

# SAMIS II

ROLLS MANAGEMENT, REPORTS, & CHARTS



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## OVERVIEW

SAMIS stands for The Salvation Army Management Information System. It is a software program that stores statistical data and provides various reports based on this data. The program is designed from a Chart of Statistics and is the mandated collection tool for statistics in the Canada and Bermuda Territory for all Ministry Units.

SAMIS is not only a repository for the Territory's statistical data, it will, over time, be a mine of information useful not only in charting the levels and extent of Salvation Army activity but also essential in successful planning for the future.

## LOGGING ON

The SAMIS System access is available through saDashboard at <http://www.sallynet.ca> for the Canada and Bermuda Territory. Log onto saDashboard.

1. Click **SAMIS** from program ribbon in left pane.
2. Type your Username.
3. Type your password.
4. Click **Log In**.

**saDashboard**  
Canada & Bermuda Territory



Click SAMIS

Type your user name

Your user name is  
firstname\_lastname@can

Type your password

The password is the same as  
for saDashboard

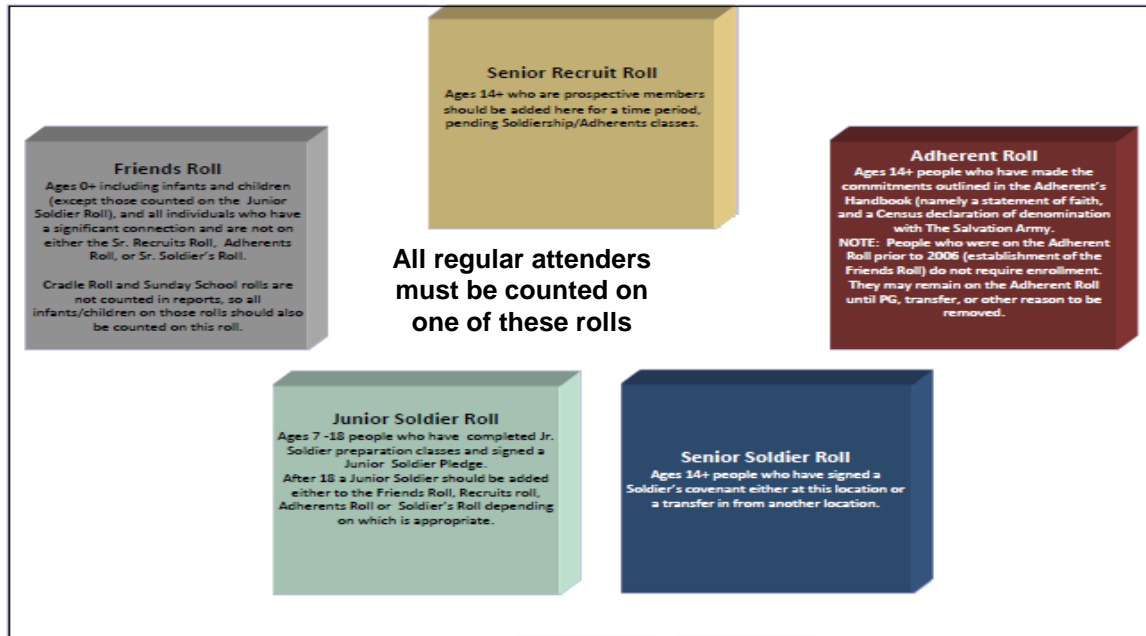
Click Log In

## MEMBERSHIP ROLLS

All regular members in attendance to the church should be included in the rolls membership in one of these categories. It is expected that membership rolls will be updated on a monthly basis. This enables the reports to be more accurate at all levels of the organization.

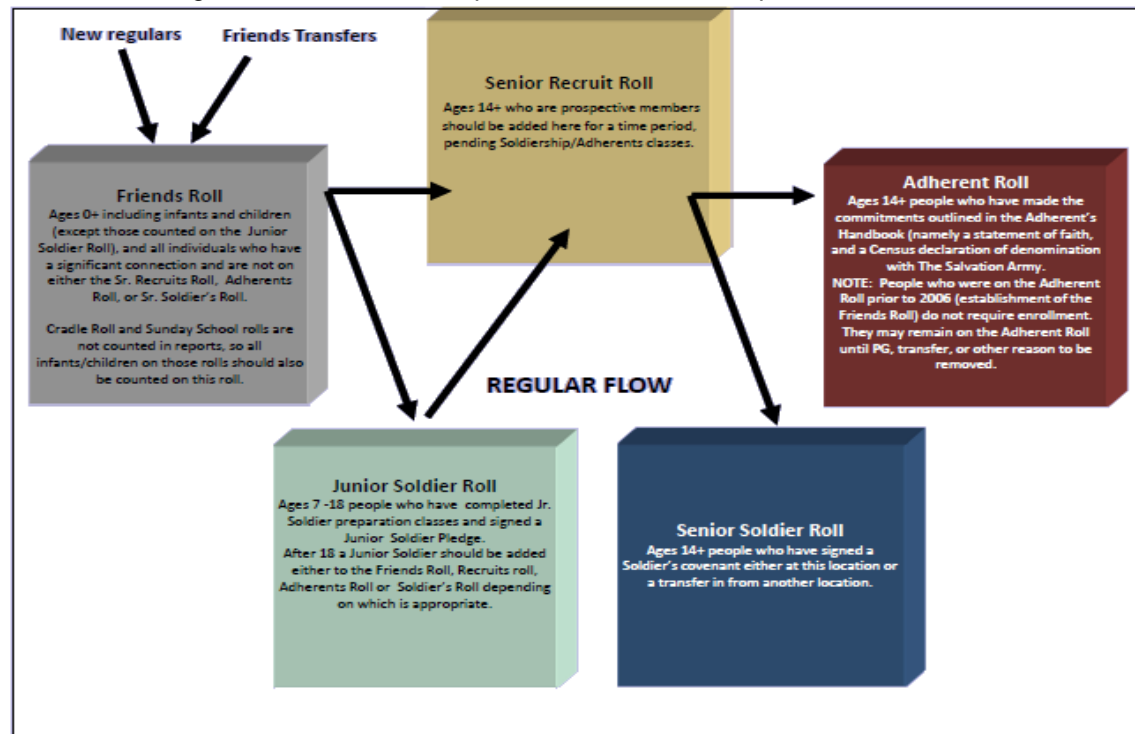
### CATEGORIES OF MEMBERSHIP

There are five categories of rolls membership within The Salvation Army.



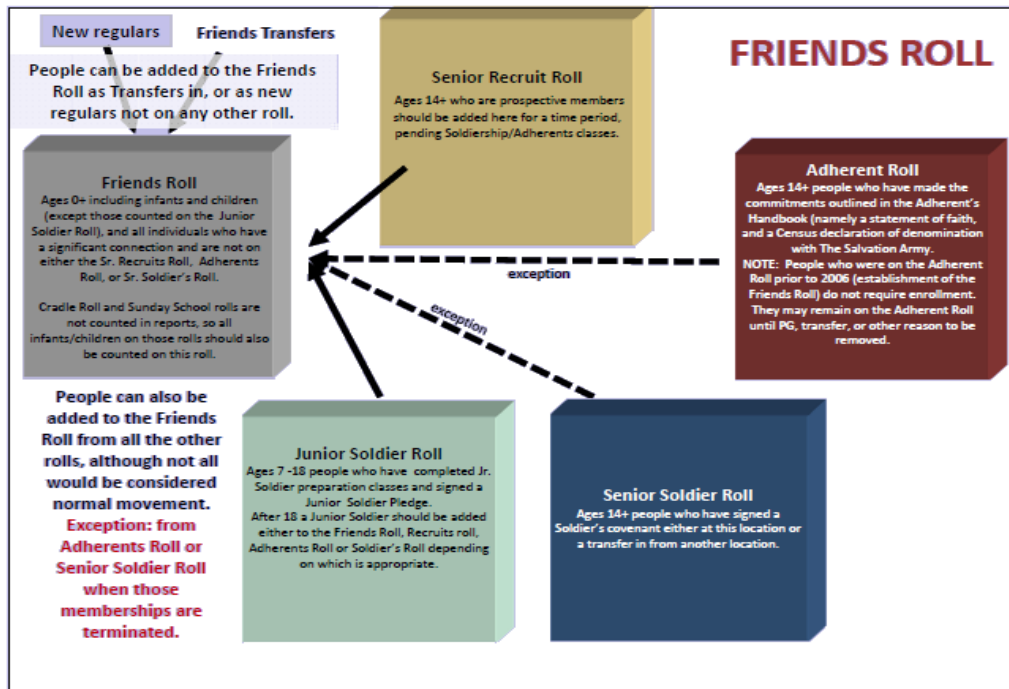
### FLOW OF MEMBERSHIP

This chart outlines the regular flow of membership across the membership rolls.



