

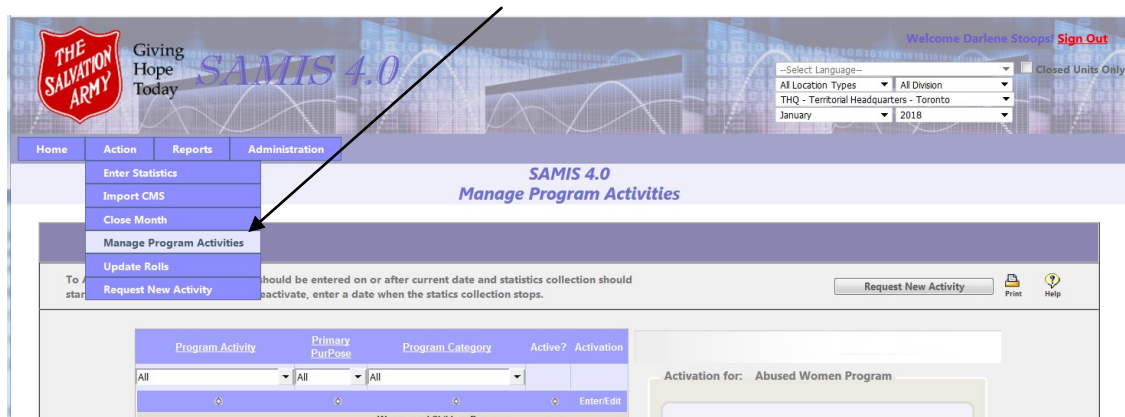


If you have started new programs that you want to capture statistics for in SAMIS, you need to find the right Activity to enter your statistics. There are a wide variety of Activities available in SAMIS, but they may not be activated for your ministry unit.

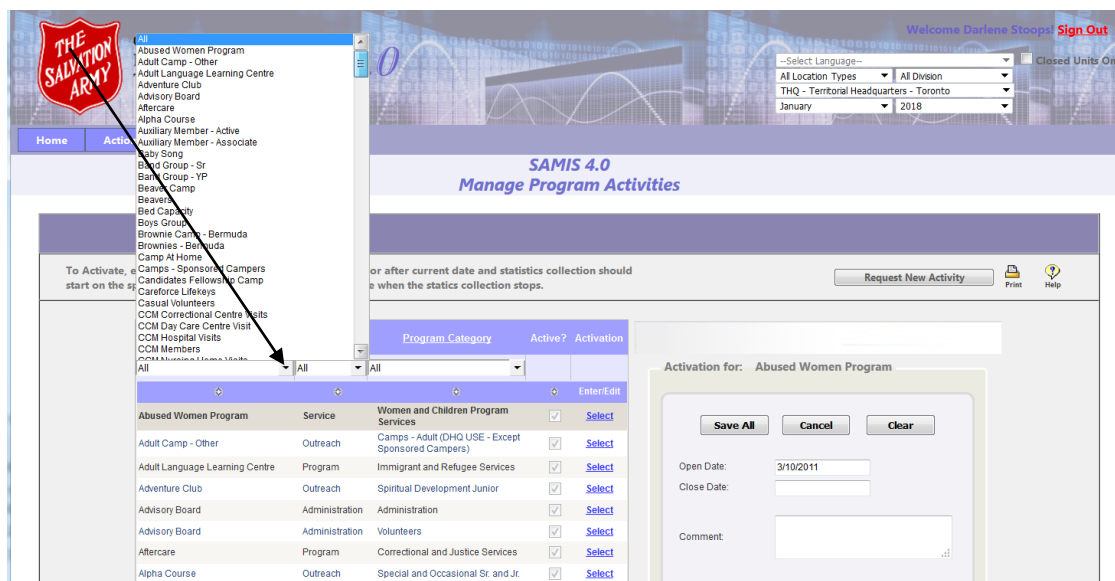
## CHOOSING FROM THE EXISTING ACTIVITIES

To find the list of Activities available in the system

Choose **"ACTION -> MANAGE PROGRAM ACTIVITIES"**.



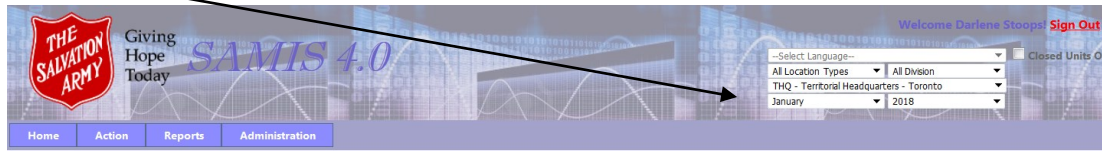
Using the dropdown for 'Program Activities' browse the list until you find the item you are looking for.





