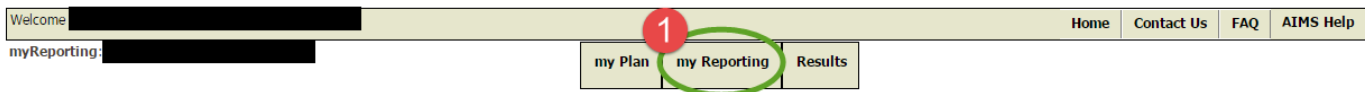# Basic AIMS Data Entry

Go to AIMS, either through the "Employees Only" page or aims.uaex.edu, and log in using your Active Directory password.

Once logged in, go to the "my Reporting" page by clicking on the "my Reporting" button (Step 1 below).

On the "my Reporting" page, if you are wanting to only report time, you can enter in your Program Planning & Delivery Time here. When you complete your time entry, remember to click "Submit" to save your hours.

If you are reporting contacts, volunteer information, and/or time, you will click the "Report" button for the program objective in which you would like to report. This will take you to the "myReport" page.

myReport Page

On the "myReport" page, you will see the options shown below. Depending on what you are reporting, you can expand any of the sections by clicking on the red "More…" link.

Hours

Starting with hours, enter in the number of hours worked (do not include any leave time) in the Planning & Delivery Time section.

NOTE: If you entered in your time anywhere else in AIMS, do not enter it in again on this page. Time is only entered once and AIMS will save it for you. Also, do no enter in time that you personally did not work (i.e. hours for program assistants).

Program:	Access to Safe & Nutritious Foods	10/21/2014 10:26:15 AM
Goal: 2	EFNEP Obj: 1 EFNEP Adult	

Month: ⦿ October

Hours: Hide

Planning & Delivery Time (Hours) ⌄ | 0 | Hours

NOTE: If any of the time entered above involves **Integrated or Multi State Extension efforts** report those hours **AGAIN** in the following sections.

Integrated Extension & Research ⌄ | 0 | Hours

Multi State Extension Activity ⌄ | 0 | Hours

Select Multistate ▼

If "Other" is selected Multi State Extension Activity, enter description.

To enter more than one Multi State activity, create a new Outside IPOW-myReport.

Direct Contacts

Direct Contacts are those you deliver educational programming to and you can confirm they heard/saw/read the information you are delivering. Classes, one-on-one consultations, and staffed displays are all considered direct contacts.

When selecting your Civil Rights audience, remember programming meant for youth will go into "4-H & Youth" and programming meant for adults will go into "Family & Consumer Science."

As you enter in your contacts, remember "Total Contacts" in the methods section should equal the total of all the race categories (see arrows below). e.g. If you have 1 Asian, 10 African Americans, 2 White and 1 Two or More Races, you should have 14 Total Contacts listed above.

For your Hispanic/Latino contacts, unless they select a separate racial category, include them in your "two or more races" category.

For youth audiences, report your contacts by age categories. If contacts are not reported by age, they will be counted as adults in your data.

Method of Direct Contact	Total # of times the method is Used	Total # of Direct Contacts by Method
Demonstrations	0	0
Educational Class: One session	0	0
Educational Class: Series 2-4 sessions	0	0
Educational Class: Series 5 or more sessions	0	0
Farm/Landowner Visit	0	0
Field Day/Tour/Camp	0	0
Meetings	0	0
One-on-One Consultation	0	0
Staffed Displays	0	0
Train the Trainer Workshop	0	0
Web-Based Instruction/Education	0	0
Total Contacts		0

NOTE:
Total Number of Direct contacts is NOT multiplied by the number of times. e.g. If you have 5 classes with 20 each, enter 100 in total # of direct contacts.

Ethnicity: Hispanic/Latino: 0   Non-Hispanic/Latino: 0   Not Disclosed: 0

Race:

Amer.Indian/ Alaska Native	Asian	Black/ African American	Hawaiian/ Pacific Islander	White	Two or More Races	Not Disclosed
0	0	0	0	0	0	0

Gender: Female 0   Male 0   Not Disclosed 0

Your total contacts number MUST match the totals for each demographic category.

Direct Contacts (Continued)

Phone calls, emails, and mail contacts are considered direct contacts, but do not require demographic information. Just enter in the number of people you have contacted using those methods.

In Person Promotion/Outreach/Recognition are the events where the purpose is to spread awareness of what Extension offers or to recognize the efforts of our participants and/or volunteers.

NOTE: Mail contacts are those who you mail information to in response to a request. This DOES NOT included mailed newsletters, those will go in the Indirect Contact section.

Direct Contacts without Demographic Information

Method of Direct Contact	Total # of Direct Contacts	
	Adult	Youth
Email	0	0
Mail	0	0
Phone	0	0
In-Person Promotion/ Outreach/ Recognition	0	0

InDirect Contacts

InDirect Contacts are those you deliver educational programming to and you CANNOT confirm they heard/saw/read the information you are delivering. Newsletters, stand-alone handouts, and un-manned displays are examples of indirect contacts.

For newsletters and educational resources, you need to enter in the total number of contacts reached through those means, plus how many times you did that (e.g. 1 newsletter to 200 adults).

For methods that you cannot be sure of how many people heard your educational programming, like displays and newspaper articles, you only report how many times you did that (e.g. 2 displays set up this month, 1 newspaper article written and submitted for publishing).

InDirect Contacts: Hide

____Indirect Educational Contacts____

AN INDIRECT CONTACT is ⌄

Method of Indirect Contact	Adult ⌄	Youth ⌄	Total # of Indirect Contacts by Method	Total # of times the method is Used ⌄
Newsletters, including electronic	0	0	0	0
Educational Resources (hand-outs, DVDs ,etc)	0	0	0	0

Media Indirect Method Used				Total # of times the method is Used ⌄
Display/Exhibits				0
Mass Mailing				0
Newspaper Articles				0
Public Service Announcement				0
Radio Media Program				0
Technology-Based Media (CD, DVD, etc.)				0
TV Media Program				0

Social Media & Website

Contacts made through social media platforms and the UAEX website are reported in this section.

Report contacts under direct or indirect, depending on the type of engagement with your posts:

-Direct Contacts include comments, shares, retweets, repins, etc.

-Indirect Contacts include unique visitors, reach, seen, impressions, etc.

NOTE: For more information on where to find these numbers, please see the Social Media AIMS Guides on AIMS Help.

Method of Contact ⌄	Total # of Direct Contacts ⌄		Total # of Indirect Contacts ⌄		Total # of Times the Method is Used ⌄
	Adult	Youth	Adult	Youth	
Website			0	0	0
Blog			0	0	0
Podcasts			0	0	0
Facebook	0	0	0	0	0
Twitter	0	0	0	0	0
Pinterest	0	0	0	0	0
Instagram	0	0	0	0	0
YouTube/ Videos	0	0	0	0	0

My Notes

This section is optional, but is helpful if needed.

When using the notes section, make sure to put in a name for the information you have entered and a date ("Importance of Veggies- ABC Elementary- Oct 28, 2014"). This will help you identify any other information you may enter in this section.

Notes are helpful for recording notes to yourself (what went well, what didn't), quotes or impact observation ("more of the students seemed receptive to trying new veggies than the last time I did a lesson"), or other information you would like to remember later on.

Remember that if you pull a report of just your notes, you will not see your contact information with it. Make sure your notes are going to be helpful if you only see the text you entered into that section.

InDirect Contacts: More...

My Notes: Hide

My Notes ⌄

Volunteers: More...

Total Number of Internal Division of Agriculture Contacts   0

Volunteers

Volunteers are any people who assist you (unpaid) in delivering your programs. Examples are teachers who pass out your handouts, a person who helps you assemble packets before a program, or someone who serves on your advisory committee.

Select the "Volunteer Audience" that best describes who the volunteers are. If there is not a category that fits, you can select "Other" and describe them in the text box on the right.

Place the information under the type of service they performed:
- Direct Service- Those who had direct contact with your audience- e.g. Teacher who distributed your handouts during a lesson, 4-H club leader teaching a group of 4-Hers.
- InDirect Service- Those who did NOT have direct contact with your audience- e.g. Person who helped you assemble packets before a program or set up the room.
- Service Learning- Those who are being trained to serve your audience- e.g. Master Gardeners training sessions, 4-H Volunteer trainings.
- Boards/Commissions/Advisory Councils- Those who are advising the direction of your program- e.g. People serving on your County Extension Council.

Enter in the number of volunteers that assisted you and the TOTAL number of hours they all served. For example, if you have 5 volunteers who helped you for 2 hours each, you enter "5" under "Total # of Volunteers" and "10" under "Total # Volunteer Hours."

Volunteers: Hide

Volunteerism Contacts

Volunteer Audience [Select choice ▼]	Other Audience [ ] If "Other" is selected for Volunteer Audience, enter description.	
	Total # Volunteers	**Total # Volunteer Hours**
Direct Service ▾	0	0
InDirect Service ▾	0	0
Service Learning ▾	0	0
Boards/Commissions/Advisory Councils ▾	0	0

When Finished Entering All Your Data Remember to Click "SUBMIT" to save all your hard work ☺

Enter all data and press [Submit]

If you have any AIMS questions, contact Diane Mashburn at 501-671-2351 or dmashburn@uada.edu.

Check what you have entered or delete wrong information

To view a list of the most recent reports you have entered into AIMS, use the "View Reports" button, seen below.

You will see a list of your most recent entries, sorted by date and time. To view what was entered, click on the date/time link.

If you find the entry is incorrect, you can delete the entry if it is before the 5th of the month.

NOTE: You will lose ALL the data in that entry if you delete it, so if your time is incorrect but your contacts are not, make sure to write down all the contact information to be re-entered once you delete the entry.

If you have any AIMS questions, contact Diane Mashburn at 501-671-2351 or dmashburn@uada.edu.