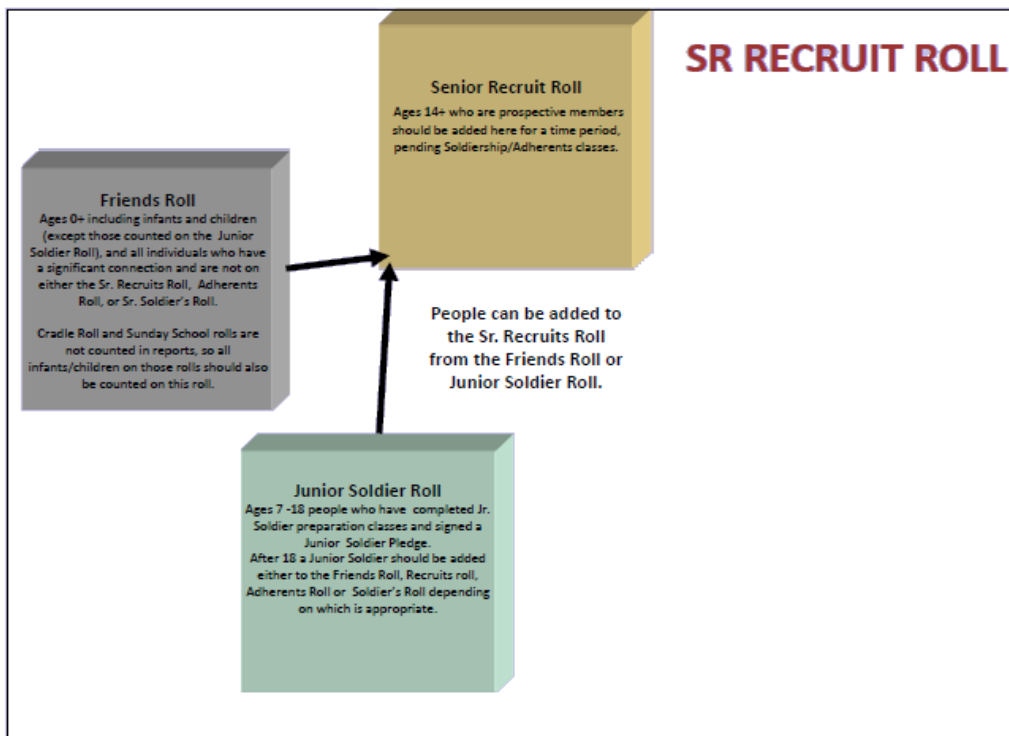
## FRIENDS ROLL

This chart outlines the possible flow of members into the Friends Roll. Please notice the exception as these are not standard movement throughout the rolls.



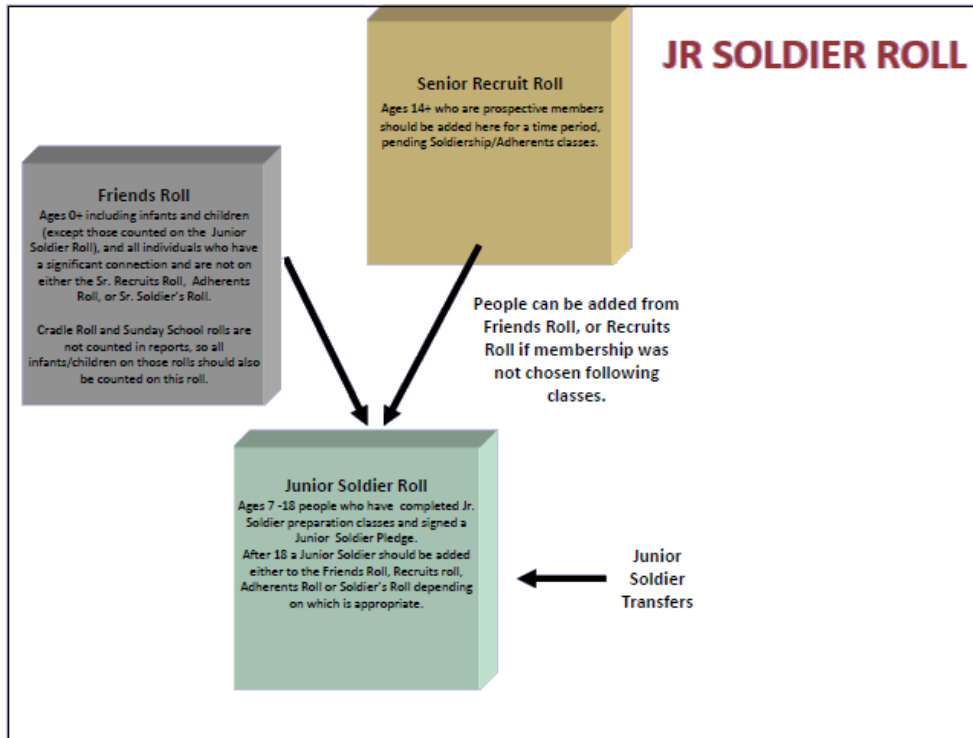
## SENIOR RECRUITS ROLL

This chart outlines the possible flow of members into the Senior Recruits Roll.



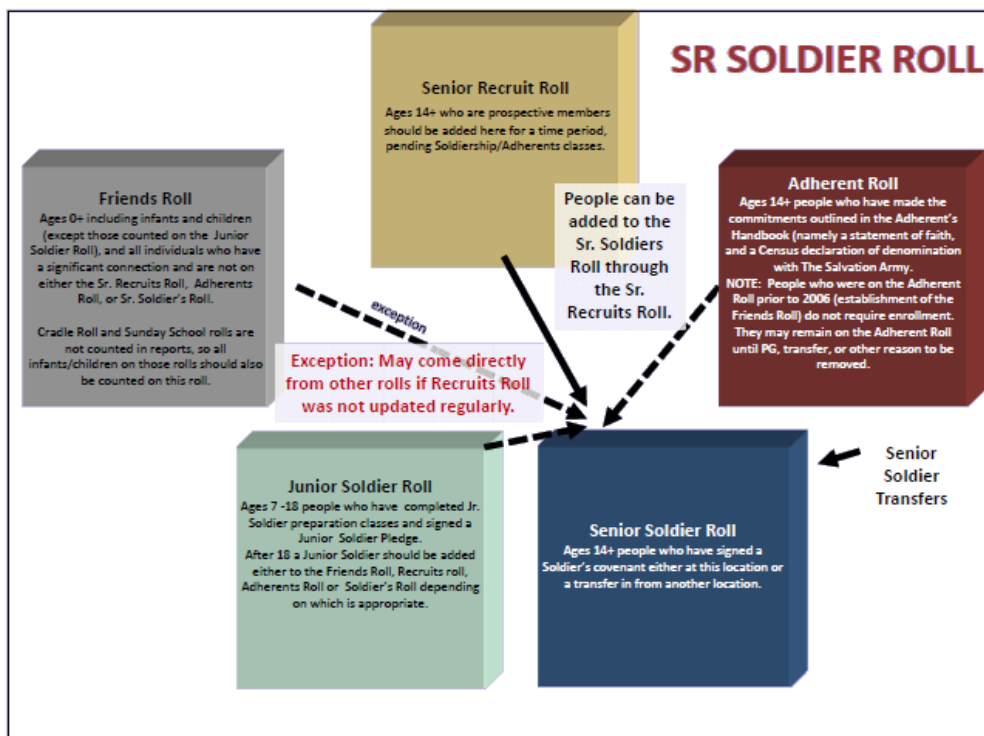
## JUNIOR SOLDIER ROLL

This chart outlines the possible flow of members into the Junior Soldier Roll.



