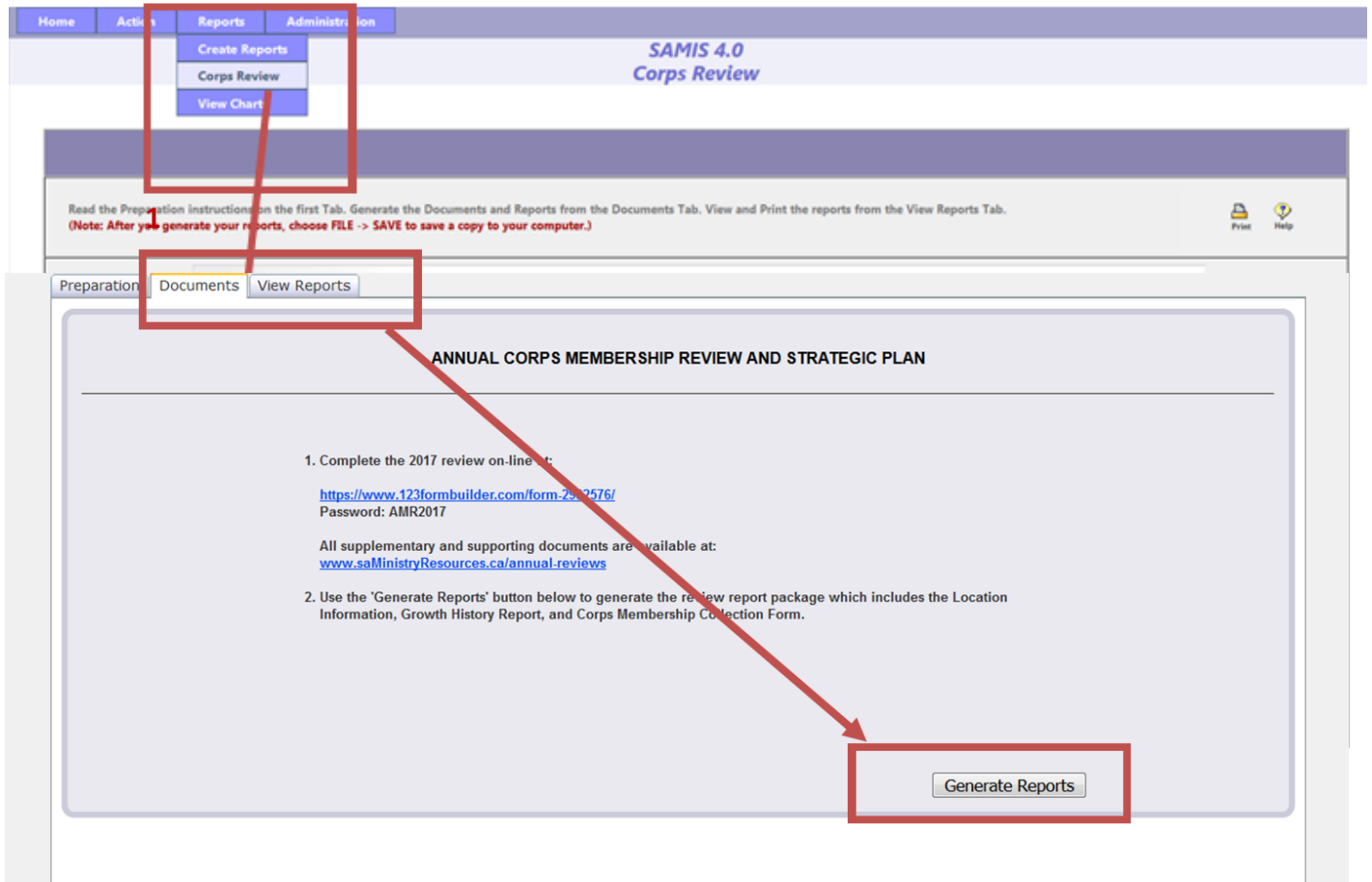


CREATE THE SAMIS REVIEW REPORT

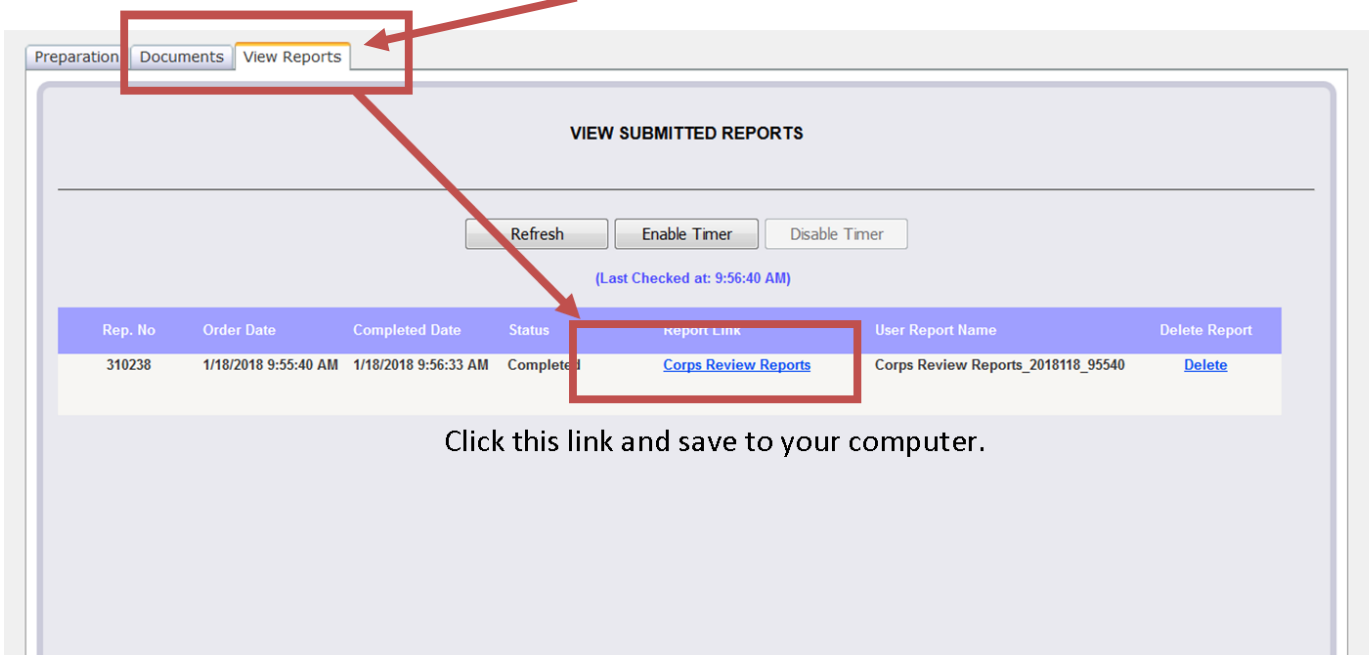
Follow these instructions to create the required SAMIS REVIEW REPORT.

Before you begin, ensure that all your statistics and roll changes for the desired year have been completed.

1. Sign in to SAMIS.
2. Choose REPORTS -> CORPS REVIEW
3. Choose the 'Documents' tab.
4. Click 'Generate Reports' button in the bottom right.



5. To view the report, click on the 'View Reports' tab.



6. Click the blue report link to open the report. To save a copy, choose 'File, Save as....' on your document menu and save the report to your local computer.