

Checklist Procedures (on-line applications only)

Use as part of the LSAP Quickflow or when application materials come in separately. SAAADMS, "Checklist" tab.

Many codes will automatically enter when an on-line application is downloaded. Please refer to the checklist code sheet to see which codes are automatic and manual entry.


For automatic entry:

1. In the **Received Date** field enter the date the specific item was received.
2. (Optional) in the **Item Description** field, enter the description of the item. For example: for college transcripts, enter the name of the college the transcript is from. Or, enter the name of the recommender for the reference letters.

If an automatic code is not applicable, you can do one of the following:

1. Make sure you are in the record of the code you are working with, then:
 - a. Remove the code by going to **Record**, then chose **Remove**
- OR;
- b. Enter the status code NA1 (not applicable)

For manual entry:

1. In the **Admission Request** field, enter the code for the item
2. Enter the date you received the item in the **Received Date** field (if applicable)
3. (Optional) in the **Item Description** field, enter the description of the item. For example: for college transcripts, enter the name of the college the transcript is from. Or, enter the name of the recommender for the reference letters.
4. Click on **Mandatory Indicator** (in order for item to appear on the web)
5. (Optional) Tab to **Status** field to enter the Status code (see Checklist Codes)
6. Press Save  or 