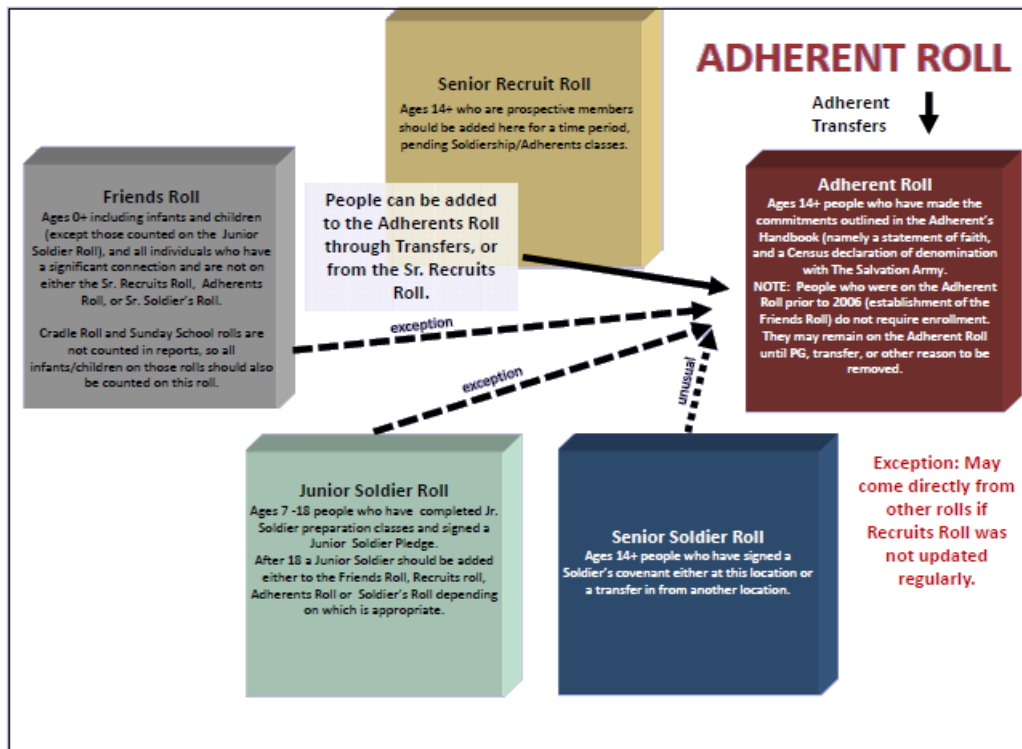
## SENIOR SOLDIER ROLL

This chart outlines the possible flow of members into the Senior Soldier Roll.



## ADHERENTS ROLL

This chart outlines the possible flow of members into the Senior Soldier Roll.

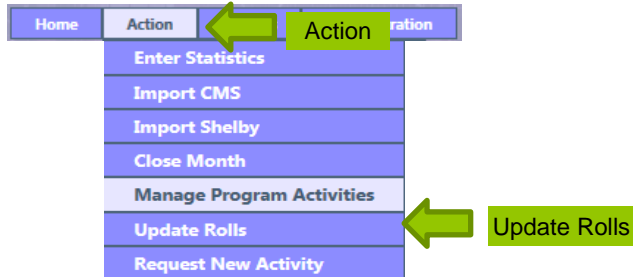


## UPDATE ROLLS

In SAMIS 4.0 you enter the roll statistics in the category in which you want to add members and choose the category in which the roll is coming from.

### ENTER ROLLS

1. Click **Action, Update Rolls**.



2. Click **Select** to display the grid to enter statistics.

| Program Activity     | Members End of Last Month | Members Now on Roll | Stat Entered?                       | Enter/Edit Statistics  |
|----------------------|---------------------------|---------------------|-------------------------------------|------------------------|
| Adherents Roll       | 117                       | 117                 | <input type="checkbox"/>            | <a href="#">Select</a> |
| Friends Roll         | 140                       | 140                 | <input type="checkbox"/>            | <a href="#">Select</a> |
| Recruits Roll - SR   | 2                         | 3                   | <input checked="" type="checkbox"/> | <a href="#">Select</a> |
| Junior Soldiers Roll | 50                        | 49                  | <input type="checkbox"/>            | <a href="#">Select</a> |
| Senior Soldiers Roll | 234                       | 234                 | <input type="checkbox"/>            | <a href="#">Select</a> |

3. Enter statistics into the desired membership roll category.
4. Click **Save**.

Enter Roll Changes for: Friends Roll

This is the selected category the statistics are being added to or removed from

| Program Detail                  | New Changes |
|---------------------------------|-------------|
| Add - from Adherents Roll       | 0           |
| Add - from another Corps        | 0           |
| Add - from Junior Soldiers Roll | 0           |
| Add - from Senior Recruits Roll | 0           |
| Add - from Senior Soldiers Roll | 0           |
| Add - Other                     | 0           |
| Remove - Other                  | 0           |
| Remove - PTG/Deceased           | 0           |
| Remove - to Another Corps       | 0           |

Save

Clear

Save

Add means the statistics are being moved from this category to the category that is selected

Remove means the statistics are being removed from the category that is selected

5. As soon as you save the statistics you will see the change in the table displayed.

| Program Activity     | Members End of Last Month | Members Now on Roll | Stat Entered?                       | Enter/Edit Statistics  |
|----------------------|---------------------------|---------------------|-------------------------------------|------------------------|
| Adherents Roll       | 117                       | 117                 | <input type="checkbox"/>            | <a href="#">Select</a> |
| Friends Roll         | 140                       | 140                 | <input type="checkbox"/>            | <a href="#">Select</a> |
| Recruits Roll - SR   | 2                         | 3                   | <input checked="" type="checkbox"/> | <a href="#">Select</a> |
| Junior Soldiers Roll | 50                        | 49                  | <input type="checkbox"/>            | <a href="#">Select</a> |
| Senior Soldiers Roll | 234                       | 234                 | <input type="checkbox"/>            | <a href="#">Select</a> |

Members at the end of last month

Members now on roll

Notice an increase of one



## SAMIS II – Rolls Management, Reports, & Charts

| Program Activity     | Members End of Last Month | Members Now on Roll | Stat Entered?                       | Enter/Edit Statistics  |
|----------------------|---------------------------|---------------------|-------------------------------------|------------------------|
| Adherents Roll       | 117                       | 117                 | <input type="checkbox"/>            | <a href="#">Select</a> |
| Friends Roll         | 140                       | 140                 | <input type="checkbox"/>            | <a href="#">Select</a> |
| Recruits Roll - SR   | 2                         | 3                   | <input checked="" type="checkbox"/> | <a href="#">Select</a> |
| Junior Soldiers Roll | 50                        | 49                  |                                     | <a href="#">Select</a> |
| Senior Soldiers Roll | 234                       | 234                 |                                     | <a href="#">Select</a> |

Members at the end of last month

Members now on roll

Notice a decrease of one

| Changes for Active Month:        |           | Details of changes for month |              |             |             |  |
|----------------------------------|-----------|------------------------------|--------------|-------------|-------------|--|
| Activity Detail                  | Adherants | Friends                      | Sr. Recruits | Jr. Soldier | Sr. Soldier |  |
| Add - from Adherents Roll        |           |                              |              |             |             |  |
| Add - from Friends Roll          |           |                              |              |             |             |  |
| Add - from Senior Recruits Roll  |           |                              |              |             |             |  |
| Add - from Junior Soldiers Roll  |           |                              |              |             |             |  |
| Add - from Senior Soldiers Roll  |           |                              |              |             |             |  |
| Add - from another Corps         |           |                              |              |             |             |  |
| Add - Other                      |           |                              |              |             |             |  |
| Add - Reinstated                 |           |                              |              |             |             |  |
| Remove - to Adherents Roll       |           |                              |              |             |             |  |
| Remove - to Friends Roll         |           |                              |              |             |             |  |
| Remove - to Senior Recruits Roll |           |                              |              |             |             |  |
| Remove - to Junior Soldiers Roll |           |                              |              |             |             |  |
| Remove - to Senior Soldiers Roll |           |                              |              |             |             |  |
| Remove - to Another Corps        |           |                              |              |             |             |  |
| Remove - Other                   |           |                              |              |             |             |  |
| Remove - PTG/Deceased            |           |                              |              |             |             |  |
| Enrolled                         |           |                              |              |             |             |  |

Details of changes for month  
Additions are shown in blue

Details of changes for month  
Removals are shown in red

## EDIT ROLLS

Roll Changes for month of **November 2012** displayed below. To reverse any of the changes, you have to go into the month the statistics were added. Then **reverse** by using **negative number** in same field as statistic added **originally**. In the example below, we are going to reverse changes made to Sr. Soldier roll.

