

Steps for Pulling AIMS Reports for Year End

Dame Hearbourn (orgn 1200) my Plan my Reporting Results 1. Select Time Frame: Select One	AIMS Hel
A Select Time Frame: A Statewide D Out of the Detta District D Out of the Detta District D Out of the Content of the Conte	
Select One 2014 Jun 2014 Ayr 2014 Apr 2014 Apr 2014 Apr 2014 Apr 2014 Apr 2014 Yun 2014 Yun 2014 Yun 2014 Yun 2014 Yun 2013 Doc 2013 Nov 2014 Yun 2014 Yun 2014 Yun 2014 Yun All Program Results: Hide I. Program Results: Hide Report Options: Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can readed for each program by: Summary,Goals, Objectives.) Step 2. Report for: Person * Planning unit Step 3. Select Report Type: Other Options (Select more than one unit is selected. * Summary Goal Objectives Summary Sum seruint Sum seruint<	
2014 Aun 2014 May 2014 May 2014 May 2014 May 2014 Apr 2014 Apr 2014 Feb 2014 Jan 2013 Nov 2013 Nov 2013 Nov 2013 Nov 2014 FV_Oct-Sep Hold CTRL key to select Arkansas - Dewitt Arkansas - Dewitt Arkansas - Dewitt Arkansas - Stuttgart I. Program Results: Hide Report Options: Stee to reach for each program by: Summary, Goals, Objectives.) Step 1. Report of (Inputs,outputs,outcomes): *These reports can reacted for each program by: Summary, Goals, Objectives.) Step 2. Report for: Person *Planning unit Step 3. Select Report Type: (Which report do are work) *Summary Goal Objectives *Summary Summary Grand Total It programs (Which report do are work) Summary Step 4. Create Report: Grand Total Grand Total, if more than one unit is selected.	
2014 May 2014 Apr 2014 Ian Detta District Ouachita District Age Economics and Age Business Animal Science Arkansas - Stuttgart * These reports can <tr< td=""><td></td></tr<>	
2014 Apr 2014 Apr 2014 Apr 2014 Peb 2014 Jan 2013 Dec 2013 Dec 2013 Dec 2013 Dec 2014 Han 2014 Jan 2014 Jan 2014 Jan 2013 Dec 2013 Dec 2013 Dec 2014 Mar 2014 Teb 2014 Peb 2014 Mar 2013 Dec 2014 Mar 2014 Peb 2014 Peb 2013 Dec 2014 Mar 2014 Peb Person Planning unit Planning unit <	
2014 Mar Hold CTR Ley to select more than one. 2014 Jan Delta District 2013 Dec Ouachita District 2013 Or Ouachita District 2013 Or Ozark District 2013 Or Ouachita District 2014 FY_Oct-Sep HH Foundation Ag. Economics and Ag. Business Animal Science Arkansas - Dewitt Arkansas - Dewitt Arkansas - Stuttgart Finding Results: I. Program Results: Hide Finding Results: Report Options: 3 Step 1. Report of (inputs,outputs,outcomes): Select One * These reports can reated for each program by: Summary, Goals, Objectives.) Step 2. Report for: Person Step 3. Select Report: One program (Which report do preuvent) Summary Step 4. Create Report: Summary Grand Total, if more than one unit is selected. Sume for Units II. PLANNING Reports; More Sume for Units	
2014 Feb Statewide 2013 Doc Delta District 2013 Doc Ouachita District 2013 Nov Ouachita District 2014 Fy_Oct-Sep H4 & Youth Development Hold CTRL key to select Arkansas - Dewitt Arkansas - Dewitt Arkansas - Stuttgart I. Program Results; Hide Finding Results: Report Options: Select One Step 1. Report of (inputs,outputs,outcomes): Select One * These reports can reated for each program by: Summary, Goals, Objectives.) Methods Step 2. Report for: Person * Planning unit Step 3. Select Report Type: One program Summary (Which report do reavente) Summary Objectives Summary Step 4. Create Report: Grand Total Il Programs Sums torUnits Grand Total, If more than one unit is selected. Sums torUnits Sums torUnits	
2014 Jan Delta District 2013 Dec Ouachita District 2013 Nov Ouachita District 2013 Nov All Program Results; Hide Hold CTRL key to select Arkansas - Dewitt Arkansas - Dewitt Arkansas - Stuttgart I. Program Results; Hide Finding Results: Report Options: Select One Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can reated for each program by: Summary, Goals, Objectives.) Step 2. Report for: Person (Which report do growwanth) Methods *Step 3. Select Report Type: One program (Which report do growwanth) Summary Step 4. Create Report: Grand Total Grand Total, if more than one unit is selected. Grand Total II. PLANNING Reports: More Units	
