# SAASUMI: Admission Application Summary Form

## General Information
This form is very similar to the Admission Application [SAAADMS] Form, and provides a summary of all admissions applications for an individual as a list. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

## How to View a Summary List of Each Admissions Application Linked to an Individual in Banner:

<table>
<thead>
<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access the Admissions Application Summary [SAASUMI] Form.</td>
<td>Type SAASUMI into the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
<tr>
<td>2. In the ID key information area, type in the person’s University Identification Number (UIN) you wish to search for.</td>
<td>TIPS &amp; TRICKS: You may search by term in the Term Code key information area if you wish to see a narrowed down your list by term.</td>
</tr>
</tbody>
</table>

Use the Go Button to load the list containing a single person’s admissions application(s).

3. The following information will be displayed on the SAASUMI Form as a list:
   - Entry Term
   - Admission Type
   - Outstanding Requirements (similar to the Checklist Tab on the SAAADMS Form)
   - Status & Status Date
   - Decision & Decision Date
   - Curricula & Field of Study (the information in these 2 categories will change depending on which admissions application you highlight in the top list on the form)

   TIPS & TRICKS: This form has very similar information to the Admission Application [SAAADMS] Form, though lists every application as a summary list instead of an individual record.

   You may also link to this form from the Related Button in the SAAADMS Form.

4. When you have finished reviewing, you may clear your search criteria within the form and search for another individual. Hit on the Start Over button on the toolbar [or choose Tools > Refresh].

5. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.

### Helpful Tips & Tricks:
- Banner retains the search criteria information between each form every time you sign into a session. Be sure to change the search criteria each time as necessary!
- You may link to this form directly from the Admission Application [SAAADMS] Form – simply select SAASUMI from the provided list after clicking the Related Button.
- Curious about how to decipher Term Codes? See the Admission Application [SAAADMS] Form: Helpful Tips & Tricks
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter Ctrl-Alt-Del and click Lock this Computer

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### SAASUMI Sample Screenshot: