

Viewing Summary Application Information Using SAASUMI

Admissions Application Summary Form:

This form is a complete list of all applications entered into Banner for this student, including the status, decision, major and department. Use this form to view the status of an application.

1. Open the Admissions Application Summary form by typing **SAASUMI** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", "Window", and "Help". The browser address bar shows "Admissions Application Summary SAASUMI 7.1 (QUALD0919)". The form displays the following information:

ID: E00008795 Robertson, Kathryn R.

Admissions Application Summary

Term	Application Number	Status	Outstanding Documents	Decision	Student Type
200410	1	D		20	N

Status Date: 08-SEP-2003 Decision Date: 08-SEP-2003

Below the table are several "Status Date:" labels followed by empty input fields.

Decision Field:
The Decision field displays the decision code for the application. Double-click in the field for a list of values and their description.

Status Field:
The Status field shows the current status of the application

- C – Complete
- D – Decision made
- I – Incomplete
- R – Recommendation form generated
- S – Application has been sent out for review
- W – Application has been withdrawn

At the bottom of the form, it says: "Admissions Summary, Press EXIT WITH VALUE to Select or Press EXIT for None. Record: 1/1 ... <OSC>"

2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.
4. Click the **Next Block** icon on the toolbar to populate the form with a summary of all applications for the applicant.
5. Double-click the **Status** field to view a list of status codes. Click the **Cancel** button in the dialog box to return to the Admissions Application Summary form (SAAASUMI).
6. Double-click the **Decision** field to view the decision made on this application. Click the **Cancel** button in the dialog box to return to the Admissions Application Summary form (SAAASUMI).
7. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.