



DEPARTMENT OF SENIOR AFFAIRS POINT OF SALE SYSTEM MEMBERSHIPS TRAINING COURSE

Section 1

An Overview of Siriusware & SAMS Software
Applications Systems-Self-Paced Course

Revised December 6, 2016

DSA Memberships Course

Section 1-Siriusware & SAMS Software Applications systems

- **Goals and Objectives of Section 1:**
 - Through this DSA Membership Course Section 1, you will understand the difference between the **Siriusware** and **SAMS** systems and how to process transactions in the **point of sales system** and understand the congregate lunch meal tracking process for DSA in **SAMS**.

DSA Memberships Course

Section 1-Siriusware & SAMS Software Applications systems

- **What is Siriusware and what is SAMS?** Siriusware and SAMS are separate software application systems utilized by DSA to issue memberships, process various point of sales transactions and capture information for the Area Agency on Aging (AAA) Federal reporting requirements. Each system is housed on its own computer at the front of each DSA facility.

Siriusware Computer



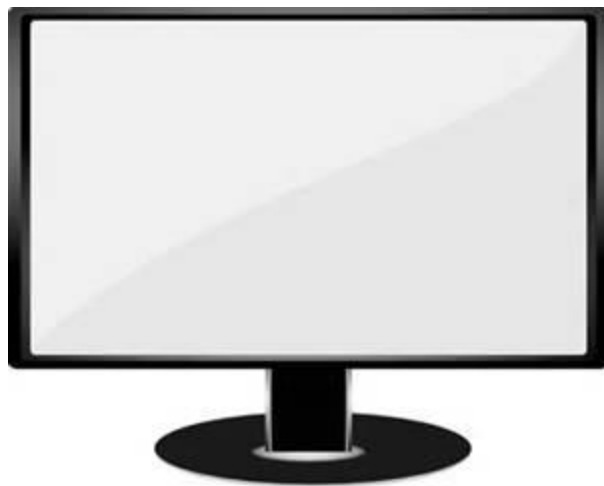
SAMS Computer

DSA Memberships Course

Section 1-Siriusware & SAMS Software Applications systems

What is Siriusware?

- Siriusware is the Point of Sales system application of record for the City of Albuquerque Department of Senior Affairs and is used to issue and renew memberships, print and reprint membership cards and process point of sales transactions.

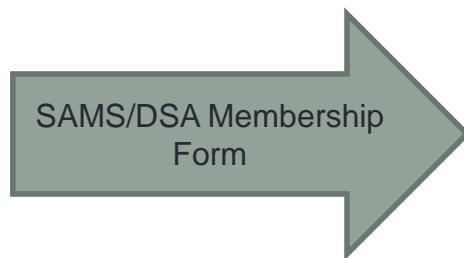


DSA Memberships Course

Section 1-Siriusware & SAMS Software Applications systems

What is the Social Assistant Management System (SAMS)?

- **SAMS** is the Reporting System for Qualifying Services for the **Area Agency on Aging** Activities. Member information, meals, activities and other items are tracked in SAMS for federal reporting and funding requirements for 60+ members who have filled out a SAMS form and have been entered into the SAMS system.
- **SAMS/DSA Membership Form:** The highlighted areas on the SAMS/DSA Membership form are required to be entered into the SAMS system.



City of Albuquerque Bernalillo County Area Agency on Aging
SAMS2000 Consumer Registration Form For Senior Centers

Header

- The Siriusware Software is housed on
- The Parks and Recreation Departmen
- Once a member has completed a SA
- DSA employees will swipe the membe

1) Submitted On: ___/___/___

2) Site & Name: _____

3) Registration Type: -Original -Update -Renewal

General - Personal

1) First Name: _____

2) MI: _____

3) Last Name: _____

4) Suffix: _____

5) AKA: _____

6) Marital Status:
-Divorced -Legally Separated -Married
-Single -Widowed

7) Gender:
-Female -Male

8) Birth Date: ___/___/___

9) SSN: 000-00-_____

5) State: _____

6) Zip: _____

7) Municipality:
-City of Albuquerque -Unincorporated Bernalillo County
-Village of Los Ranchos De Albuquerque
-Village of Tijeras -Other

Mailing Address

1) Same as Residential? -Yes -No

2) Street 1: _____

3) Street 2: _____

4) County: _____

5) Town: _____

6) State: _____ 7) Zip: _____

NAPIS

1) Ethnicity: -Hispanic or Latino
-Not Hispanic or Latino
-Unknown

2) In Poverty -Don't Know -No -Yes

3) Lives Alone -Don't Know -No -Yes

Status

1) Active: Default is "YES"

2) Reason: If Status is set to "No" Provide a reason

3) Status Date: ___/___/___

DSA Memberships Course

Section 1-Siriusware & SAMS Software Applications systems

- Once a member has completed a **SAMS/DSA membership form**, their information is entered into the Siriusware system to create their Membership and **Membership Card**.

**If the member is 60+ years old, the same member information that is entered in the Point of Sales system must be entered in the SAMS system PLUS additional information based on AAA requirements to create a member profile for case review and to determine AAA federal reporting qualifications*

DSA Memberships Course

Section 1-Siriusware & SAMS Software Applications systems

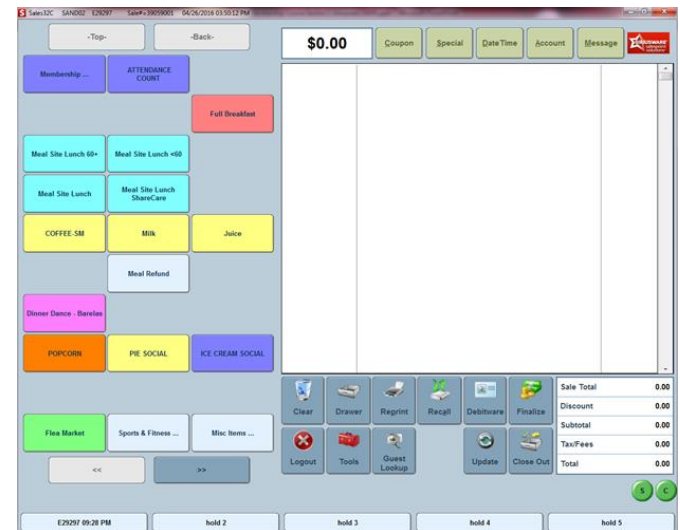
- The **Siriusware** Software is housed on its own computer with its own:
 - **Card Swipe Hardware** (to swipe membership cards)
 - **Camera Hardware** (to take member pictures) and
 - **Printer Hardware** (to print membership cards)
- The **Siriusware** point of sales software system is on a computer at the front desk of DSA facilities next to, but separate from the **SAMS** application computer.

**The Parks and Recreation Department also uses the Siriusware system to issue their own membership cards for golf activities.*

DSA Memberships Course

Section 1-Siriusware & SAMS Software Applications systems

- **DSA Membership Card Use:** Once a member has a membership card, DSA employees will swipe the membership card through the **Card Swipe Hardware** on the **Siriusware computer** system to process transactions for meals, trips, activities, etc. when a member visits a DSA facility.



DSA Memberships Course

Section 1-Siriusware & SAMS Software Applications systems

- **Process Transactions in Siriusware and Track eligible activities in SAMS:**
Some transactions for qualifying congregate meals (lunch) and activities will need to be run through both Siriusware and SAMS systems depending on the member's age and eligibility qualifications.



DSA Memberships Course

Section 1-Siriusware & SAMS Software Applications systems

- Congratulations! You have completed Section 1- Overview of the Siriusware and SAMS applications systems for the DSA Memberships Course.

