Contact the SAMIS Help Desk at 255-4410 or samis@coj.net.

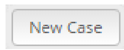
SAMIS Quick Reference STVG

https://duval.samis.io

Find a Program

1. **Option A - Programs > Search**
    a. Program Name in Grid?
        i. **Yes**: Click program name to view Program Page
        ii. **No**: Add filter for 'Title' and search for Program Name.
2. **Option B – Programs > Recent**
    a. Program Name listed in dropdown?
        i. **Yes**: Click program name to view Program Page
        ii. **No**: Use Option A

Add New Participant

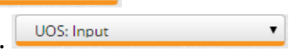
1. Go to the Program Page
2. Click the *New Case* button 

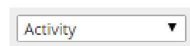
3. Complete New Case input and click *Save*.
4. Click New the Participant button. 

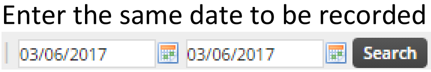
5. Enter New Participant Code Information and click *Continue*.
6. Complete demographic page information and click *Save*.
7. Click the Program Name in the breadcrumb to return to Program Page:
   Agency Name > Program Name > 248331: 03-10-2017 -> Jarod Fake

Record Units of Service - Daily

1. Go to the Program Page.
2. Click the *Detail* drop down list (Top Left). 

3. Choose the *UOS: Input* option from the drop down list. 

4. If necessary to only show 1 activity, click the *Activity* drop down list 

   then choose the appropriate Activity. ***This step is unnecessary if your program does not use multiple activities.***
5. Enter the same date to be recorded in both date fields and click *Search*
   

6. Enter the max number of units for your day or session in the first date cell of row 1, and then press your tab key. If you entered a '1' and pressed tab, you should now see 1.00
7. Click the cell you just tabbed out of (#6 above). It should have a small blue box at the lower right corner 1.00
8. With your mouse, hover over the small blue box in the corner of the cell, hold your left mouse key and drag the cell value down the column for all cells or use Pre-Fill (only one date column).
9. Review the SAMIS sign-in sheet for the date being recorded and reduce the value for any student who had less than the max number of units or was absent. ***Note, the # of UOS recorded in SAMIS for each student***

Find a Participant's Demographic Page

1. Go to the Program Page.
2. Click ***Total Participants*** near the gold box at the top right of the page.
3. Sort the results grid by 'Title' and use the vertical scroll bar to locate the name of the student.
4. Click the student's name to open the demographic page.

Modify a Participant's Demographic Page

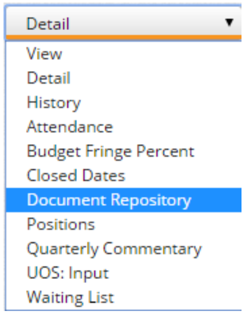
1. Go to the participant's demographic page.
2. To modify most demographic fields for a participant, you can click the ***Modify*** button at the top left of the page.
    a. Make all necessary changes to editable fields on the page.
    b. Click ***Save***.
    c. Return to the Program Page by clicking the Program Name in the bread crumb near the top of the demographic page.
    Agency Name > Program Name > 248256: > Jarod Fake
3. To modify the participant's name, Date of Birth, etc., you can click the ***Modify Name*** button at the top left of the page and to the right of the *Modify* button.
    a. A new window will be displayed where you can make the required changes.
    b. Make changes and click ***Continue***.
    c. You will be returned to the demographic page (Edit Mode) where you **MUST** scroll down and click the ***Save*** button on the bottom of the page.
    d. Return to the Program Page by clicking the Program Name in the bread crumb near the top of the demographic page.
    Agency Name > Program Name > 248256: > Jarod Fake

UOS: Groups (Record Event)

