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.

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.

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.

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.

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.

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.