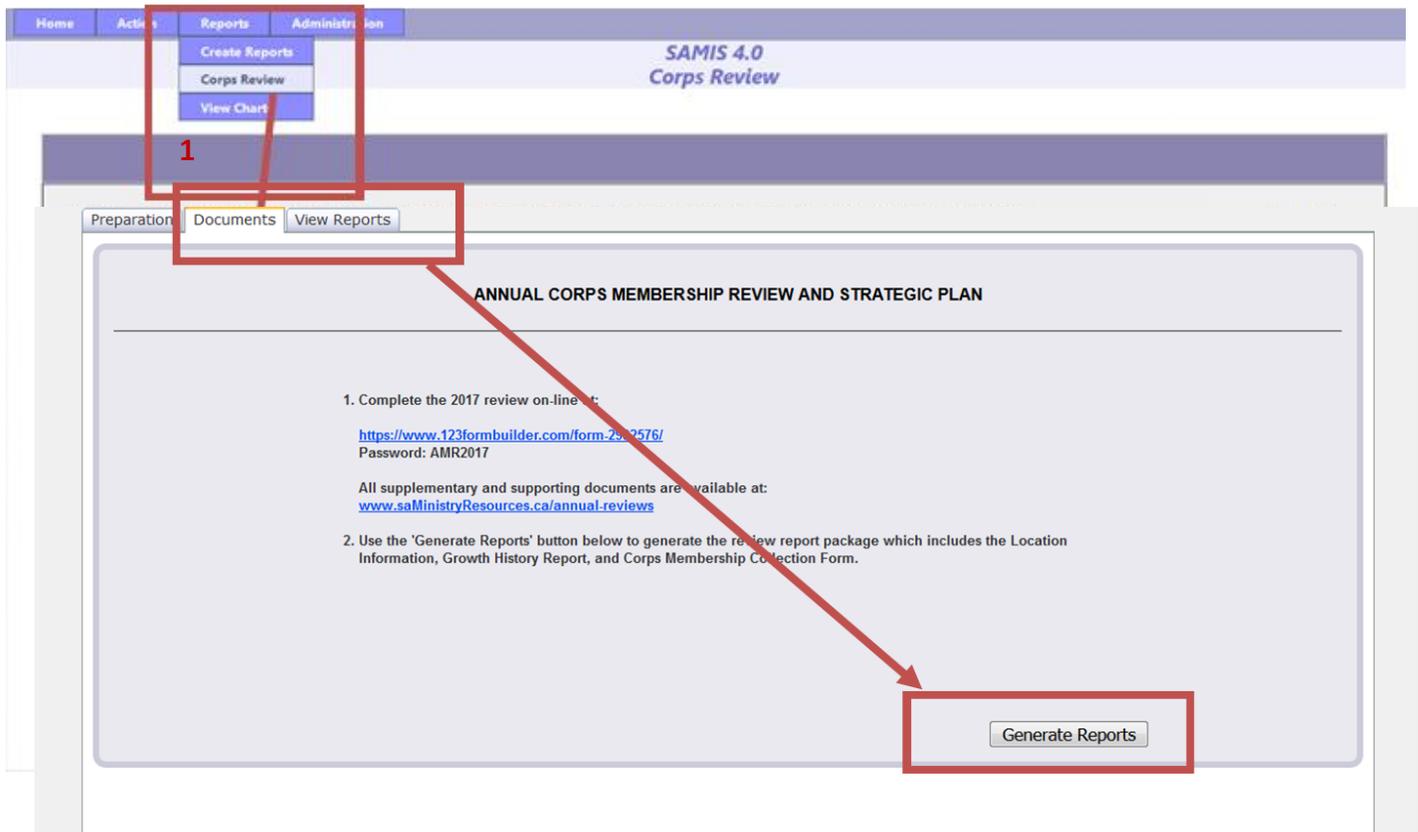


# CREATE THE SAMIS REVIEW REPORT

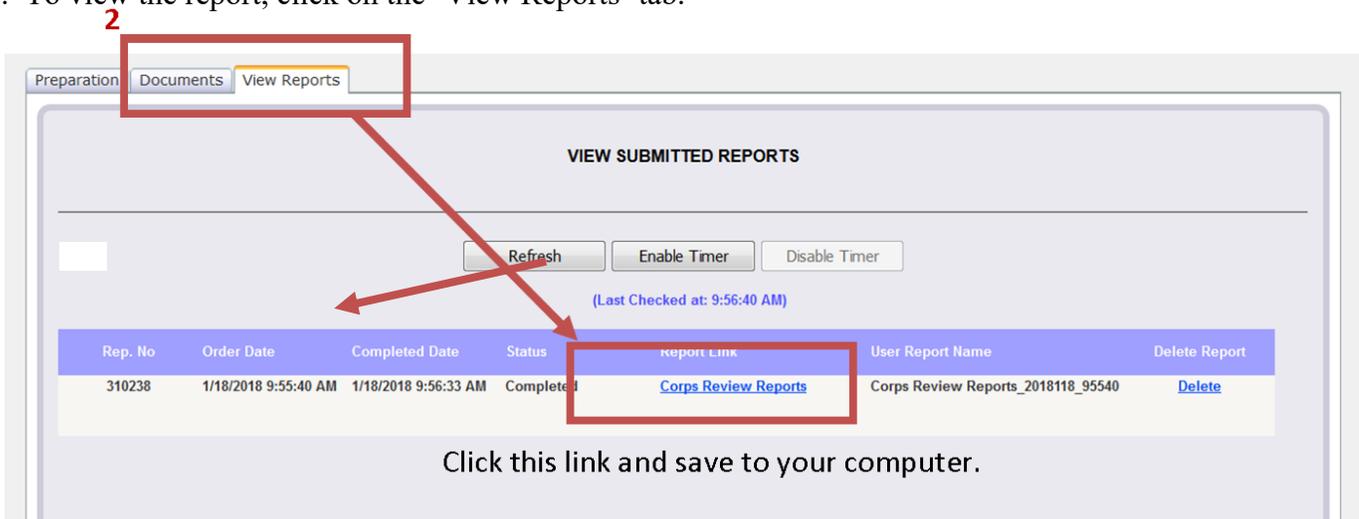
Follow these instructions to create the required SAMIS REVIEW REPORT.

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.



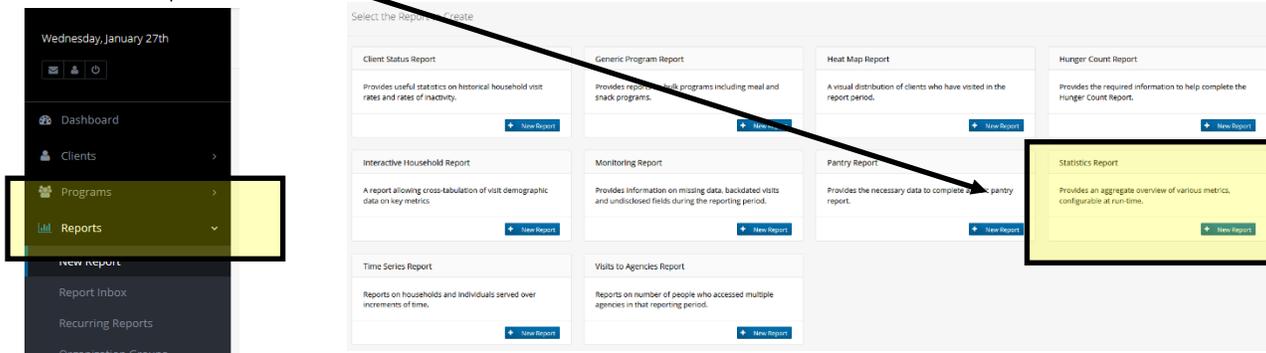
5. To view the report, click on the 'View Reports' tab.



6. 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:

The image shows the 'Create A New: Statistics Report' form. Annotations include:
 

- An arrow pointing to the 'Titled' field containing the text 'Statistics Report for Annual Review'.
- An arrow pointing to the 'Starting on' date field containing '2021-01-27'.
- An arrow pointing to the 'End Date' field containing 'Choose January 1, 2021—December 31,'.

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

The image shows the report configuration screen. Annotations include:
 

- An arrow pointing to the 'Select All' button for 'For the following program types'.
- An arrow pointing to the 'Select All' button for 'With the following report sections'.
- An arrow pointing to the 'Visits' button in the 'With the following report sections' list.
- A yellow box highlights the 'Households: New vs. Existing (Unique)' option in the 'With the following report sections' list.

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.