

# Stake President SMMS Quick Reference Guide

## Key Points

### Getting into the SMMS

SMMS is an application run from your browser.

Go to <https://servicemissionary.churchofjesuschrist.org>

Log into your LDS Account, if necessary.

### Returning to the Dashboard page (pg. 9)

Wherever you are in the SMMS you can always get back to the dashboard.

- Return directly to the dashboard by clicking on the “Service Missionary Management” link in the blue bar on the upper left of each page.
- The Menus are located under the “Service Missionary Management” link in the blue bar at the top of the page.

### Delegation of roles by the Stake President (pg. 53-58)

Process steps to add or edit an assigned user role to see or change data in SMMS.

- Log into SMMS or return to the dashboard page.
- Click on the “Settings” menu and select “Unit User Management” from the drop-down menu.
- Click on the “role” for which you would like to delegate access.
  - Blank indicates no access
  - Support role is view only.
  - Delegated Assigner role allows view and assign to operation only (not approve).
  - Delegated Assigner/Approver role allows person to create, view, assign and approve tasks on behalf of the Stake President.
- There is an option to select those who should receive copies of email messages sent from SMMS to the Stake President.

### Approve a proposed Assignment (pg. 38-45)

Process steps for stake president or user with delegated approval rights to approve proposed assignment.

- Log into SMMS or return to the dashboard page.
- In the Action Items section, click on “Assignments to be approved.”
- Locate the missionary’s name and click on “Assignment ID” to the left of the missionary’s name.
- On the Assignment Details screen, click on “Edit Assignment.”
  - Review and change assignment details if necessary.

- Enter comments, initials, and date in “Notes” box.
- Click on “Save”
- Click on “Approve Assignment” or “Reject Assignment”.

### **Approve Extension Request (pg. 46-52)**

*This action refers to changes to an assigned end date that results in an extension of the assignment and mission release date.*

- Log into SMMS or return to the dashboard page.
- In the Action Items section, click on “Modification Requests Due”.
- Select name of missionary from list and click on “Assignment ID” to left of missionary name.
- From the “Requested Change” box at the bottom of the page, select “Approve Request” or “Deny”.

### **Approve Early Release Request (pg. 46-52)**

*This action refers to changes to an assigned end date that results in an early release from the assignment and possibly from their mission.*

- Log into SMMS or return to the dashboard page.
- In the Action Items section, click on “Modification Requests Due”.
- Select name of missionary from list and click on “Assignment ID” to left of missionary name.
- If the missionary needs to be released from their mission on the date you just approved to end their assignment, click on the small blue “Edit” under Service Assignment End Date on the left side of the page. Enter the End date and click on “Save”. This terminates the assignment and the mission in one step.
- If the missionary does not need to be released from their mission on the proposed date, from the “Requested Change” box at the bottom of the page, select “Approve Request” or “Deny”. Then work with your SMC or SML to define a new assignment for them. Email for SMC: SMC-LasVegasNVGroup@churchofjesuschrist.org

### **Printing Call Letter**

*Process steps for printing documents.*

- Log into SMMS or return to the dashboard page.
- Select “Missionaries” from the Menus at the top of the page, below the “Service Missionary Management” blue bar.
- Click on name of missionary.
- On the top left side of the screen under the name of the missionary, click on the “Service Document” box.

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- Select “Call Letter” from menu, click on “Download” to download the document to your computer where you can print and sign it.

### **Getting a list of Current Missionaries** (pg. 11, 14, 20-21)

*Used to schedule regular interviews for missionaries under your stewardship (per 24.7.3 in the General Handbook of Instructions).*

- Log into SMMS or return to the dashboard page.
- Click in the “Total Missionaries” box under Missionaries in the Status Updates section.

### **Getting a list of Missionaries who will be released soon** (pg. 14)

*Used to schedule release interviews and schedule High Council reports (per 24.8.2-3 in the General Handbook of Instructions).*

- Log into SMMS or return to the dashboard page.
- Click in the “Next 30 Days” box under Missionary Releases in Next 120 Days in the Status Updates section.