Civil Rights Reports in AIMS

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

2. Once logged in, go to the "Results" page by placing your mouse over the "Results" tab and selecting the current program year (see below).

3. On the "Results" page:

   -Select the program year in "Select Time Frame," since you want a complete look at what has been reported so far.
   -Select your county/department in "Planning Unit." You do have the option of pulling for multiple units.
   -NOTE: Do not select a program in step 2. You will be selecting your Civil Rights Audience in the next steps.

4. Scroll down the page to "III. CIVIL RIGHTS Reports" and click "More…"

5. Run each report individually according to Civil Rights audience.

   If you are pulling reports for a county office, all of the column options will create the same report.

   If you are pulling for multiple units, depending on how you want the report formatted, use one of the first two column options. The third combines all the units' data together into one summary report.

   NOTE: Pull and save/print each report one at a time, AIMS opens each new report in the same window.

III. CIVIL RIGHTS Reports: Hide

			Demographics ▼
	All Pages Per Unit	One Page Per Unit	Sums for Unit(s)
4-H & Youth	Detail ▾	Detail ▾	Summary ▾
ANR-Commercial	Detail ▾	Detail ▾	Summary ▾
ANR-Other	Detail ▾	Detail ▾	Summary ▾
Community Development	Detail ▾	Detail ▾	Summary ▾
Family & Consumer Sciences	Detail ▾	Detail ▾	Summary ▾
All Program Areas	Detail ▾	Detail ▾	Summary ▾

6. The bottom row of each report will have the grand total numbers that will be used to compare to Potential Audience numbers as well as in the Civil Rights Compliance calculator.

Employee	Ethnicity	Race								Gender	
	Hispanic /Latino	Amer. Indian/ Alaska Native	Asian	Black/ African American	Hawaiian Pacific Islander	White	Two or More Races	Total		Female	Male
Total	1066 10.51%	48 0.47%	198 1.95%	4321 42.61%	288 2.84%	4166 41.08%	1120 11.04%	10141		7051 69.53%	3090 30.47%

EFNEP Civil Rights Reports

The EFNEP program contacts will be included in other reports and will have to be pulled separately using the steps below.

Follow steps 1-4 above, then:

Before running the reports (step 5), change the selection on the drop down at the right of the Civil Rights Reports section to be "Demographics EFNEP Only."

Following steps 5 & 6:

      -Run "4-H & Youth" for the EFNEP Youth demographics report.

      -Run "Family & Consumer Science" for the EFNEP Adult demographics report.

More Questions? Need Assistance?

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