Procedure

Follow these steps to roll prospect information to the Admissions Application Form (SAAADMS).

Step	Action
1	Access the Admissions Application Form (SAAADMS).
2	Enter the student's ID in the **ID** field.
3	Enter a term in the **Term** field.
4	Perform a **Next Block** function. Result: The term defaults in the **Entry Term** field.
5	Select Prospect Information Summary from the **Options** menu. Result: The Prospect Summary Form (SRASUMI) opens.
6	Click the **Select** icon. Note: You can also double-click in the untitled field to return the Prospect record to SAAADMS.
7	Review the prospect record and make any updates or changes as necessary. Note: If necessary, refer back to the *Entering an Applicant* exercise for specific guidelines on how to complete the fields on SAAADMS.
8	Click the **Save** icon. Result: The Communication Plan Change window opens.

IF	THEN
a Recruit Plan exists	click the **Active** indicator to delete this plan.
Pending Mail exists	enter *Y* in the **Delete mail** indicator.

Step	Action
9	Click the **Return** button to return to SAAADMS.
10	Click the **Exit** icon.