**All Changes, for All Rolls, in Selected Month:**

| Activity Detail                  | Adherants | Friends | Sr. Recruits | Jr. Soldier | Sr. Soldier |
|----------------------------------|-----------|---------|--------------|-------------|-------------|
| Add - from Adherents Roll        |           |         |              |             | 2           |
| Add - from Friends Roll          |           |         |              |             |             |
| Add - from Senior Recruits Roll  |           |         |              |             |             |
| Add - from Junior Soldiers Roll  |           |         |              |             | 1           |
| Add - from Senior Soldiers Roll  |           |         |              |             |             |
| Add - from another Corps         |           |         |              |             | 1           |
| Add - Other                      |           |         |              |             | 1           |
| Add - Reinstated                 |           |         |              |             | 1           |
| Remove - to Adherents Roll       |           |         |              |             |             |
| Remove - to Friends Roll         |           |         |              |             |             |
| Remove - to Senior Recruits Roll |           |         |              |             |             |
| Remove - to Junior Soldiers Roll |           |         |              |             |             |
| Remove - to Senior Soldiers Roll |           |         |              |             |             |
| Remove - to Another Corps        |           |         |              |             |             |
| Remove - Other                   |           |         |              |             |             |
| Remove - PTG/Deceased            |           |         |              |             | 2           |
| Enrolled                         |           |         |              |             | 4           |

**Original statistics**

2 added to Sr. Soldiers from Adherents

1 added to Sr. Soldiers from Jr. Soldiers

Added to Sr. Soldier to increase members on roll

2 removed from Adherents

1 removed from Jr. Soldiers

Total enrolled – does not include reinstated or from other corps

The outcome of the changes above are reflected in the total members now on roll.

| Program Activity     | Members End of Last Month  | Members Now on Roll | Stat Entered?                       | Enter/Edit Statistics                     |
|----------------------|--|---------------------|-------------------------------------|---|
| Adherents Roll       | Total Sr. Soldiers increased from 202 to 206                               | 187                 | <input type="checkbox"/>            | Select                                    |
| Friends Roll         | Includes 2 from adherents roll, 1 from Jr. Soldier roll, 1 from other roll | 131                 | <input type="checkbox"/>            | To change Sr. Soldiers roll, click select |
| Recruits Roll - SR   |  | 42                  | <input type="checkbox"/>            |   |
| Junior Soldiers Roll |  | 13                  | <input type="checkbox"/>            | Select                                    |
| Senior Soldiers Roll | 202  | 206                 | <input checked="" type="checkbox"/> | Select                                    |

We are going to reverse one of the two we added to Sr. Soldiers from Adherents.

Enter Roll Changes for: Senior Soldiers Roll

| Program Detail                  | New Changes |
|---------------------------------|-------------|
| Add - from Adherents Roll       | -1          |
| Add - from another Corps        | 0           |
| Add - from Friends Roll         | 0           |
| Add - from Junior Soldiers Roll | 0           |
| Add - from Senior Recruits Roll | 0           |
| Add - Other                     | 0           |
| Add - Reinstated                | 0           |
| Remove - Other                  | 0           |
| Remove - PTG/Deceased           | 0           |
| Remove - to Another Corps       | 0           |

Click Save

-1 to remove 1 of the updates to adherents

## SAMIS II – Rolls Management, Reports, & Charts

| All Changes, for All Rolls, in Selected Month: |           |         |              |             |             |
|--|-----------|---------|--------------|-------------|-------------|
| Activity Detail                                | Adherants | Friends | Sr. Recruits | Jr. Soldier | Sr. Soldier |
| Add - from Adherents Roll                      |           |         |              |             | 1           |
| Add - from Friends Roll                        |           |         |              |             |             |
| Add - from Senior Recruits Roll                |           |         |              |             |             |
| Add - from Junior Soldiers Roll                |           |         |              |             | 1           |
| Add - from Senior Soldiers Roll                |           |         |              |             |             |
| Add - from another Corps                       |           |         |              |             | 1           |
| Add - Other                                    |           |         |              |             | 1           |
| Add - Reinstated                               |           |         |              |             | 1           |
| Remove - to Adherents Roll                     |           |         |              |             |             |
| Remove - to Friends Roll                       |           |         |              |             |             |
| Remove - to Senior Recruits Roll               |           |         |              |             |             |
| Remove - to Junior Soldiers Roll               |           |         |              |             |             |
| Remove - to Senior Soldiers Roll               | 1         |         |              | 1           |             |
| Remove - to Another Corps                      |           |         |              |             |             |
| Remove - Other                                 |           |         |              |             |             |
| Remove - PTG/Deceased                          |           |         |              |             | 2           |
| Enrolled                                       |           |         |              |             | 3           |

Changed statistics

Now 1 added to Sr. Soldiers from Adherents

1 removed from Adherents

The totals for the month change also to reflect the changes we made above.

## REPORTS

SAMIS contains numerous reports that may be used for a variety of reasons. Most of the reports are generated in pdf format so Adobe Reader is required to view the reports. However, a couple of the reports can be created in Microsoft Excel or Microsoft Word format.

### CREATE REPORTS

1. Click **Reports, Create Reports**.



2. Select desired report in the list to create the report.

| Report Type | Report Name                        | Select Report          |
|-------------|------------------------------------|------------------------|
| MU          | Corps Membership Collection Form   | <a href="#">Select</a> |
| MU          | Corps Ministries Health Summary    | <a href="#">Select</a> |
| MU          | Detailed Average Attendance Report | <a href="#">Select</a> |
| MU          | Detailed Total Attendance Report   | <a href="#">Select</a> |
| MU          | First time Seekers Report          | <a href="#">Select</a> |
| MU          | Growth History - Overview          | <a href="#">Select</a> |
| MU          | Statistics Detail Report           | <a href="#">Select</a> |
| MU          | Women's Ministry Report            | <a href="#">Select</a> |

3. Report parameters are displayed on the right of the window.

MINISTRY UNIT REPORT - OPTIONS

Select Dates

Period Start: 2012 September

Period End: 2012 September

Closed Locations?

☒ Exclude Closed Locations

☐ Include Closed Locations

Select Division: Ontario Great Lakes Division

Select Location: Cambridge Citadel

Submit Clear

Completed Reports can be found in View Reports Tab.

4. Confirmation that the report was submitted is displayed at top of window.



## VIEW CREATED REPORTS

Viewing the report will be determined by the format of the report.

1. Click **View Reports** tab.

MINISTRY UNIT REPORT - OPTIONS

Select Dates  
 Period Start: 2012 September  
 Period End: 2012 September

Closed Locations?  
☒ Exclude Closed Locations  
☐ Include Closed Locations

Select Division: Ontario Great Lakes Division  
 Select Location: Cambridge Citadel

Submit Clear

Completed Reports can be found in View Reports Tab.

2. Click on report link to open the report.

VIEW SUBMITTED REPORTS

Refresh Enable Timer Disable Timer  
 (Last Checked at: 11:12:27 AM)

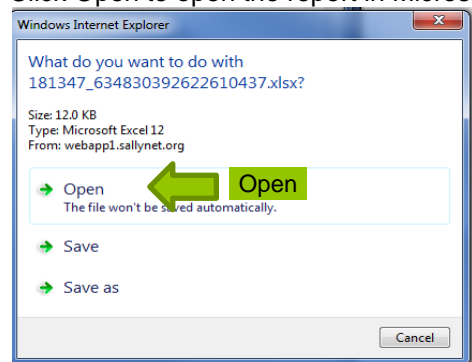
| Rep. No | Order Date             | Completed Date         | Status    | Report Link                                      | User Report Name                                   | Delete Report          |
|---------|------------------------|------------------------|-----------|--|--|------------------------|
| 3840    | 10/14/2012 10:52:38 AM | 10/14/2012 10:52:45 AM | Completed | <a href="#">Corps Membership Collection Form</a> | lin_greenham_fa_Corps Membership Collection Form_2 | <a href="#">Delete</a> |

Previously Submitted Reports are available here.  
 Reports are available for 5 days.  
 Click on a Report to Open.

3. Report opens in Adobe Reader, Microsoft Word, or Microsoft Excel format, depending upon what you have requested.
4. Place your mouse towards the bottom of the report to activate tool bar for Adobe Reader.



5. Click Open to open the report in Microsoft Excel or Word format.



## PRINT REPORTS

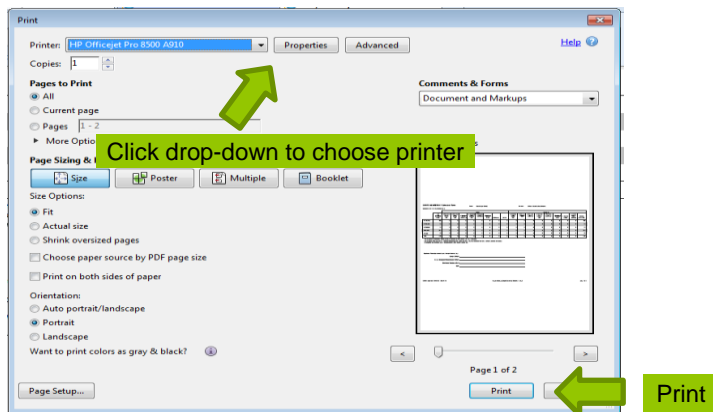
The report must be displayed on the screen to print the report.

