

AIMS

UofA
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System



Instructions for Completing a FY2019 Impact Report

Keep in Mind:

- Impact represent the entire county's effort, not just one individual
- Each county must submit at least one impact per program area
- Due October 5th into AIMS
- More than one impact is allowed in a single program area (minimum one per program area per county is still required) but must be uploaded by DIFFERENT people.
- Do NOT use Word Online to create your draft impact.

1. Log into <https://impacts.uaex.edu/> using your Active Directory username and password.

Welcome, Diane

2. The first time you enter, you will select "create impact" to get started. Subsequent visits, you will have the ability to "continue impact" to work on previously created impacts.

Create Impact

3. Choose the program area the impact will be about.

Choose Program Area:

4-H

FCS

ANR

CED

SNAP

Program Overview:

-This section is for data related to the ENTIRE program area (i.e. FCS, ANR, 4-H, CED) and not just related to the impact program you wrote your narrative about.

The image shows five separate form panels for program overviews:

- Total 4-H Program Overview:** Fields for Educational Contacts, 4-H Members, 4-H Clubs, 4-H Volunteers, and Value of Volunteer Time.
- Total FCS Program Overview:** Fields for Educational Contacts, Volunteers, and Value of Volunteer Hours (\$).
- Total ANR Program Overview:** Fields for Educational Contacts, Volunteers, Value of Volunteer Hours (\$), # of Site Visits, and # of Demonstrations.
- Total CED Program Overview:** Fields for Educational Contacts, Volunteers, and Value of Volunteer Hours (\$).
- Total SNAP Program Overview:** Fields for Educational Contacts and Partnering Agencies.

-NOTE: New AIMS reports available to help you with finding your Educational Contacts number.

Program Highlights

-List your strongest evaluation data related to your program. These highlights can feature your entire program as a whole or more details related to the portion of your program you choose to highlight in your impact story.

-Must have 6 highlights listed to proceed.

-When entering dollar amounts, remember to enter in the dollar sign (\$) with your figures.

The CED Highlights form contains the following elements:

- Topic:** A dropdown menu with the placeholder text "Select an Option".
- Enter Amount:** A text input field.
- Navigation:** A central button labeled "Save and Add Another" flanked by left and right arrow icons.

Topic	Amount		
Community Projects Completed	15		
Leadership Projects Completed	8		
Leaders Trained	56		
Organizations Assisted	12		
Volunteers Engaged	78		
Value of Grants/Donations	12000		

Photographs

Insert up to 2 dynamic, action-oriented photos that relate to your impact.

- Photo 1 must be a portrait orientated photo (taller than wide)
- Optional Photo 2 must be a landscape oriented photo (wider than tall)
- Do any general editing of your pictures (cropping, contrast, brightness, etc.) **BEFORE** inserting into your impact document.
- Photos must not be larger than 3Mb (3000KB)
- Include descriptive captions that can allow someone with vision problems to know what the photo has in it.

Photo 1 & Description

 Upload Photo

Photo must be portrait orientation.

Photo 2 & Description


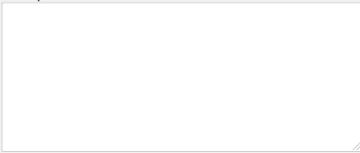


 Upload Photo

Photo must be portrait orientation.

Description:

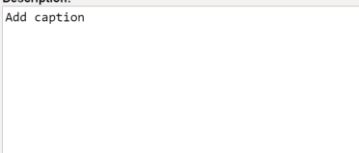




Characters remaining: 521

Description:

Add caption



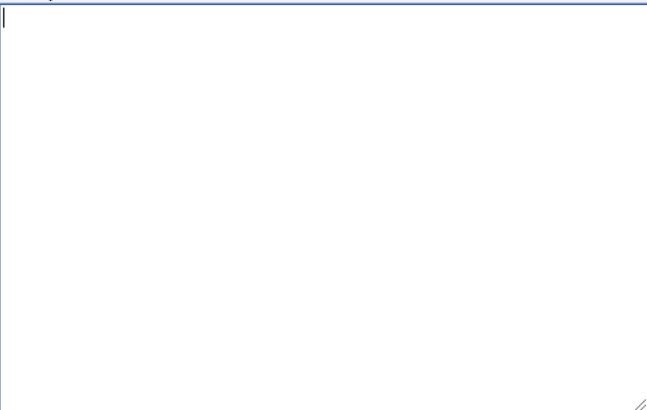
 

Quotes

-This section will lie between the highlights and the 2nd photo, if included.

