## 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.

		Primary PurPose		Active? /	livation
AI	•	Al	•   [Al •		
				0	Inter/Ed
Abused Women Pr	ogram	Service	Women and Children Program	n Services	Select
Adult Camp - Other		Outreach	Camps - Adult		Select
Adult Fellowship		Fellowship	Adult Fellowship Groups	2	Select
Aduit Language Learn	ning Centre	Program	Immigrant and Refugee Services		Select
Adventure Club		C. Lucash	Spiritual Development Junior		Select
Advisory Board		Administrati	on Administration		Select
Advisory Board		Administrati	on Volunteers		Select
Aftercare		Program	Correctional and Justice Services		Select
Alpha Course		Outreach	Special and Occasional Sr. and J	r. 🗹	Select
Auxiliary Member - Ad	tive	Administrati	on Memberships - Adult		Select
Auxiliary Member - As	ssociate	Administrati	on Memberships - Adult		Select
Baby Song		Outreach	Outreach Services		Select
Band Group - Sr		Worship	Music and Arts		Select
Band Group - YP		Worship	Music and Arts	1	Select
Beaver Camp		Outreach	Camps - Outreach	10	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		Stat Entered?	
Al A	M. D	<b>X</b>		
		0	0	Enter/Ed
Band Group - YP	Worship	Music and Arts	2	Select
CCM Nursing Home Visits	Service	Community Care Ministries	9	Select
CCM Retirement Residence Visit	Outreach	Community Care Ministries	(v)	Select
Cell Groups	Discipleship	Spiritual Development Senior	1	Select
Christmas Assistance - Sunshine Bags	Service	Christmas Assistance		Select
Finance - Corps	Administration	Finance	9	Select
Older Adult Ministries	Fellowship	Adult Fellowship Groups	4	Select
Pastoral Visitation - Officer	Service	Spiritual Development Senior	4	Select
Prayer or Bible Study Group	Discipleship	Spiritual Development Senior	4	Select
Public Meetings - Weekday Indoor	Worship	Special and Occasional Sr. and	Jr. 🕑	Select
Sunday School - Sunday	Discipleship	Spiritual Development Junior	4	Select
Sunday Worship AM	Worship	Spiritual Development Senior	4	Select
WM - Special Events	Outreach	Womens Ministries	(v <sup>2</sup> )	Select
Youth Group - Senior / College and Careers	Fellowship	Spiritual Development Junior		Select
Adult Fellowship	Felowship	Adult Fellowship Groups		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.

		Primary PurPose			
AI		AI	Al 💽		
Band Group - YP		Worship	Music and Arts		Select
CCM Nursing Home	Visits	Service	Community Care Ministries	4	Select
CCM Retirement Residence Visit		Outreach	Community Care Ministries	4	Select
Cell Groups		Discipleship	Spiritual Development Senior		Select
Christmas Assista Bags	nce - Sunshine	Service	Christmas Assistance		Select
Finance - Corps		Administration	Finance	9	Select
Older Adult Ministr	64.	Fellowship	14.15.1	$\rightarrow$	Select
Pastoral Visitation	- Officer	Service	Spiritual Development Senior	9	Select
Prayer or Bible Stu	dy Group	Discipleship	Spiritual Development Senior	4	Select
Public Meetings - Weekday Indoor		Worship	Special and Occasional Sr. and	Jr. 🕑	Select
Sunday School - Sunday		Discipleship	Spiritual Development Junior	4	Select
Sunday Worship AM		Worship	Spiritual Development Senior	4	Select
WM - Special Events		Outreach	Womens Ministries	1	Select
Youth Group - Sen Careers	ior / College an	d Fellowship	Spiritual Development Junior		Select
Adult Fellowship		Felowship	Adult Fellowship Groups		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.

Al V	a 📕	A			Activation for: Alpha Course	
° – 1 P	0	¢.	¢	Enter/Edit		
Abused Women Program	Service	Women and Children Program Services		Select	Save Cancel	Clear
Adult Camp - Other	Outreach	Camps - Adult		Select	Save	Clear
Adult Fellowship	- Alia	Adult Fellowship Groups	2	Select	Open Date: 2/1/2003	
Adult Language Learning Centre	Program	Immigrant and Refugee Services		Coloct		0
Adventure Club	Outreach	Spiritual Development Junior		Select	Close Date:	
Advisory Board	Administration	Administration	1	Select		
Advisory Board	Administration	Volunteers		Select	Comment: Discipleship	
Aftercare	Program	Correctional and Justice Services		Select		
Alpha Course	Outreach	Special and Occasional Sr. and Jr.		Select		
Auxiliary Member - Active	Administration	Memberships - Adult	4	Select	Activity Det	aile
Auxiliary Member - Associate	Administration	Memberships - Adult	2	Select	Activity Der	anə
Baby Song	Outreach	Outreach Services		Select		lowing the style
Band Group - Sr	Worship	Music and Arts		Select		Alpha Courses.
Band Group - YP	Worship	Music and Arts	4	Select	Purpose: Primary: Outr	
Beaver Camp	Outreach	Camps - Outreach		Select		. Gender: Both

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.

		Primary PurPose		Program Cat		Stat Entered?	
Al	-	AI 🔻	A		•		
All Adult Fellowsh	nin		^		0		Enter/Edi
Auxiliary Memi	ber - Active			dult Fellowshi	o Groups	100	Select
Auxiliary Memi Casual Volunte	ber - Associate			emberships - Ad			Select
CCM Hospital \							
CCM Members				lemberships - Ad	lult		Select
CCM Nursing F CCM Private H				olunteers		<b>v</b>	Select
		rs & Food Voucher	8	ommunity Care N	Inistries		Select
	istance - Sunshi	ne Bags		emberships - Ad			Select
	istance - Toys			Internet and developed of			
Cradle Roll Finance - Corp				ommunity Care N	linistries		Select
Funeral, Memo				ommunity Care I	linistries		Select
Kids Club	termine and the second second						
Local Officer -				hristmas Assista	ince	<b>v</b>	Select
Material Assist				hristmas Assista	nce	(V)	Select
Mens Fellows				in Idunida Maarata	ince		3616343
Pastoral Care				hristmas Assista	nce	4	Select
Pastoral Care Pastoral Visita				lemberships - YF	0		Select
Prayer or Bible				inance			Select
	s - Weekday Indo	or					
Social Service Special Events				pecial and Occa	sional Sr. and	d Jr.	Select
Sunday Worsh				piritual Developm	ent Junior	4	Select
Volunteers - R	legular			HI ST			
WM - All Other	Groups						

**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.

Save	Cancel Clear			
Open Date: 12	/1/1996			
Close Date:				
-	s item cannot be de-activated. AMIS 1.0 MIGRATION			
	Activity Details			
Activity Description:	As defined by International Guidelines for <u>Womens</u> ' Ministries ( may be called by			
Purpose:	Primary: Fellowship			
Target Groups:	Age: Adult (20+), Gender: Female			
Other:				