### PRINT REPORT IN ADOBE ADOBE READER

1. Click **Print**.

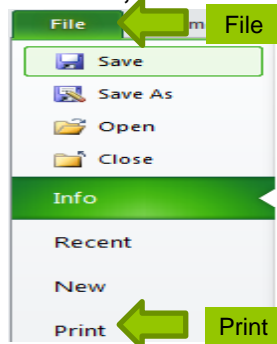


2. Choose a printer for the report if you have more than one printer installed.
3. Click **Print**.

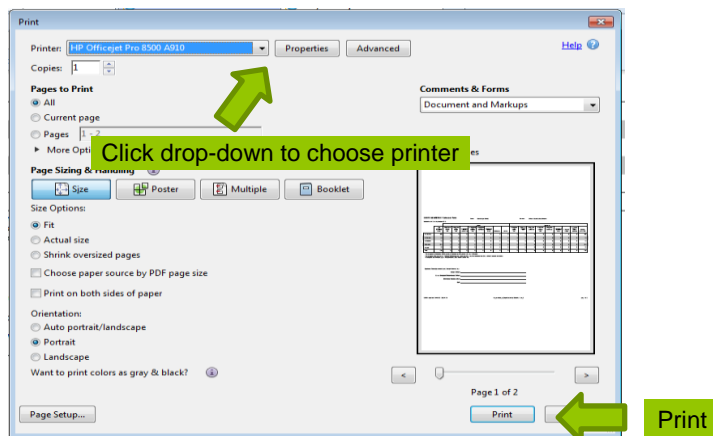


### PRINT REPORT IN MICROSOFT EXCEL OR WORD

1. Click **File, Print**.



2. Choose a printer for the report if you have more than one printer installed.
3. Click **Print**.



## SAVE REPORTS

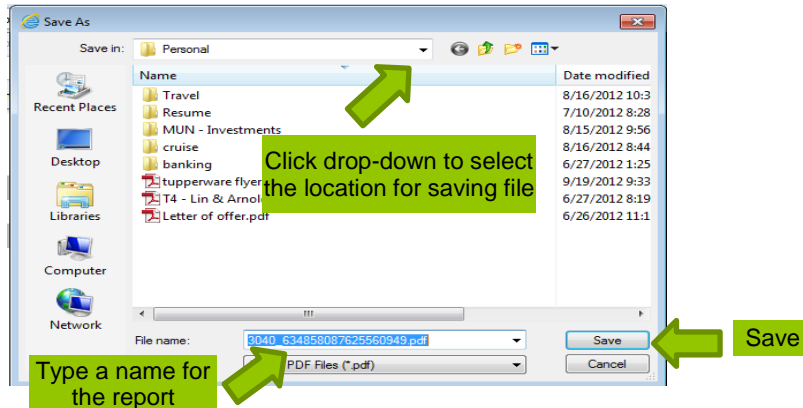
The reports may be one of three formats. The procedure for saving the report will depend upon the format that you run it in. Reports must be displayed on screen to be able to save the report.

### SAVE REPORT IN ADOBE READER

1. Click **Save**.

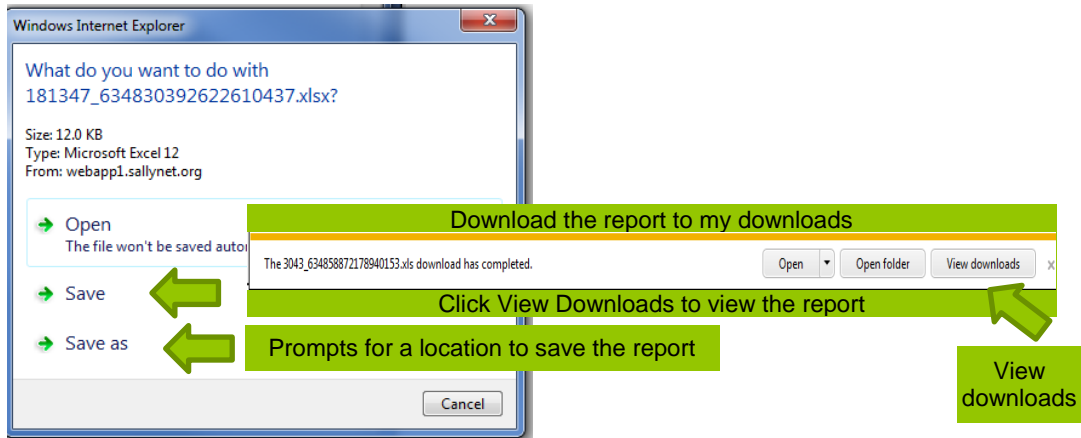


2. Choose the location to save the file.
3. Type a name for the report.
4. Click **Save**.

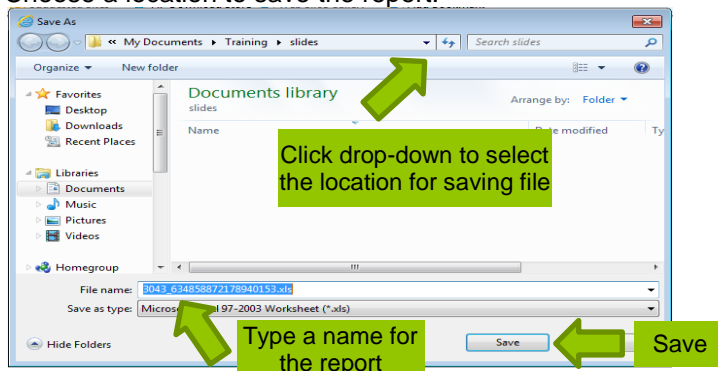


### SAVE REPORT IN MICROSOFT EXCEL OR WORD

1. Click Report link to open the report.
2. Click **Save** or **Save as**.



3. Choose a location to save the report.



## CHECK FOR UPDATED REPORTS

If the report has not completed processing, you can check to update completion of report. The report is ready to open when the Report Link is underlined.

|                      | Status     | Report Link                             |
|----------------------|------------|---|
| Report not completed | Processing | Statistics Detail Report                |
|                      | Completed  | <u>Corps Membership Collection Form</u> |

1. Click **Refresh** to check immediately for report completion update.
2. Click **Enable Timer** to check for report completion update every minute.

VIEW SUBMITTED REPORTS

Refresh Enable Timer Disable Timer  
(Last Checked at: 11:12:27 AM)

| Rep. No | Order Date             | Completed Date         | Status    | Report Link                             | User Report Name                                   | Delete Report |
|---------|------------------------|------------------------|-----------|---|--|---------------|
| 3040    | 10/14/2012 10:52:38 AM | 10/14/2012 10:52:45 AM | Completed | <u>Corps Membership Collection Form</u> | lin_greenham_fa_Corps Membership Collection Form_2 | Delete        |

Previously Submitted Reports are available here:  
[Reports are available for 5 days.](#)  
Click on a Report to Open.

3. When timer is enabled the last time the report was refreshed for updates is displayed.
4. Click **Disable Timer** when the report has been updated.

Refresh Enable Timer Disable Timer  
(Last Checked at: 12:54:47 PM)



## DELETE REPORTS

Reports remain on the View Reports page for 5 days unless it is deleted.

1. Click **Delete**.

VIEW SUBMITTED REPORTS

Refresh Enable Timer Disable Timer

(Last Checked at: 11:12:27 AM)

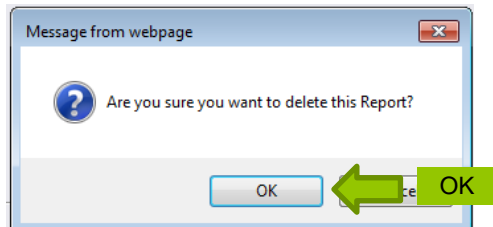
| Rep. No | Order Date             | Completed Date         | Status    | Report Link                                      | User Report Name                                   | Delete Report          |
|---------|------------------------|------------------------|-----------|--|--|------------------------|
| 3040    | 10/14/2012 10:32:38 AM | 10/14/2012 10:32:43 AM | Completed | <a href="#">Corps Membership Collection Form</a> | lin_greenham_fm_Corps Membership Collection Form_2 | <a href="#">Delete</a> |

Delete

Previously Submitted Reports are available here.  
[Reports are available for 5 days.](#)  
 Click on a Report to Open.

