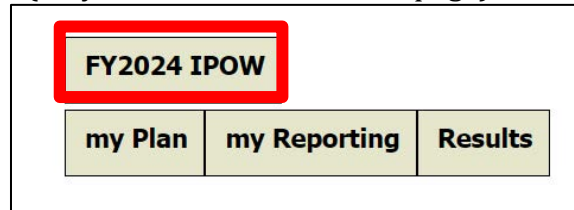




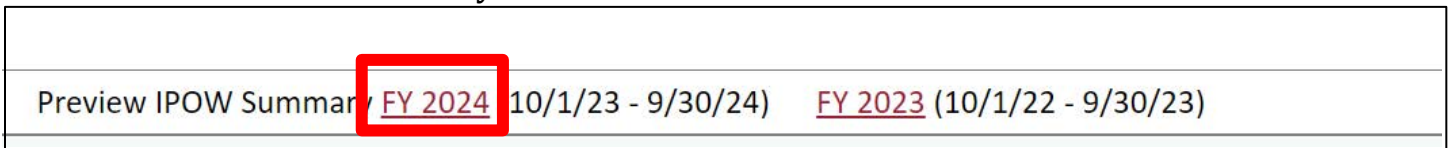
FY2024 POW Approval Process

1. Log into AIMS using your Active Directory password: <https://aims.uada.edu/>
NOTE: You do NOT need to assume someone's account to approve their IPOW.

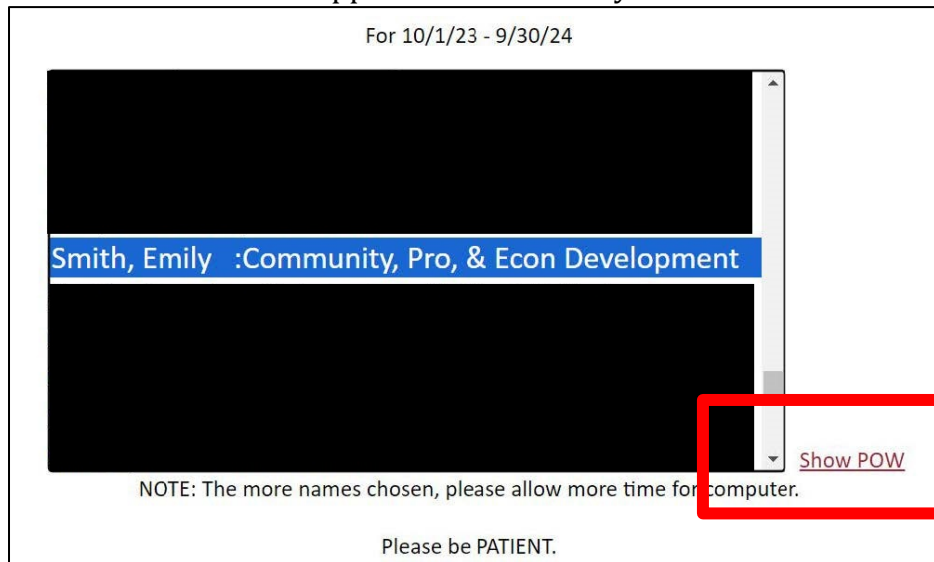
2. Click "FY2024 Plan of Work" (only visible from the Home page).



3. Select "Preview IPOW Summary FY2024"



4. You should see a list of your employees who have submitted a POW for your approval.
You can approve them individually or in multiples. To select more than one employee by holding the CTRL key to select multiples.
Select "Show POW" and a screen will appear based on who you selected.



5. Review IPOW for completeness and you can provide feedback in the note boxes (located under each goal and also at the very end of their POW).

Summary IPOW Approval Page for: Emily Smith (Org. CC013072) 10/1/23 - 9/30/24 Back		
Names Selected [Redacted]		
Select all names Approve it or Revisions Requested		
(CC013032) Not approved (CC013032) Approved by Due 09/18/2023	[Redacted]	POW: Email goes to: [Redacted]
[Redacted] (CC013032) 4-H Youth Development FY2024		
17	Staff Days	
Goal# 1	4-H Youth Development: Enriching Arkansas children's lives through 4-H Positive Youth Development priority programs, activities, and volunteer development.	
Obj# 5	4-H Agriculture- Provide opportunities for youth involved in agriculture-related projects that will lead to increased knowledge and application of principles in 4-H animal and poultry sciences, plant sciences and soil science programs, including gardening and horticulture. Specialist Contact: Jesse Bocksnick, jbocksnick@uada.edu	

6. Once you have reviewed the POW(s), you can return to the top of the page, check the employees you are finished reviewing, and select either “approve it” or “revisions requested.”
An email will be sent out as a blind copy to the employee(s) and to yourself.

cted		
[Redacted]:Information Technology		
[Redacted]		
([Redacted])		
Select all names Approve it or Revisions Requested		
<input type="checkbox"/>	[Redacted]	POW: Email goes to: [Redacted]