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.

Home	Activ	Reports	Administr	an line and the second s					
		Create Rep	orts	SAMIS 4.0					
		Corps Revi	ew	Corps Review					
		View Chart							
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1	Preparation	Document	s View Rer	ints l					
	Troparation								
				ANNUAL CORPS MEMBERSHIP REVIEW AND STRATEGIC PLAN					
	_								
			1.	Complete the 2017 review on-line					
				https://www.123formbuilder.com/form-292576/					
	Password: AMR2017								
				All supplementary and supporting documents are wailable at:					
	www.saMinistryResources.ca/annual-reviews								
	2. Use the 'Generate Reports' button below to generate the review report package which includes the Location								
	Information, Growth History Report, and Corps Membership Collection Form.								
				Construction Description					
				Generate Reports					

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

Preparation Documents View Reports VIEW SUBMITTED REPORTS									
	Refresh Enable Timer (Last Checked at: 9:56:40 AM)								
Rep.	No Order Date	Completed Date	Status	кероп Link	User Report Name	Delete Report			
3102	8 1/18/2018 9:55:40 AM	1/18/2018 9:56:33 AM	Complete I	Corps Review Reports	Corps Review Reports_2018118_95540	<u>Delete</u>			
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'

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1				Select the Report Criste				
	Wednesday, January 27th							
	se & ch		Client Status Report	Generic Program Report	Heat Map Report	Hunger Count Report		
				Provides useful statistics on historical household visit rates and rates of inactivity.	Provides reports a shulk programs including meal and snack programs.	A visual distribution of clients who have visited in the report period.	Provides the required information to help complete the Hunger Count Report.	
	🔁 Dashboard			+ New Report	+ News,	+ New Report	+ New Report	
	Clients							
				Interactive Household Report	Monitoring Report	Pantry Report	Statistics Report	
	嶜 Programs	>	1	A report allowing cross-tabulation of visit demographic data on key metrics	Provides information on missing data, backdated visits and undisclosed fields during the reporting period.	Provides the necessary data to complete a complete a pantry report.	Provides an aggregate overview of various metrics, configurable at run-time.	
	🔟 Reports	~		+ New Report	+ New Report	+ New Report	+ New Report	
	New Report			Time Series Report	Visits to Agencies Report	_		
				Reports on households and individuals served over increments of time.	Reports on number of people who accessed multiple agencies in that reporting period.			
				+ New Report	+ New Report			

Complete the form fields as follows: 5.

To be run Once only		
Once only		
Starting on		
2021-01-27	@ 9:29 AM	0
1		
	2021-01-27	@ 9:29 AM

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

For the following program types			Select All Deselect All
Financial Assistance Meal Program	Multi-Service Program Service	Food Bank Pathway of Hope	Crimegas Program EmergenCynesponse - Bulk
With the following report sections			Select All S Client S Household S Visk Deselect All
Age Group: Client (Duplicated) Age Group: Individuals (Unique) Crg: Households (Duplicated) Courty: Individuals (Unique) Courty: Individuals (Unique) Education (Courty): Individuals (Duplicated) Education (Figherst; Individuals (Duplicated) Education (Figherst; Individuals (Duplicated) Education (Figherst; Individuals (Duplicated) Ethnicity: Client (Unique) Ethnicity: Tenrer (Duplicated) Ethnicity: Tenrer (Duplicated) Gender: Individuals (Duplicated) Gender: Individuals (Duplicated) Gender: Entore (Duplicated) Households: Fieldionth/ Types (Duplicated) Households: Electionthy Types (Duplicated) Income (Net; Households (Unique)	Age Group: Client (U Age Group: Partner Cyr: Household (U Courtey of Birth: Ind Courtey of Birth: Ind Courtey of Birth: Ind Courtey of Birth: Ind Education (Courty) Education (Partner) Education (Partner) E	nique) D'upicated) Niquel (D'upicated) (Unique) natividual (D'upicated) (Individual (D'upicated) Individual (D'upique) Individual (D'upique) (D'upicated) Individual (D'upique) Sourt (D'upicated) Sourt (D'upicated) Individual (D'upique) Habita (D'upique) Individual (D'upique) Individual (D'upique)	Age Group: Individuals (Duplicated) Age Group: Individuals (Duplicated) Cry: Individuals (Duplicated) Courtry of Birth: Individuals (Unique) Courtry of Birth: Individuals (Unique) Education (Highest; Individuals (Unique) Education (Highest; Individuals (Unique) Ethnicity: Individual (Unique) Ethnicity: Individual (Unique) Ethnicity: Individuals (Unique) Ethnicity: Individuals (Unique) Ethnicity: Individuals (Unique) Ethnicity: Individuals (Unique) Educated Statistics (Unique) Gender: CIMP (Unique) Houderfolds: News: Statisting (Unique) Houderfolds: Statisting (Unique)

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