Reports available for 5 days

2. Click **OK** to delete report.



## COMMON REPORTS

### The Statistics Detail Report

This is the most used report at the MU level. It shows every single entry that was entered at the MU level in the period chosen and can be used to get information not available in other reports. This report can be useful in identifying where entries are incorrect and need to be adjusted. This report can be created in Adobe Reader, Microsoft Excel, or Microsoft Word format.

the salvation army - canada and bermuda

statistics detail report

period: august 2012 - august 2012

Corps Name

| service | activity | detail | total |
|---------|----------|--------|-------|
|         |          |        |       |

## The Corps Membership Collection Form

This is a part of the annual review package. It provides the corps details on members added and removed as well as movement between the rolls. Aside from being part of the annual review document it's useful for the unit to print off the report prior to the annual review since it will show them areas where the rolls are incorrect so that they can adjust them. Note this report is only applicable to corps. The report is created in Adobe Reader format.

### CORPS MEMBERSHIP Collection Form

Corps: Corps Name

Division: Ontario Great Lakes Division

September 2012 to September 2012

|              | # of Member at End of Prior Period | Added                                |                                  |                                      |                                   |                                 |                                |               |         | Removed                            |                                |                                    |                                 |                               |                                |                     |                                   | Members Now on Roll |
|--------------|------------------------------------|--------------------------------------|----------------------------------|--------------------------------------|-----------------------------------|---------------------------------|--------------------------------|---------------|---------|------------------------------------|--------------------------------|------------------------------------|---------------------------------|-------------------------------|--------------------------------|---------------------|-----------------------------------|---------------------|
|              |                                    | # Transferred from Sr. Soldiers Roll | # Transferred from Recruits Roll | # Transferred from Jr. Soldiers Roll | # Transferred from Adherents Roll | # Transferred from Friends Roll | # Transferred from other Corps | # Reinitiated | # Other | # Transferred to Sr. Soldiers Roll | # Transferred to Recruits Roll | # Transferred to Jr. Soldiers Roll | # Transferred to Adherents Roll | # Transferred to Friends Roll | # Transferred to Another Corps | # Promoted to Story | # Removed (Requires DHQ Approval) |                     |
| Sr. Soldiers | 168                                | 0                                    | 0                                | 0                                    | 0                                 | 0                               | 0                              | 0             | 0       | 0                                  | 0                              | 0                                  | 0                               | 0                             | 0                              | 0                   | 0                                 | 168                 |
| Sr. Recruits | 15                                 | 0                                    | 0                                | 0                                    | 0                                 | 0                               | 0                              | 0             | 0       | 0                                  | 0                              | 0                                  | 0                               | 0                             | 0                              | 0                   | 0                                 | 15                  |
| Jr. Soldiers | 13                                 | 0                                    | 0                                | 0                                    | 0                                 | 0                               | 0                              | 0             | 0       | 0                                  | 0                              | 0                                  | 0                               | 0                             | 0                              | 0                   | 0                                 | 13                  |
| Adherents    | 215                                | 0                                    | 0                                | 0                                    | 0                                 | 0                               | 0                              | 0             | 0       | 0                                  | 0                              | 0                                  | 0                               | 0                             | 0                              | 0                   | 0                                 | 215                 |
| Friends      | 72                                 | 0                                    | 0                                | 0                                    | 0                                 | 0                               | 0                              | 0             | 0       | 0                                  | 0                              | 0                                  | 0                               | 0                             | 0                              | 0                   | 0                                 | 72                  |
| Total        | 483                                | 0                                    | 0                                | 0                                    | 0                                 | 0                               | 0                              | 0             | 0       | 0                                  | 0                              | 0                                  | 0                               | 0                             | 0                              | 0                   | 0                                 | 483                 |

\* These figures must reconcile with the number of names on your Corps rolls at the end of the year.

\* These figures will be adjusted in SAMIS by DHQ following your submission of the completed collection form & the addition & removal worksheets.

\* A completed Growth History page will be provided for you at the DHQ review visit.

## Corps Ministries Health Summary

This report details information that compares this year to last year and to 10 years ago. The information is grouped by purpose. Eg. Youth Outreach, Sr. Outreach, Youth Discipleship etc. This report is more commonly used by corps and DHQ than the total or average attendance report since almost all the information that is in those reports is available here. The report is created in Adobe Reader format.

the salvation army - canada and bermuda

corps ministries health summary

period: september 2012 - september 2012

Corps Name

| spiritual development                       | average | period selected<br>meetings | attendance | average | 1 year ago<br>meetings | attendance | average | 5 years ago<br>meetings | attendance |
|---|---------|-----------------------------|------------|---------|------------------------|------------|---------|-------------------------|------------|
| Sunday Morning                              | 0       | 0                           | 0          | 119     | 4                      | 476        | 135     | 5                       | 677        |
| Sunday Evening                              | 0       | 0                           | 0          | 0       | 0                      | 0          | 42      | 3                       | 125        |
| Bible Study, Prayer & Praise                | 0       | 0                           | 0          | 10      | 2                      | 19         | 8       | 3                       | 25         |
| Women's Ministries                          | 0       | 0                           | 0          | 15      | 11                     | 170        | 20      | 2                       | 40         |
| Men's Fellowships                           | 0       | 0                           | 0          | 24      | 1                      | 24         | 25      | 1                       | 25         |
| Adult Fellowship                            | 0       | 0                           | 0          | 0       | 0                      | 0          | 0       | 0                       | 0          |
| Over 55 Clubs                               | 0       | 0                           | 0          | 32      | 1                      | 32         | 37      | 1                       | 37         |
| Sunday School (Sunday)                      | 0       | 0                           | 0          | 16      | 3                      | 49         | 34      | 4                       | 136        |
| Sunday School (midWeek)                     | 0       | 0                           | 0          | 0       | 0                      | 0          | 0       | 0                       | 0          |
| Junior Action                               | 0       | 0                           | 0          | 7       | 2                      | 13         | 1       | 1                       | 1          |
| Youth Groups                                | 0       | 0                           | 0          | 10      | 5                      | 49         | 7       | 2                       | 14         |
|   |         |                             |            |         |                        |            |         |                         |            |
| evangelism,<br>discipleship & pastoral care |         | period selected             |            |         | 1 year ago             |            |         | 5 years ago             |            |
| Sr. Seekers 1 (total)                       |         | 0                           |            |         | 9                      |            |         | 0                       |            |
| Jr. Seekers 1 (total)                       |         | 0                           |            |         | 0                      |            |         | 0                       |            |
| Sr. Seekers Other (total)                   |         | 0                           |            |         | 9                      |            |         | 0                       |            |
| Jr. Seekers Other (total)                   |         | 0                           |            |         | 0                      |            |         | 0                       |            |
| Junior Soldiers Enrolled                    |         | 0                           |            |         | 0                      |            |         | 0                       |            |
| Adherents Added                             |         | 0                           |            |         | 0                      |            |         | 0                       |            |
| Senior Soldiers Enrolled                    |         | 0                           |            |         | 0                      |            |         | 0                       |            |
|   |         |                             |            |         |                        |            |         |                         |            |
| community care ministries                   |         | period selected             |            |         | 1 year ago             |            |         | 5 years ago             |            |
| Number of Persons Visited                   |         | 0                           |            |         | 23                     |            |         | 62                      |            |
| Number of Hours                             |         | 0                           |            |         | 32                     |            |         | 15                      |            |
| Number of Institutional Meetings            |         | 0                           |            |         | 1                      |            |         | 0                       |            |
|   |         |                             |            |         |                        |            |         |                         |            |
| volunteer hours                             |         | period selected             |            |         | 1 year ago             |            |         | 5 years ago             |            |
| Regular Volunteer Hours                     |         | 0                           |            |         | 0                      |            |         | 0                       |            |
| Casual Volunteer Hours                      |         | 0                           |            |         | 0                      |            |         | 0                       |            |
|   |         |                             |            |         |                        |            |         |                         |            |
| memberships                                 |         | period selected             |            |         | 1 year ago             |            |         | 5 years ago             |            |
| Junior Soldiers                             |         | 13                          |            |         | 16                     |            |         | 24                      |            |
| Adherents                                   |         | 215                         |            |         | 215                    |            |         | 248                     |            |
| Senior Soldiers                             |         | 168                         |            |         | 172                    |            |         | 162                     |            |
| Sr. Recruits                                |         | 15                          |            |         | 15                     |            |         | 9                       |            |
|   |         | 411                         |            |         | 418                    |            |         | 443                     |            |