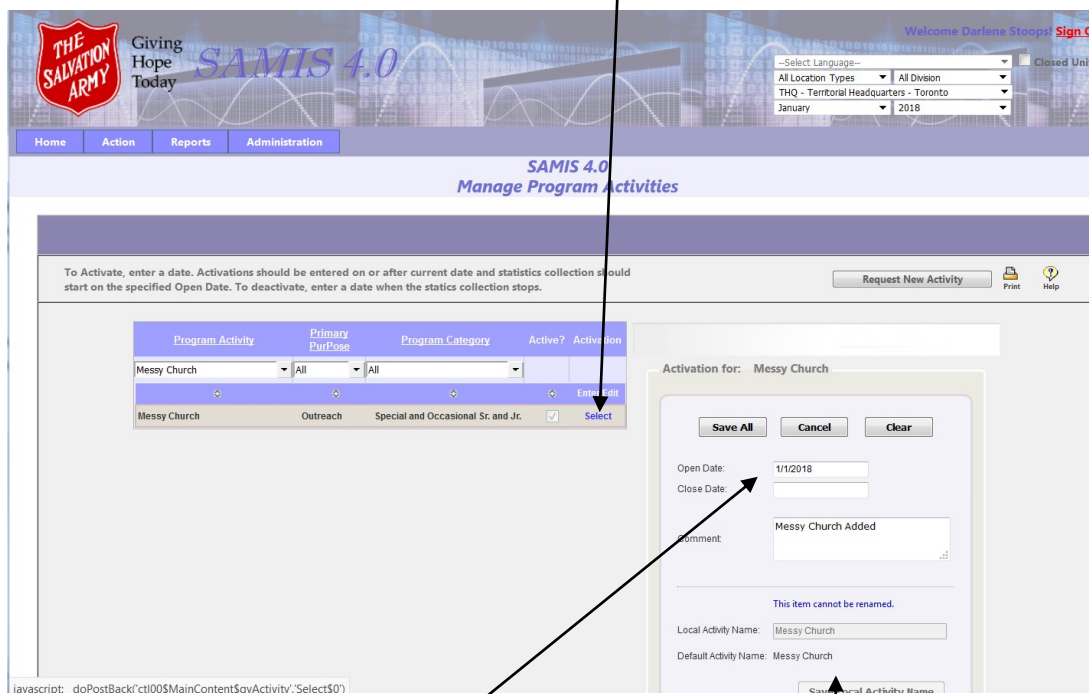
If you find a Program Activity that you need to activate for your account, follow these steps:

1. Choose the month of the current year that you wish to begin entering statistics - using upper right hand corner date picker.



2. Choose the page '**ACTION -> MANAGE PROGRAM ACTIVITIES**'.

3. Choose the Program Activity you wish to activate, click on 'Select' to the right of it.



4. Enter an Open Date only (1st of month you want to start collecting)

5. Click Save All.

6. SOME activities can be renamed, to make things easier to find. If you wish to rename an item, enter your new Local Activity Name into the box, and choose 'Save Local Activity Name' This will now be the name which appears on your activity listing on the Enter Statistics table.

Following the selected 'Open Date' you will find the new item in your Program Activities list (ACTION -> ENTER STATISTICS) and may begin collecting your statistics for that month.



## I CAN'T FIND WHAT I WANT IN THE LIST

If you are unable to find the right Program Activity for collecting your statistic, choose the button in the upper right 'Request New Activity'.

The screenshot shows the 'Manage Program Activities' page. At the top, there's a navigation bar with 'Home', 'Action', 'Reports', and 'Administration'. Below this, a table lists various program activities. The 'Request New Activity' button is located in the top right corner of the main content area.

Complete the form providing as much information as you can, and submit your request. A representative from the SAMIS committee will respond within a few business days.

The screenshot shows the 'Request New Activity' form. It includes fields for 'Enter Program Activity Name', 'Primary Purpose' (with radio buttons for various categories), 'Secondary Purpose (Optional)', 'Target Age Group', and 'Target Gender Group'. The form is designed to collect detailed information about a new program activity request.