

# AIMS

**U of A**  
DIVISION OF AGRICULTURE  
RESEARCH & EXTENSION  
University of Arkansas System



## Making Edits to Your FY2020 Plan of Work

1. Log into AIMS using your Active Directory password ([aims.uaex.edu](https://aims.uaex.edu) or through the AIMS link on [uaex.edu/links](https://uaex.edu/links)).

2. Click “my Plan”



3. Select the **Program Name** with the corresponding goal number for the area you would like to edit include in your IPOW. For example, if you need to change the number of days you have for ANR, Goal #3, then select “Agriculture and Natural Resources (3)” in order to get to the content you need to change.

(NOTE: To view contents of each planned program area, under Frequently Asked Questions in AIMS Help, there is a list of all the goals included in AIMS.)

Program Name()	Days	Delete
2020 4-H Group Enrollment		
2020 4-H Youth Development ( 1)	17	Delete
2020 Agriculture and Natural Resources ( 1)	5	Delete
2020 Agriculture and Natural Resources ( 2)	2	Delete
2020 Agriculture and Natural Resources ( 3)	81	Delete
2020 Community & Economic Development ( 2)	5	Delete
2020 Community & Economic Development ( 3)	3	Delete
2020 Family & Consumer Sciences		
2020 Supplemental Nutrition Assistance Program (SNAP-Ed)		

4. Select the **Goal Number** to be edited.

4-H Youth Development		Print Detail
FY2020	<b>4-H Youth Development:</b> Enriching Arkansas children's lives through 4-H Positive Youth Development priority programs, activities and volunteer development.	
Goal#		
1		

5. Make any edits needed to the goal or objectives.

Staff Days for Goal	<input type="text" value="0"/>	To Delete an objective from this IPOW, put a 0 in Audience #
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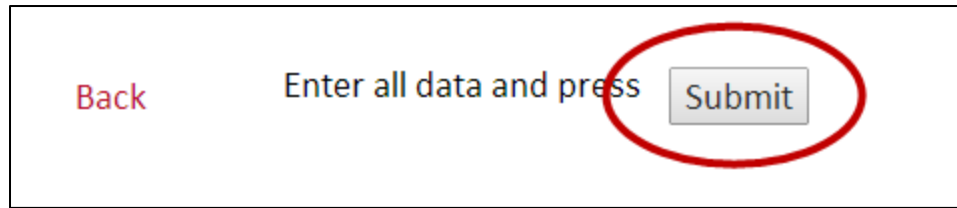
Remember, to add a new objective, fill in/select the following:

- A. **Projected Audience Number** (how many do you think you will reach in this objective?)
- B. **Projected Audience Type** (who do you think you will target in this objective?)
- C. **Direct Methods** (how do you think you will reach clientele?)

NOTE: Hold down the CTRL key to select multiple choices (i.e. audience and methods).

<b>Obj.# 1 4-H Healthy Living Programs</b> (Non Snap Ed/EFNEP) will increase knowledge and skills to lead healthy lives that balance physical, emotional and social health. <b>Specialist Contact:</b> Laura Balis - <a href="mailto:lbalis@uaex.edu">lbalis@uaex.edu</a>	
<b>Projected Audience Number:</b>	<input type="text"/> <b>A</b>
<b>Projected Audience Type:</b>	<b>B</b>
<div><div>Adults</div><div>Volunteers</div><div>Youth</div></div>	
<b>Direct Methods</b>	<b>C</b>
<div><div>Demonstrations</div><div>Educational Class: One session</div><div>Educational Class: Series 2-4 sessions</div><div>Educational Class: Series 5 or more sessions</div><div>Farm/Landowner Visit</div></div>	

7. Click “**Submit**” after completing your edits for the goal.



A screenshot of a web form. On the left is a red "Back" link. In the center is the text "Enter all data and press". To the right of this text is a grey "Submit" button, which is circled in red.

8. Repeat Steps 3-7 for any additional edits to your IPOW.

9. When you have completed your edits, click “Send Email” at the top of the myPlan page. This will send an email to your supervisor requesting review of your revised IPOW.  
-If revisions are requested by your supervisor, an email will be sent back to you.  
-Once you click “send email,” you will have full access to report in AIMS, including your new additions.

<b>myPlan:</b> Diane Mashburn (orgn 1200)	<b>FY2020</b>
If this Plan of Work ( for the year ) is complete & ready for supervisor review, select <b>Send Email</b> IPOW can be changed UNTIL it is submitted to supervisor.	
Preview IPOW Summary <b>FY 2020</b> (10/1/19 - 9/30/20) <b>FY 2019</b> (10/1/18 - 9/30/19)	

NOTE: These steps can be followed at any point during the program year.

If you have questions or problems as you create your IPOW, please contact Diane Mashburn at [dmashburn@uaex.edu](mailto:dmashburn@uaex.edu) or 501-671-2351. If you have questions or problems related to the SNAP-Ed portion of your IPOW, please contact Sarah David at [sdavid@uaex.edu](mailto:sdavid@uaex.edu) or 501-671-2070.