### Detailed Total Attendance Report

This may be a redundant report but it has been requested by corps after it was removed so it was created again. It provides a comparison of this year and last for the major discipleship statistics as well as the adult fellowship activities. This report is created in Adobe Reader format.

the salvation army - canada and bermuda

detailed total attendance report

period: september 2012 - september 2012

Corps Name

| Ministry Unit     | Sunday AM |            | Sunday PM |          | Sunday School |           | Sunday School Midweek |          | Bible Study/Cell Groups |           | Alpha Course |          | Women Ministries |            | Adult Fellowship |          | Over 55 Clubs |           | Men's Fellowships |          |
|-------------------|-----------|------------|-----------|----------|---------------|-----------|-----------------------|----------|-------------------------|-----------|--------------|----------|------------------|------------|------------------|----------|---------------|-----------|-------------------|----------|
|                   | Cur       | Pte        | Cur       | Pte      | Cur           | Pte       | Cur                   | Pte      | Cur                     | Pte       | Cur          | Pte      | Cur              | Pte        | Cur              | Pte      | Cur           | Pte       | Cur               | Pte      |
| Cambridge Citadel | 0         | 476        | 0         | 0        | 0             | 49        | 0                     | 0        | 0                       | 19        | 0            | 0        | 0                | 144        | 0                | 0        | 0             | 32        | 0                 | 0        |
| <b>Total:</b>     | <b>0</b>  | <b>476</b> | <b>0</b>  | <b>0</b> | <b>0</b>      | <b>49</b> | <b>0</b>              | <b>0</b> | <b>0</b>                | <b>19</b> | <b>0</b>     | <b>0</b> | <b>0</b>         | <b>144</b> | <b>0</b>         | <b>0</b> | <b>0</b>      | <b>32</b> | <b>0</b>          | <b>0</b> |

### Detailed Average Attendance Report

Same as the corps total attendance report except it provides average per meeting by dividing the total attendance by # of meetings. This report is created in Adobe Reader format.

the salvation army - canada and bermuda

detailed average attendance report

period: september 2012 - september 2012

Corps Name

| Corps Name        |                               |   |   |                              |     |   |                              |   |   |                                  |   |   |   |   |    |                                |   |   |                                 |   |   |  |   |   |  |   |    |                                     |   |   |   |  |  |
|-------------------|-------------------------------|---|---|------------------------------|-----|---|------------------------------|---|---|----------------------------------|---|---|---|---|----|--------------------------------|---|---|---------------------------------|---|---|--|---|---|--|---|----|-------------------------------------|---|---|---|--|--|
| Ministry Unit     | Cell Group<br>Cur Avg Pte Avg |   |   | Sunday AM<br>Cur Avg Pte Avg |     |   | Sunday PM<br>Cur Avg Pte Avg |   |   | Sunday School<br>Cur Avg Pte Avg |   |   | Sunday School<br>Midweek<br>Cur Avg Pte Avg |   |    | Bible Study<br>Cur Avg Pte Avg |   |   | Alpha Course<br>Cur Avg Pte Avg |   |   | Women<br>Ministries<br>Cur Avg Pte Avg |   |   | Adult<br>Fellowship<br>Cur Avg Pte Avg |   |    | Over<br>55 Clubs<br>Cur Avg Pte Avg |   |   | Men's<br>Fellowships<br>Cur Avg Pte Avg |  |  |
| Cambridge Citadel | 0                             | 0 | 0 | 0                            | 119 | 0 | 0                            | 0 | 0 | 16                               | 0 | 0 | 0   | 0 | 10 | 0                              | 0 | 0 | 0                               | 0 | 0 | 14                                     | 0 | 0 | 0                                      | 0 | 32 | 0                                   | 0 | 0 |   |  |  |
| Total:            | 0                             | 0 | 0 | 0                            | 119 | 0 | 0                            | 0 | 0 | 16                               | 0 | 0 | 0   | 0 | 10 | 0                              | 0 | 0 | 0                               | 0 | 0 | 14                                     | 0 | 0 | 0                                      | 0 | 32 | 0                                   | 0 | 0 |   |  |  |

### First Time Seeker Report

This report identifies where first time seekers were made in the corps. Each activity has the detail "first time seekers" available for it so this report is useful when corps, divisions or THQ need to delve into the stats further to determine which programs created first time seekers in a corps. This report can be created in Adobe Reader, Microsoft Excel, or Microsoft Word format.

the salvation army - canada and bermuda

First Time Seeker Report

period: september 2012 - september 2012

Corps Name

|                                      |  | Totals   |
|--------------------------------------|--|----------|
| <b>Junior Seekers 1 - Camp</b>       |  |          |
| Family Camp                          |  | 0        |
| Moms & Tots Camp                     |  | 0        |
| Corps Retreats                       |  | 0        |
| Music Camp - Junior                  |  | 0        |
| Jr. Soldier Camp                     |  | 0        |
| Winter Camp                          |  | 0        |
| Sunday School Camp                   |  | 0        |
| Sports/Youth Express                 |  | 0        |
| Youth Councils Camp (Jr.)            |  | 0        |
| Teen Fresh Air Camps                 |  | 0        |
| Beaver Camp                          |  | 0        |
| Cub Camp                             |  | 0        |
| Jr Fresh Air Camps                   |  | 0        |
| Pioneer Club Camp                    |  | 0        |
| Brownie Camp (Bermuda)               |  | 0        |
| Other Outreach Camp                  |  | 0        |
| <b>Total Junior Seekers 1 - Camp</b> |  | <b>0</b> |

### The Growth History Overview Report

This report is a part of the annual review package. It provides a comparison of all key information for this year, the last year and 5 years ago. It's also the report that is most commonly handed out by corps to officers who request information from them. This report is only used at the corps level. This report is created in Microsoft Excel format.

| Corps Name  | Growth History - Overview        |      |      |   |          |          | Ontario Great Lakes Division |  |  |
|---|----------------------------------|------|------|---|----------|----------|------------------------------|--|--|
|   | September 2012 to September 2012 |      |      |   |          |          |                              |  |  |
| Official Salvation Army Rolls                       | 2002                             | 2011 | 2012 | Senior Average Attendances<br>(By # Meetings) | 2002     | 2011     | 2012                         |  |  |
| Senior Soldiers                                     | 0                                | 172  | 168  | Senior - Primary Worship Service              | 143 ( 5) | 119 ( 4) | 0 ( 0)                       |  |  |
| Senior Recruits                                     | 0                                | 15   | 15   | Senior - Secondary Worship Service            | 74 ( 4)  | 0 ( 0)   | 0 ( 0)                       |  |  |
| Junior Soldiers                                     | 0                                | 16   | 13   | Alpha   | 0 ( 0)   | 0 ( 0)   | 0 ( 0)                       |  |  |
| Adherents   | 0                                | 215  | 215  | Discipleship Groups *                         | 14 ( 1)  | 10 ( 2)  | 0 ( 0)                       |  |  |
| Total IHQ Official Membership                       | 0                                | 418  | 411  | Healing & Wholeness (Recovery Ministries)     | 0 ( 0)   | 0 ( 0)   | 0 ( 0)                       |  |  |
| Friends   | 0                                | 63   | 72   | Men's Ministries                              | 17 ( 1)  | 24 ( 1)  | 0 ( 0)                       |  |  |
| TOTAL Canada & Bermuda Membership                   | 0                                | 481  | 483  | Senior Ministries                             | 25 ( 1)  | 32 ( 1)  | 0 ( 0)                       |  |  |
| Membership Registers                                | 2002                             | 2011 | 2012 | Youth Average Attendances<br>(By # Meetings)  | 2002     | 2011     | 2012                         |  |  |
| Cradle Roll Register Member                         | 0                                | 23   | 23   | Sunday School                                 | 52 ( 5)  | 16 ( 3)  | 0 ( 0)                       |  |  |
| Sunday School Register Members                      | 0                                | 54   | 54   | Weekday Sunday School                         | 0 ( 0)   | 0 ( 0)   | 0 ( 0)                       |  |  |
| CCM Members   | 28                               | 15   | 15   | Children's Outreach/Fellowship **             | 0 ( 0)   | 11 ( 2)  | 0 ( 0)                       |  |  |
| Healing & Wholeness Ministry # Trained Facilitators | 0                                | 0    | 0    | CROSSzone & CROSStraining (Corps Cadets)      | 9 ( 6)   | 0 ( 0)   | 0 ( 0)                       |  |  |
| Seniors Ministries Members                          | 46                               | 64   | 64   | Junior Action                                 | 0 ( 0)   | 7 ( 2)   | 0 ( 0)                       |  |  |
| Men's Ministries Members                            | 25                               | 25   | 25   | Pioneers & Kid's Club                         | 0 ( 0)   | 0 ( 0)   | 0 ( 0)                       |  |  |

