

SAMIS - CLEANING UP YOUR LIST OF PROGRAM ACTIVITIES

1. Select ACTION -> ACTIVATE/DEACTIVATE PROGRAM ACTIVITIES from the main menu. You will now see a listing of ALL Program Activities available in SAMIS. The items with a checkmark in the box to the right, are activated for your Ministry Unit.

Program Activity	Primary Purpose	Program Category	Active?	Statistics
Abused Women Program	Service	Women and Children Programs	<input type="checkbox"/>	Select
Adult Camp - Other	Outreach	Camps - Adult	<input type="checkbox"/>	Select
Adult Fellowship	Fellowship	Adult Fellowship Groups	<input checked="" type="checkbox"/>	Select
Adult Language Learning Centre	Program	Immigrant and Refugee Services	<input type="checkbox"/>	Select
Adventure Club	Outreach	Spiritual Development Junior	<input type="checkbox"/>	Select
Advisory Board	Administration	Administration	<input checked="" type="checkbox"/>	Select
Advisory Board	Administration	Volunteers	<input type="checkbox"/>	Select
Aftercare	Program	Correctional and Justice Services	<input type="checkbox"/>	Select
Alpha Course	Outreach	Special and Occasional Sr. and Jr.	<input checked="" type="checkbox"/>	Select
Auxiliary Member - Active	Administration	Memberships - Adult	<input checked="" type="checkbox"/>	Select
Auxiliary Member - Associate	Administration	Memberships - Adult	<input checked="" type="checkbox"/>	Select
Baby Song	Outreach	Outreach Services	<input type="checkbox"/>	Select
Band Group - Sr	Worship	Music and Arts	<input type="checkbox"/>	Select
Band Group - YP	Worship	Music and Arts	<input checked="" type="checkbox"/>	Select
Beaver Camp	Outreach	Camps - Outreach	<input type="checkbox"/>	Select

2. Click on the area indicated in the picture to the right, to sort the list by activated activities. The first click will bring all inactive programs to the top, the second click will bring all the active programs to the top, displaying a check mark in each respective box.

Program Activity	Primary Purpose	Program Category	Stat Entered?	Statistics
Band Group - YP	Worship	Music and Arts	<input checked="" type="checkbox"/>	Select
CCM Nursing Home Visits	Service	Community Care Ministries	<input checked="" type="checkbox"/>	Select
CCM Retirement Residence Visit	Outreach	Community Care Ministries	<input checked="" type="checkbox"/>	Select
Cell Groups	Discipleship	Spiritual Development Senior	<input checked="" type="checkbox"/>	Select
Christmas Assistance - Sunshine Bags	Service	Christmas Assistance	<input checked="" type="checkbox"/>	Select
Finance - Corps	Administration	Finance	<input checked="" type="checkbox"/>	Select
Older Adult Ministries	Fellowship	Adult Fellowship Groups	<input checked="" type="checkbox"/>	Select
Pastoral Visitation - Officer	Service	Spiritual Development Senior	<input checked="" type="checkbox"/>	Select
Prayer or Bible Study Group	Discipleship	Spiritual Development Senior	<input checked="" type="checkbox"/>	Select
Public Meetings - Weekday Indoor	Worship	Special and Occasional Sr. and Jr.	<input checked="" type="checkbox"/>	Select
Sunday School - Sunday	Discipleship	Spiritual Development Junior	<input checked="" type="checkbox"/>	Select
Sunday Worship AM	Worship	Spiritual Development Senior	<input checked="" type="checkbox"/>	Select
WM - Special Events	Outreach	Womens Ministries	<input checked="" type="checkbox"/>	Select
Youth Group - Senior / College and Careers	Fellowship	Spiritual Development Junior	<input checked="" type="checkbox"/>	Select
Adult Fellowship	Fellowship	Adult Fellowship Groups	<input type="checkbox"/>	Select

3. Using the paging links at the bottom of the box (1 ... 20) move chronologically through the pages, assessing each active Program Activity.

If a program is Activated, and you no longer collect statistics for the program, choose 'SELECT' to the right.

Program Activity	Primary Purpose	Program Category	Stat Entered?	Statistics
Band Group - YP	Worship	Music and Arts	<input checked="" type="checkbox"/>	Select
CCM Nursing Home Visits	Service	Community Care Ministries	<input checked="" type="checkbox"/>	Select
CCM Retirement Residence Visit	Outreach	Community Care Ministries	<input checked="" type="checkbox"/>	Select
Cell Groups	Discipleship	Spiritual Development Senior	<input checked="" type="checkbox"/>	Select
Christmas Assistance - Sunshine Bags	Service	Christmas Assistance	<input checked="" type="checkbox"/>	Select
Finance - Corps	Administration	Finance	<input checked="" type="checkbox"/>	Select
Older Adult Ministries	Fellowship	Adult Fellowship Groups	<input checked="" type="checkbox"/>	Select
Pastoral Visitation - Officer	Service	Spiritual Development Senior	<input checked="" type="checkbox"/>	Select
Prayer or Bible Study Group	Discipleship	Spiritual Development Senior	<input checked="" type="checkbox"/>	Select
Public Meetings - Weekday Indoor	Worship	Special and Occasional Sr. and Jr.	<input checked="" type="checkbox"/>	Select
Sunday School - Sunday	Discipleship	Spiritual Development Junior	<input checked="" type="checkbox"/>	Select
Sunday Worship AM	Worship	Spiritual Development Senior	<input checked="" type="checkbox"/>	Select
WM - Special Events	Outreach	Womens Ministries	<input checked="" type="checkbox"/>	Select
Youth Group - Senior / College and Careers	Fellowship	Spiritual Development Junior	<input checked="" type="checkbox"/>	Select
Adult Fellowship	Fellowship	Adult Fellowship Groups	<input type="checkbox"/>	Select

4. You can now see more details about this program activity in the table on the right. To close a program you no longer wish to collect statistics for, enter a Close Date.

The screenshot shows a table of program activities with columns: Program Activity, Primary Purpose, Program Category, Active?, and Activation. The 'Alpha Course' row is highlighted. To the right is a detailed view for 'Alpha Course' with fields for Open Date (2/1/2003), Close Date, Comment (Discipleship), and Activity Details (A course following the style and approach of the international Alpha Courses).

5. After you go through all Activated programs, and close unused items, your customized Program Activity listing on the Enter Statistics page will no longer show these items. Remember that when you close a program on a specific date you will still see it in the listing if you select a month dated before the date it was closed.

For example, if you enter Jan 1, 2012 to close a program, the item will not appear in your list in February 2012, but will still be visible in 2011, and January 2012.

The screenshot shows a table of program activities with columns: Program Activity, Primary Purpose, Program Category, Stat Entered?, and Statistics. A search filter is applied to the 'Program Activity' column, showing a list of items including 'Adult Fellowship Groups'.

Your customized list will now only display items that you are using on a regular basis.

NOTE: There are a number of Program Activities that cannot be Deactivated. These include things like Pastoral Care Council, Sunday Worship, and a number of Women's Ministry items.

Items that cannot be Deactivated display this warning.

The screenshot shows a detailed view for 'WM - Home League' with fields for Open Date (12/1/1996), Close Date, Comment (SAMIS 1.0 MIGRATION), and Activity Details (As defined by International Guidelines for Women's Ministries). A red arrow points to a warning message: 'This item cannot be de-activated.'