# Step-by-Step instructions on using SAAACKL

**Part 1: How to update/modify an existing item on the Admissions Checklist.**

**Part 2: How to add an item to the Admissions checklist.**

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1) Type **SAAACKL** in the Direct Access field on the Main Menu and hit Enter or select **SAAACKL** from the *Student System Fast Track Menu* under the *Admission Fast Track Menu*.

2) Enter the student's **ID,** and the name will default.

3) Search for the **ID** if you only have the student's name, by clicking on the flashlight . 

   This will bring you to McGill's Person Search Form (**GYASINS**)

   In **GYASINS**, tab to the Last Name filed and enter the search criteria surrounded by percentage marks (eg. Student's last name %Banner% to get a list of all people with the last name Banner).

   Hit F8 or use the *Execute Query* Icon. Select by double clicking on the name, this will bring you back to the calling form (**SAAACKL**).

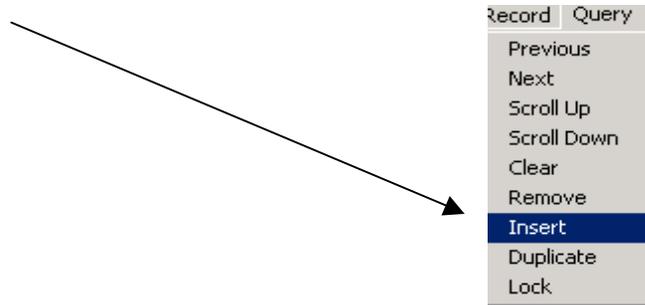4) **TAB** to the Term field and enter the Term in YYYYMM format (e.g. 200209 for the Fall 2002 term).

## PART 1: To modify an existing item in the checklist

1) Click on the **Next Block** icon or use Ctrl-Page Down to view *Admission Applications Summary Block*.

2) Click on the Next Block icon or use Ctrl-Page Down again to access **Application Checklist Block.** (The checklist refers to the application that is viewable in the Admissions Applications Summary Block)

3) Use the scroll bar to access the Request field for the item that you have received.

4) TAB (use your mouse) to the Received field.

5) Double click in the field and a calendar will pop up.

6) Select the date received by pressing on OK. (Date Format: DD-MON-YYYY)

7) Hit **F10** or click on the *Save* icon to save the date chosen.

**Note:** You may put a comment on the Notes field (e.g., if you receive a reference letter, you can indicate the person who wrote the letter, for the student's reference)

**<u>Part 2: How to insert a record on the admissions checklist</u>**

1) Rollback to the key block

2) Enter the student's ID and the term (as in part 1).

3) Next Block (or Ctrl-Page Down) twice to access the **Application Checklist Block.**

4) Select **Record → Insert** on the menu bar or use the **Insert Record** icon located in the tool bar.

```
Record  Query
   Previous
   Next
   Scroll Up
   Scroll Down
   Clear
   Remove
   Insert
   Duplicate
   Lock
```

(or use the down arrow key on your keyboard)

5) Double click in the Request field and select the Code that corresponds to the item you are inserting (e.g., REF 1: Reference Letter 1) from the **Admissions Request Code Validation** list.

6) Hit F10 or Click on the *Save* icon or press F10 to save.

(To delete a record select **Record → Remove** and save)

For more information on this form, see the Form documentation