Participation Quote

Description:



Characters remaining: 521

Impact Story

Relevance (Character limit 330)
(issue/needs statement)

Impact: Relevance

Start
Bullet

Description:

← →

Response (Character limit 643)
(What did we do in response to the issue/need outlined)

- If needing to use bullets, start in Word, adding the bullets there, then copy/paste into this field.
- If using bullets, your character limit is actually much smaller, so use with caution. Preview the final version, as needed.

Impact: Response

Start
Bullet

Description:

← →

Results (Character limit 712)
(What changes happened as a result of our programs? How have conditions improved? Answer the “So What?”)

- If needing to use bullets, start in Word, adding the bullets there, then copy/paste into this field.
- If using bullets, your character limit is actually much smaller, so use with caution. Preview the final version, as needed.

Impact: Results

Start
Bullet

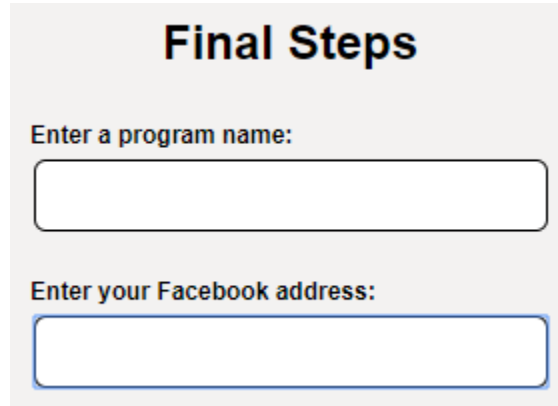
Description:

Characters remaining: 674

← →

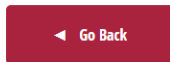
Titling your impact and adding information for your Facebook page.

- Give your impact a creative, catchy name to grab the attention of your reader.
- Add in the web address for either your program area's Facebook page or your general county Facebook page. (This is added to the footer with your county office contact information.)



Submission Steps

ANR Impact



You will have the ability to go back and continue editing or previewing/downloading your impact.



Once satisfied with your impact, click “Submit” to have your impact sent to your staff chair or district director for approval.

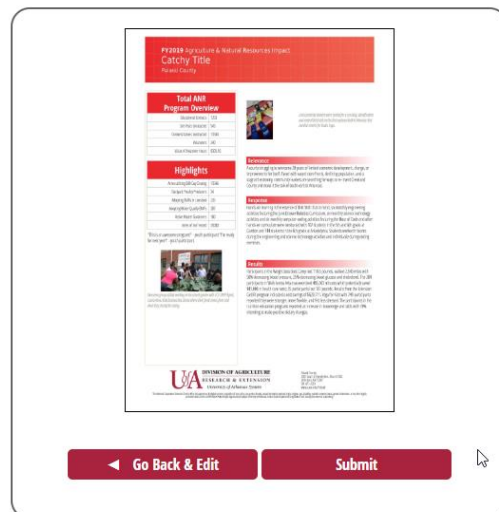
Note: Once submitted, you won't be able to access it again until it has been approved or declined/returned.

Supervisors have the ability to approve the impact or send it back to you for edits, so plan accordingly!

You will receive an email confirmation that your impact was submitted and another one with a PDF of your impact once it has been approved.

Impact: Preview

(click image to enlarge)



Need technical help with the impact form? Click on “Need Help?” in the webform and IT will provide assistance.

Please contact Diane Mashburn with any questions about contents and completing your impact report- dmashburn@uaex.edu or 501-671-2351