### The Women's Ministry Report

This report details information on women's ministry activity at the MU level. The tabs at the bottom of the report indicate the different areas corps could have. So Home League, Focus Groups etc. are listed there. For all intents and purposes this report isn't needed at the MU level since most will only have 1 or 2 activities occurring but it's there to be consistent with the Divisional reports. This report is created in Microsoft Excel format.

| Women's Ministries Attendance/Statistics Report |   |             |             |               |                              |                            |                             |                                  |   |
|---|---|-------------|-------------|---------------|------------------------------|----------------------------|-----------------------------|----------------------------------|---|
| Division: Ontario Great Lakes Division          |   |             |             |               |                              |                            |                             |                                  |   |
| Period: September 2012 - September 2012         |   |             |             |               |                              |                            |                             |                                  |   |
| Ministry Unit                                   | SPECIAL EVENTS - IN CORPS<br>(Rallies / Breakfasts / Funeral Teas / Dinners / Catering / etc) |             |             |               |                              |                            |                             |                                  |   |
|   | Spiritual Results   |             |             |               |                              |                            |                             |                                  |   |
|   | # Meetings / Events   | # Attending | Seekers 1st | Seekers Other | # of Families linked thru WM | # of Soldiers made thru WM | # of Adherents made thru WM | # of Young People linked thru WM |   |
| Corp Name                                       | 0   | 0           | 0           | 0             | 0                            | 0                          | 0                           | 0                                | 0 |
| Total   | 0   | 0           | 0           | 0             | 0                            | 0                          | 0                           | 0                                | 0 |

### Youth Discipleship Report (Total)

This report compares total attendance from this year to last for all youth discipleship activities individually including Sunday School, Midweek School, Jr. Action, Cross Zone, Cross Training, Children's Worship, VBS, Pioneers and Kid's Clubs. Note Pioneers and Kid's clubs are outreach at some corps and discipleship at other but will be included in only one report.

### Youth Discipleship Report (Average)

This report will be the same as the above report but showing average per meeting instead of total attendance.

### Youth Outreach Report (Total)

This report will compare total attendance from this year to last for all youth outreach activities individually including Jr. Youth Group, Sr. Youth Group, Guiding, Scouting, Sports Action and all similar activities. Note Pioneers and Kid's clubs are outreach at some corps and discipleship at other but will be included in only one report.

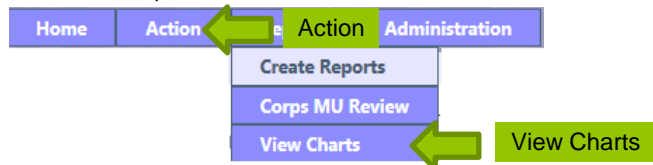
### Youth Outreach Report (Average)

This report will be the same as the above report but showing average per meeting instead of total attendance.

## CHARTS

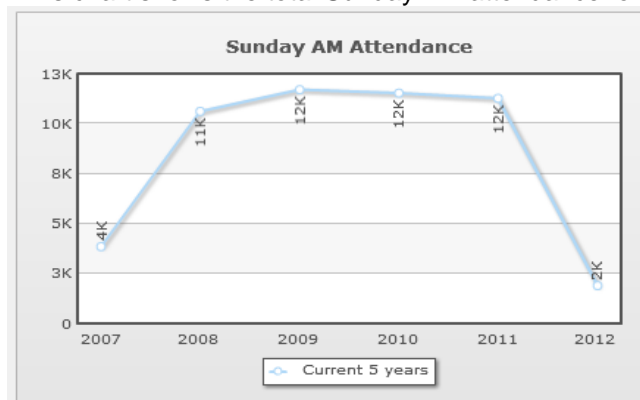
There are a couple charts built into SAMIS that provides a variety of information.

1. Click **Action, Charts**.



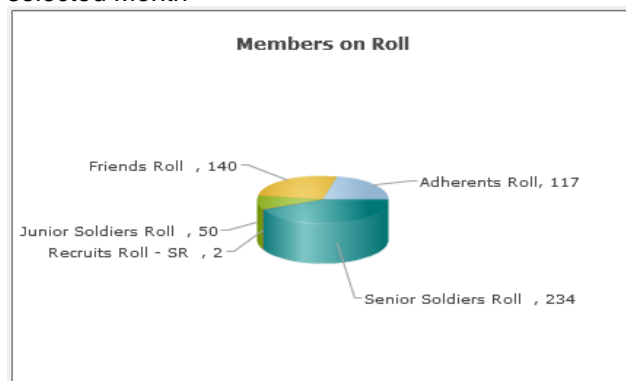
### Sunday AM Attendance Chart

This chart shows the total Sunday AM attendance for the current year and for each of the previous 5 years.

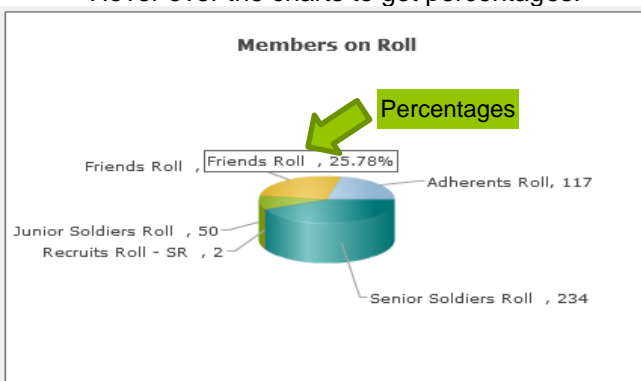


### Members on Roll Chart

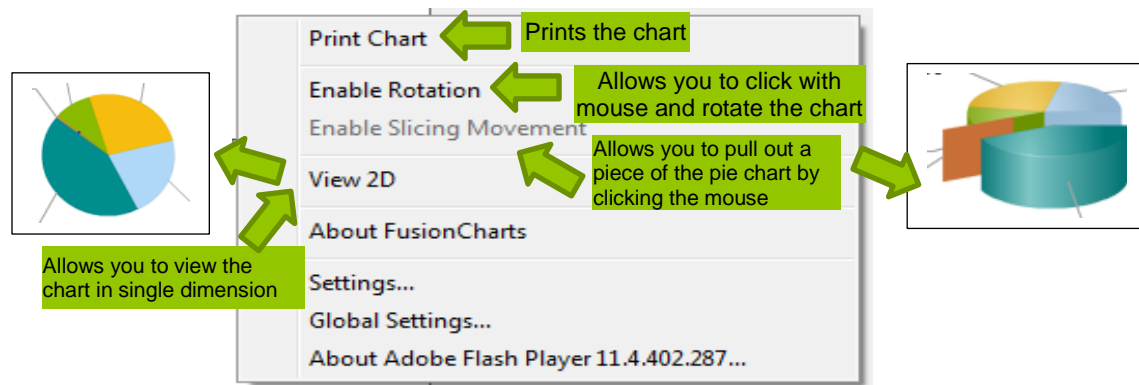
This chart shows the current rolls to date for the selected Month



Hover over the charts to get percentages.

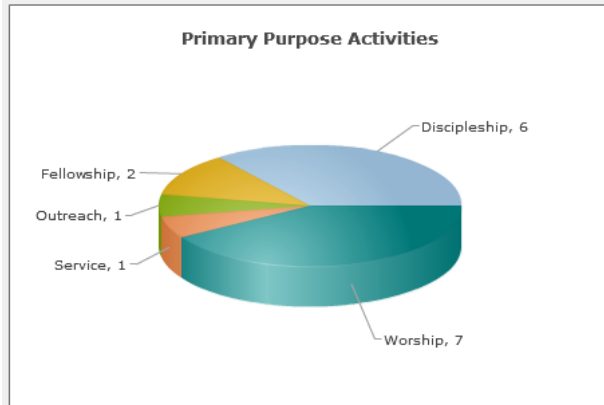


Right click on the chart to get options



### Primary Purpose Activity Chart

This chart shows the activities by primary purpose for the month. It varies depending upon the month. If there were no activities for the month, you would not see the category.



### Age Target Activities Chart

This chart shows the activities based on age for the month. It varies depending upon the month. If there were no activities for the month, you would not see the category.



You can also display the percentages and options with these charts as the Members on Roll chart above.

## LOGGING OUT OF SAMIS

You can log out of Kettle Program in one of two ways.

1. Click **Log Out** in upper right pane of SAMIS Program.

