



Steps for Pulling AIMS Reports for the EFNEP Program

Results: Diane Mashburn (orgn 1200)

my Plan
my Reporting
Results

1. Select Time Frame:
Select One

- 2014 Oct
- 2015 FY_Oct-Sep

Hold CTRL key to select more than one.

2. Select Program:
-NOTE List below may change based on the year selected.

Access to Safe & Nutritious Foods

Planning Unit:
Hold CTRL key to select more than one.

- Statewide
- Delta District
- Ouachita District
- Ozark District
- 4H & Youth Development
- 4H Foundation
- Ag. Economics and Ag. Business
- Animal Science
- Arkansas - Dewitt
- Arkansas - Stuttgart

I. Program Results: [Hide](#)

Report Options:

Step 1. Report of (inputs, outputs, outcomes): Select One

(*These reports created for each program by: Summary, Goals, Objectives.)

Step 2. Report for: Person | Planning unit

Step 3. Select Report Type:

<p>One program 5</p> <p><small>(Which report do you want?)</small></p> <p><input type="radio"/> Summary <input type="radio"/> Goals <input checked="" type="radio"/> Objectives</p>	<p>All Programs</p> <p><input type="radio"/> Summary</p>
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Step 4. Create Report:
Grand Total, if more than one unit is selected. 6 **Grand Total**

Other Options (Select more than one unit.)

All Pages per unit 1 page per unit Sums for Units

II. PLANNING Reports: [More...](#)

III. CIVIL RIGHTS Reports: [More...](#)

IV. SNAP Reports: [More...](#)

V. Impact Reports: [More...](#)

You Can Pull Results for:

- General Program Results
- Hours
- Demographics
- Volunteer Summary
- Notes

1. Select the time frame you would like the data pulled from (for the entire year, select 2015 FY_Oct-Sep).
2. For EFNEP, select "Access to Safe & Nutritious Foods" in the "Select Program" box.
3. Under "Report of" select the type of data you want in your report.
 - If you want to know information about your contacts (type of contact, age, gender, race, etc.), select "General Program Report."
 - If you want just demographics, select "demographics."
 - If you want to know how many hours you have reported, select "Hours."
 - If you want information on how many volunteers you have and their hours, select "Volunteer Summary."
 - If you would like to have a report of all the text you entered in the notes section, select "Notes."
4. To view only what you have entered, you will select "Person".
5. To be able to view your EFNEP information down to the adult and youth, you will select "Objectives" as your "Report Type."
6. When you have selected all your options, you will click "Grand Total" and your report should appear in a new tab or window. (NOTE: If it does not appear, check your browser's pop-up blocker settings. You want the browser to allow aims.uaex.edu to use pop-ups.)