

# SAMIS

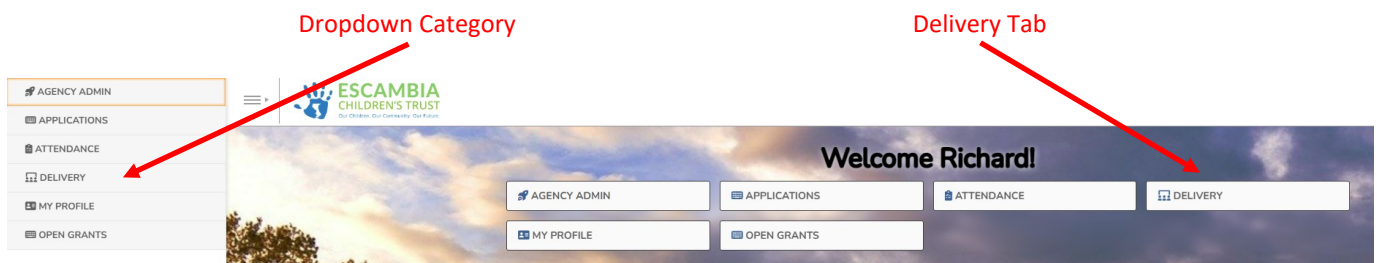
Provider: Program Group



## Quarterly Reports in SAMIS

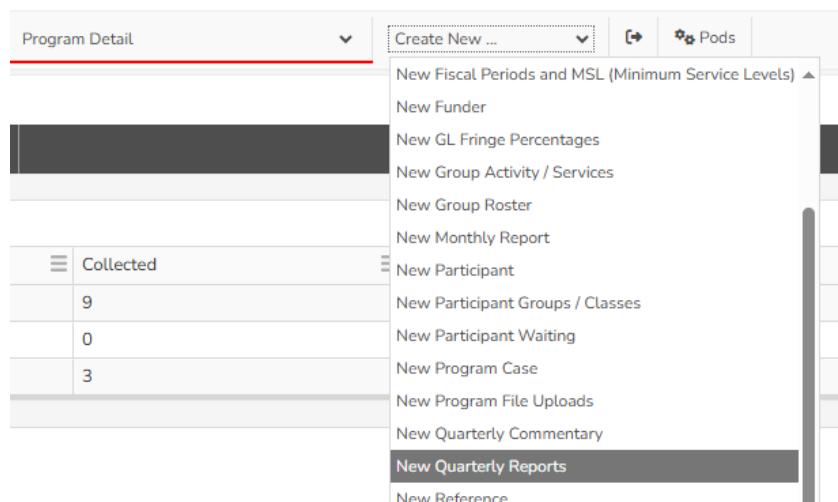
### SAMIS Navigation

1. The SAMIS homepage can be found using the following link: <https://escambia.samis.io/>
2. You will then be asked to enter your email address (user name) and SAMIS password.
3. Go to the “Delivery” section by either clicking on the dropdown category and selecting “Delivery ” or selecting the “Delivery” tab.



### Create a Quarterly Report in SAMIS

1. In the “Delivery” section click on the “Programs” tab to view your funded programs.
2. The next screen will display your agency’s funded program(s). Click on the “View” button next to the program that is due for a quarterly report.
3. Click the dropdown arrow next to the “Create New” and select “Quarterly Reports”



4. Complete the “Quarterly Reports” report. The fields “Fiscal Period” and “Quarter” are required .
5. When complete, select “Save & Submit Entry”.

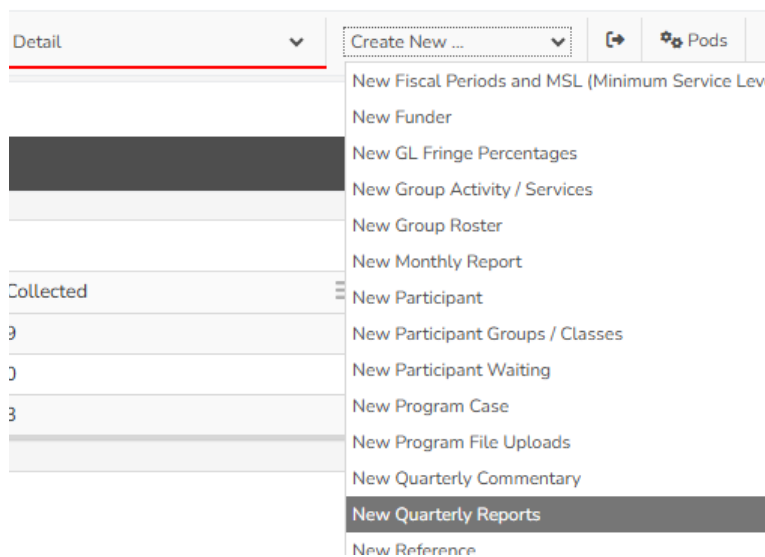
### **Create a Quarterly Report in SAMIS (cont.)**

6. If you want to take a break and come back later to complete the report select “Save Entry”. Follow the **Edit Quarterly Report in SAMIS** instructions to retrieve saved report.

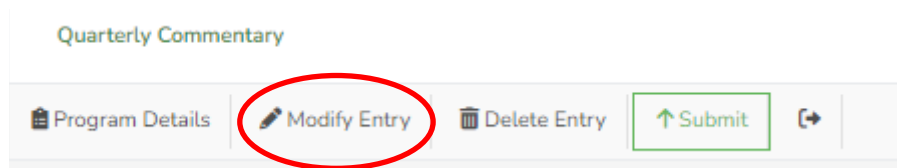
## **Edit Quarterly Report in SAMIS**

Use the instructions in this section to continue working on a report that you have already started or edit a quarterly report that has been rejected.

1. To edit a quarterly report, follow steps 1 and 2 in the **Create a Quarterly Report in SAMIS** section found on the previous page.
2. Click the dropdown arrow next to the “Program Details” and select “Quarterly Reports”



3. Click on the “View” button next to the report you want to edit and select “Modify Entry”.



4. When complete, select “Save & Submit Entry”.

### **Helpful Hints**

1. If your report was rejected there is a feedback section that provides an explanation and recommendations for your resubmitted report.
2. To access previous reports, follow steps 1 - 3 in the **Edit Quarterly Report in SAMIS** section. You will only have the option to view previous reports.