed

Short Desc: AppAckMiss  Unsuccessful Outcome

\*Category: ADUAPP UGRD Admissions Applicatn

\*Context: ACKMIS APGU App Ack Miss Info

Duration:

\*Method: L Letter Direction: OUT Letter Code: YGI

Comments:

Save Return to Search Add Update/Display

## VIEW A COMM KEY

1. Entries may be viewed by selecting the option to **View All** or to page through the entries. **View All** First 1 of 47 Last

## ADD A NEW COMM KEY

1. To add a new Comm Key for the Institution and Function previously selected, press **+**.
2. A blank Communication Speed Keys page is displayed.

**Communication Speed Keys**

**Institution:** MASU1 Mayville State University  
**Function:** ADMA Admissions Application

**Comm Key Detail** View All First 2 of 48 Last

\*Comm Key:   Print Comment + -

\*Description:   Activity Completed

Short Desc:   Unsuccessful Outcome

\*Category:

\*Context:

Duration:

\*Method:  Direction:  Letter Code:

Comments:

Save Return to Search Add Update/Display

## COMM KEY DETAIL

3. **Comm Key:** Enter the name of the communication speed key to represent this set of communication elements.
4. **Category:** Select the communication category to associate with this communication speed key.
5. **Context:** Select the communication context to associate with this communication speed key.
6. **Duration:** Enter the average duration, expressed in minutes, for the type of communication you are associating with this communication speed key. (Optional) Duration is usually used to specify the length of time for in-person communications, for example, the duration of a phone call.
7. **Method:** Specify the typical method of the communication you are associating with this communication speed key. The method of *Letter* is required when generating letters. Values for this field are delivered with your system as translate values. Except for the method of *Letter*, you can modify these translate values.
8. **Direction:** Specify the direction of the communication you are associating with this communication speed key. The direction of *Outgoing Communication* is required when generating letters. Values for this field are delivered with your system as translate values. Except for the direction of *Outgoing Communication*, you can modify these translate values.
9. **Letter Code:** Specify the code, from the Standard Letters page, for the communication you are associating with this communication speed key.
10. **Comments:** Enter comments to further describe or identify the communication to associate with this communication speed key.
11. **Print Comment:** Select to include or print the comments on the Comments pages in the communication you are associating with this communication speed key.
12. **Activity Completed:** Select to indicate that the communication speed key should include the status of *Complete*. This option is useful when data for a communication is typically entered after the activity is completed. For example, if the communication is an incoming phone call or an incoming letter, when you report it in the system, the communication is already complete.

13. **Unsuccessful Outcome:** Select to indicate that the communication speed key should include the status of *Unsuccessful*. If you were to hold a phone-a-thon, for example, you might want to record each call to track your success rate. You could create two communication speed keys: one for successful phone calls, and one for unsuccessful phone calls.
14. Click **SAVE** to commit your changes to the database.

## EDIT A COMM KEY

1. Select the Academic Institution and the Administrative Function.
2. The **Communication Speed Keys** page is displayed.

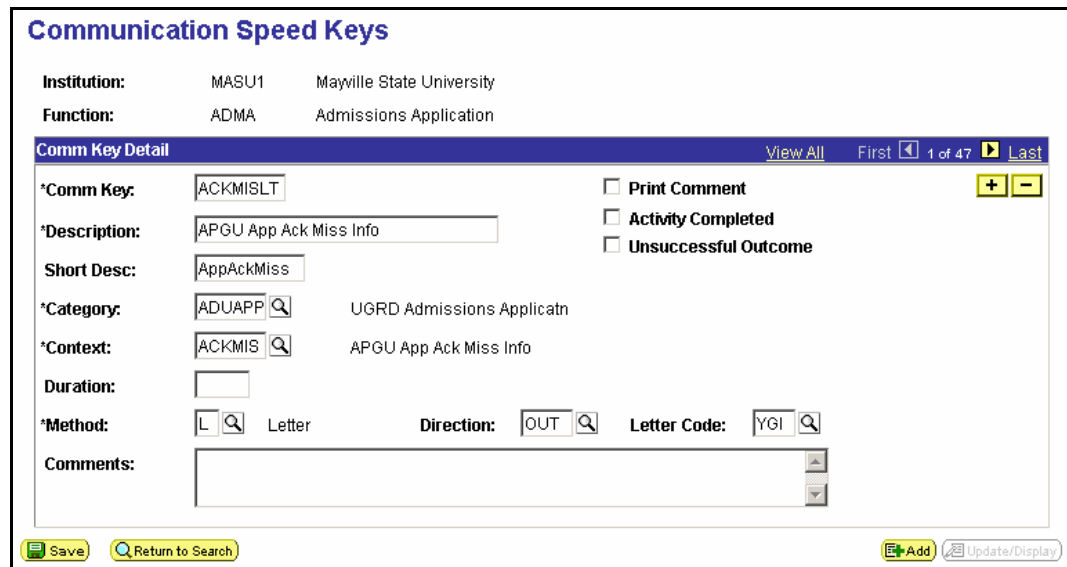
3. Select the Comm Key Detail to be edited. Entries may be viewed by selecting the option to **View All** or to page through the entries.



4. Edit the selected entry by changing the fields necessary.
5. Click **SAVE** to commit your changes to the database.


## DELETE A COMM KEY

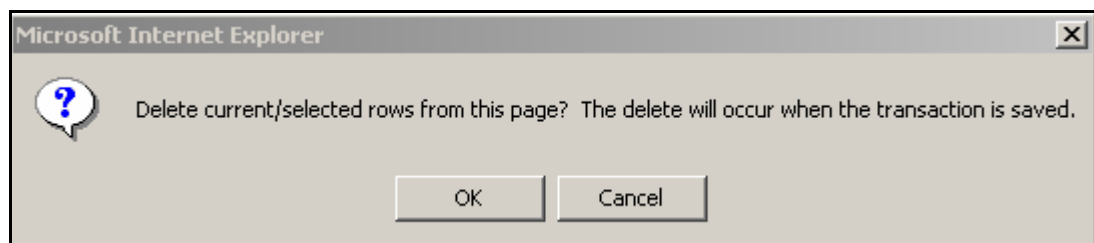
1. Select the Academic Institution and the Administrative Function.
2. The **Communication Speed Keys** page is displayed.



3. Select the Comm Key Detail to be deleted. Entries may be viewed by selecting the option to **View All** or to page through the entries.

**View All** First 1 of 47 Last

4. Click  to delete the entry. A message to confirm the delete is displayed.



5. Click **OK** to confirm the delete.