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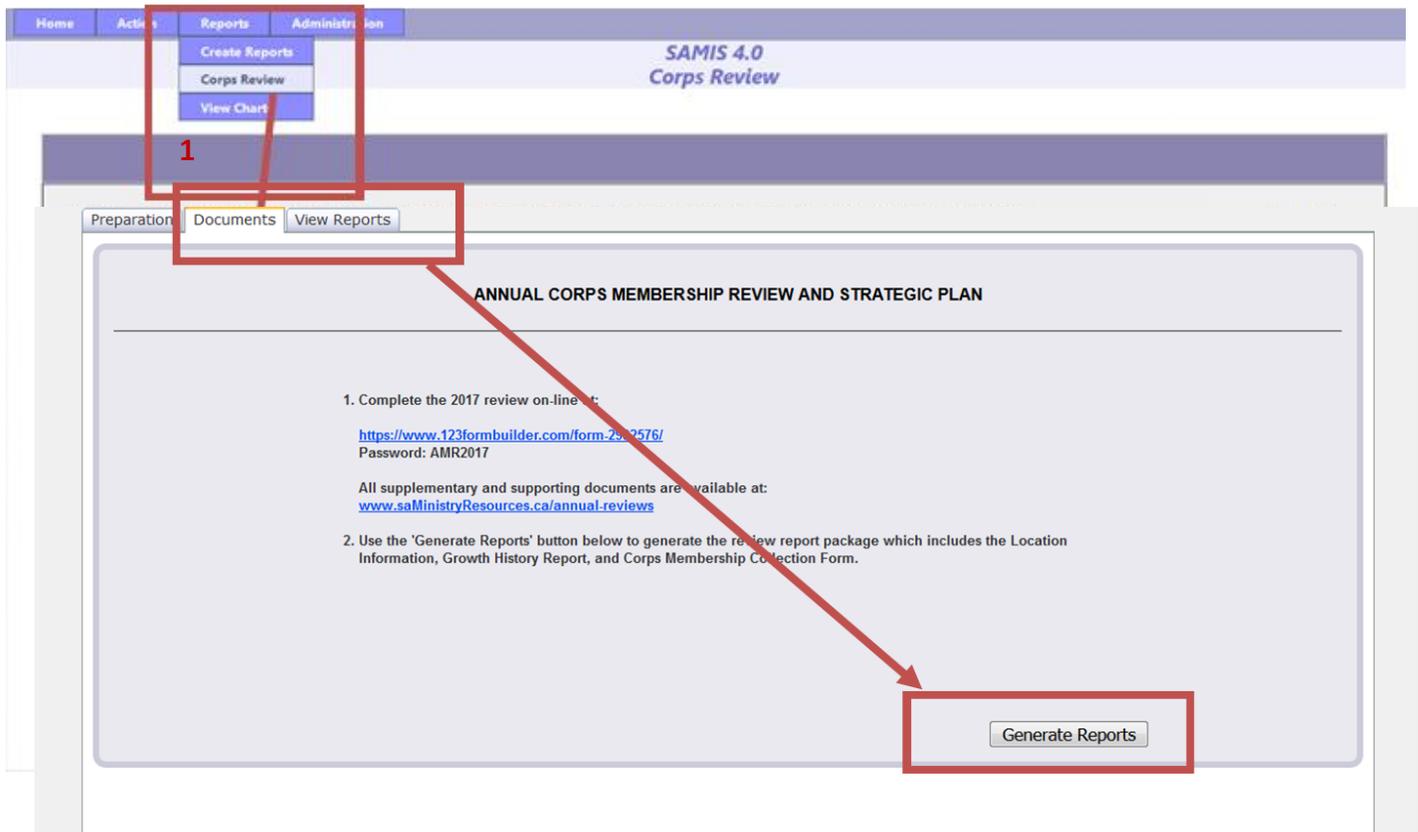
5. To view the report, click on the 'View Reports' tab.