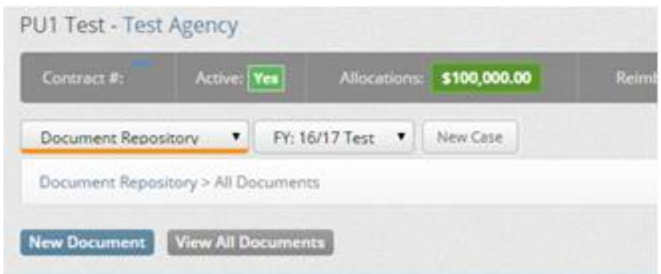
1. Go to the Program Page.
2. Click the *Detail* drop down list
3. Choose the *UOS: Groups* option from the drop down list.
4. Click on *New Session* to begin recording an event.
5. Enter the date to be recorded in *Session Date.*
6. Group Units of Service Click the dropdown and select *Event.*
7. *Start Time -* Select your event Start Time.
8. *End Time - Select* your event End Time.
9. *Leaders* - Enter the number of participants that attended the event.
10. Click

Upload Sign – In Sheets

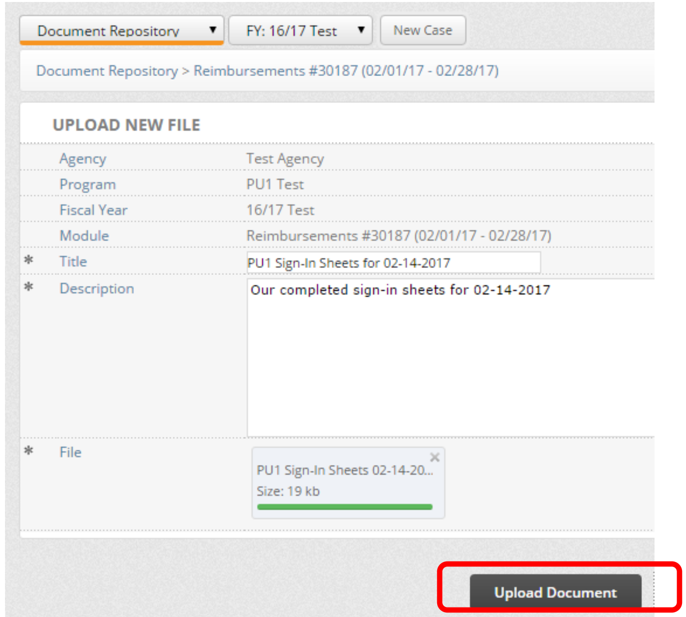
1. **To upload your sign-in sheets, go to the Program Page and choose 'Document Repository' from the Detail dropdown list.**
    a. *Ensure you are on the correct Fiscal Year before clicking 'Document Repository'.*



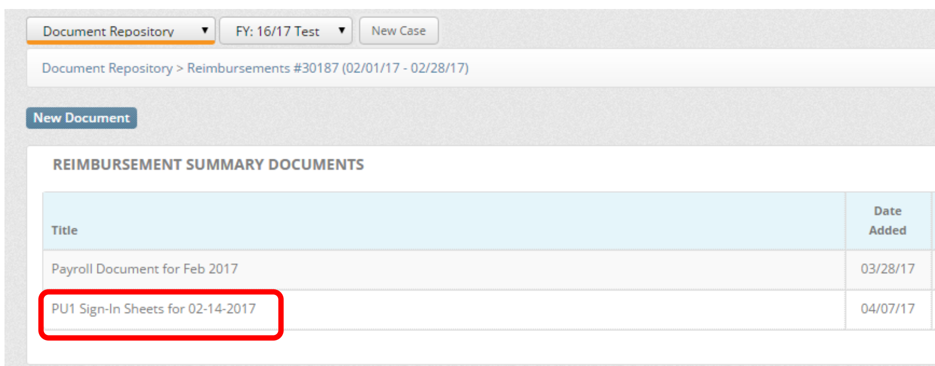
2. **Select New Document**



3. **Enter a meaningful Title that shows the date or dates covered and click '*__Upload Document__*'.**
    a. It is preferable to sort all sign-in sheets for a period in date order and scan them as 1 PDF document.
    b. If for any reason the instructions in 3a above are not possible, please contact your contract manager for formally making other special arrangements.



1. The image below is an example of the uploaded sign-in sheet file now in the Document Repository.



Reset Password

Use the link under the green ***Sign In*** button, on the login page, to request a temp password to be emailed to the address we have on file.