




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.

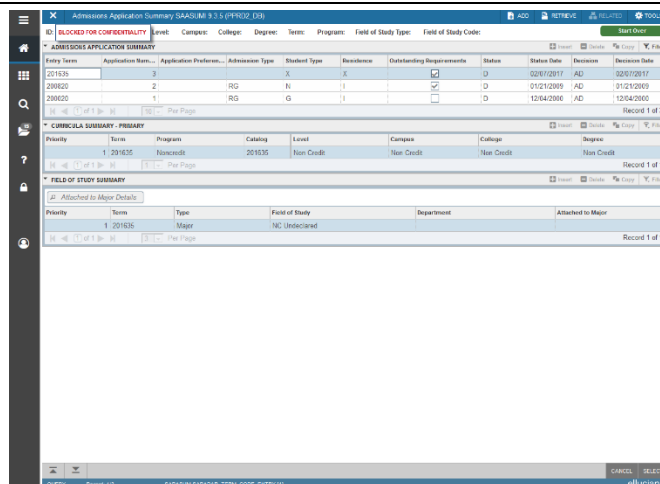
How to View a Summary List of Each Admissions Application Linked to an Individual in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Admissions Application Summary [SAASUMI] Form .	Type SAASUMI into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the ID key information area, type in the person's University Identification Number (UIN) you wish to search for. Use the Go Button to load the list containing a single person's admissions application(s).	TIPS & 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. Go Button or Down Arrow 
3. The following information will be displayed on the SAASUMI Form as a list: <ul style="list-style-type: none"> ➤ 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 Admissions 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].	Start Over Button: 
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.	ODU Home Screen Button: 

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 **Admissions Application [SAAADMS] Form** – simply select **SAASUMI** from the provided list after clicking the **Related Button**.
- ◆ Curious about how to decipher Term Codes? See the **Admissions 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**

SAASUMI Sample Screenshot:



The screenshot displays the SAASUMI application interface. At the top, there is a search bar with the text 'Admissions Application Summary [SAASUMI] 9.3.5 (PREVIEW)'. Below the search bar, there are several summary tables:

- ADMISSIONS APPLICATION SUMMARY:** A table with columns: Entry Term, Application Number, Application Preference, Admission Type, Student Type, Residence, Outstanding Requirements, Status, Status Date, Decision, and Decision Date. It shows three records.
- CURRICULA SUMMARY - PRIMARY:** A table with columns: Priority, Term, Program, Catalog, Level, Campus, College, and Status. It shows one record.
- FIELD OF STUDY SUMMARY:** A table with columns: Priority, Term, Type, Field of Study, Department, and Attached to Major. It shows one record.