Click this link and save to your computer.
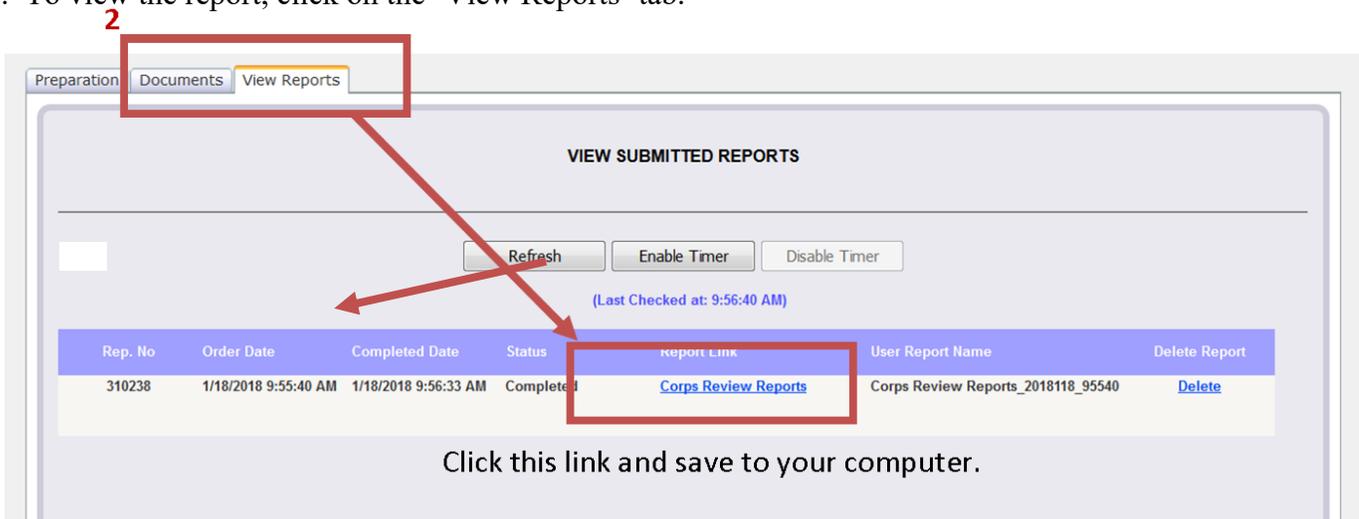
6. This process will produce a report that combines 4 reports into one PDF: Location Information, Corps Membership Collection Form, Growth History Report, Statistics Detail Report.

CREATE A LINK2FEED REPORT
FOR THE ANNUAL CORPS REVIEW

1. Log in to your Link2Feed Account
2. Click on Client Intake
3. In the left menu open the 'Report' tab and choose 'New Report'.
4. Select the 'Statistics Report'
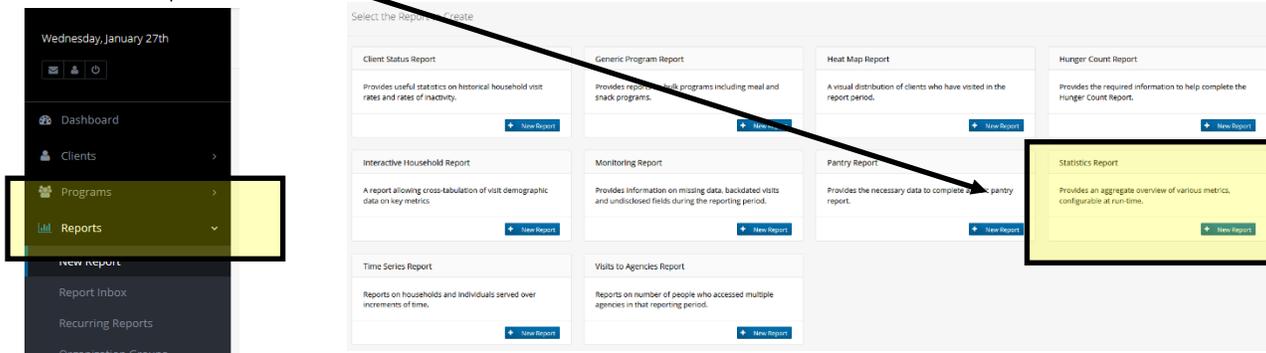
5.   Complete the form fields as follows:

Statistics Report for Annual Review

Choose January 1, 2021—December 31, 2021

6.   Choose these buttons to create a report showing visits.

7.   Choose 'Create Report'.
8.   Go to 'Report Inbox' - open your report and save as a PDF to your computer.
9.   For locations who are not using the Salvation Army version of Link2Feed, please run the Hunger Count report. If you do not have access to any reporting features, please inform your AC before the visit.