2013 Dec 2013 Nov 2013 Nov 2013 Nov 2013 Oct Ouachita District Ozark District 2014 FY_Oct-Sep Hold CTRL key to select more than one. Ag. Economics and Ag. Business Animal Science Arkansas - Dewitt Arkansas - Dewitt Arkansas - Stuttgart I. Program Results: Hide Finding Results: General Program Report Hours Report Options: Select One *These reports card reated for each program by: Summary, Goals, Objectives.) Demographics Methods Indicators Step 1. Report of (inputs,outputs,outcomes): * Select One *These reports card reated for each program by: Summary, Goals, Objectives.) Outer Summary Notes Step 2. Report for: Person (Which report do you wont?) Mall Programs (Which report do you wont?) Summary Step 4. Create Report: Grand Total, if more than one unit is selected. Other Options (Select more than one unit.) All Pages per unit Sums for Units II. PLANNING Reports; More Sums for Units	
2013 Nov OZark District 2014 FY_Oct-Sep He Youth Development Hold CTRL key to select Ag. Economics and Ag. Business Animal Science Arkansas - Dewitt Arkansas - Dewitt Arkansas - Stuttgart I. Program Results: Hide Finding Results: Report Options: 3 Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can reated for each program by: Summary, Goals, Objectives.) Demographics Step 2. Report for: Person Planning unit Volunteer Summary Step 3. Select Report Type: One program (Which report do yourwonk?) Summary Step 4. Create Report: Grand Total Grand Total, if more than one unit is selected. Grand Total II. PLANNING Reports; More Sum for Units	
2013 Oct 4H & Youth Development 2014 FY_Oct-Sep 4H & Youth Development Hold CTRL key to select Arkansas - Bewitt Arkansas - Dewitt Arkansas - Stuttgart I. Program Results: Hide Finding Results: Report Options: 3 Step 1. Report of (inputs,outputs,outcomes): Select One * These reports can reated for each program by: Summary,Goals, Objectives.) Methods * These reports can reated for each program by: Summary,Goals, Objectives.) Step 2. Report for: Step 3. Select Report Type: One program (Which report do receivent) 5 Step 4. Create Report: Grand Total Grand Total, if more than one unit is selected. figrand Total II. PLANNING Reports; More II. PLANNING Reports; More	
2014 FY_Oct-Sep 4H Foundation Hold CTRL key to select Ag. Economics and Ag. Business Animal Science Arkansas - Dewitt Arkansas - Dewitt Arkansas - Stuttgart I. Program Results; Hide Finding Results: Report Options: 3 Step 1. Report of (inputs,outputs,outcomes): Select One * These reports can reated for each program by: Summary,Goals, Objectives.) Demographics Step 2. Report for: Person (Which report do yourwant?) 6 * Summary Goal (Which report do yourwant?) 6 * Summary Goal Objectives Summary Step 4. Create Report: Grand Total Thages per unit Sums for Units	
Hold CTRL key to select more than one. Ag. Economics and Ag. Business Animal Science Arkansas - Dewitt Arkansas - Dewitt Arkansas - Stuttgart I. Program Results: Hide Finding Results: General Program Report Hours Demographics Methods Indicators Volunteer Summary Notes * These reports can reated for each program by: Summary,Goals, Objectives.) Select One * These reports can reated for each program by: Summary,Goals, Objectives.) Methods Indicators Volunteer Summary Notes Step 2. Report for: Person (Which report do rearry Goals) Objectives.) Step 3. Select Report Type: All Programs Summary (Which report do rearry Goals) Objectives Step 4. Create Report: Grand Total, If more than one unit is selected. Grand Total II. PLANNING Reports; More Sums for Units	
Hold CTRL key to select Animal Science Arkansas - Dewitt Arkansas - Dewitt Arkansas - Stuttgart Finding Results: I. Program Results: Hide Finding Results: Report Options: Select One Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can preated for each program by: Summary,Goals, Objectives.) Demographics Step 2. Report for: Person Person Planning unit Step 3. Select Report Type: All Programs (Which report do voer wont?) Summary Step 4. Create Report: Grand Total Grand Total, if more than one unit is selected. Grand Total I. PLANNING Reports; More II. PLANNING Reports; More	
Arkansas - Dewitt Arkansas - Stuttgart I. Program Results: Hide I. Program Results: Hide Report Options: Step 1. Report of (inputs,outputs,outcomes): *These reports can reated for each program by: Summary,Goals, Objectives.) Step 2. Report for: Person Planning unit Step 3. Select Report Type: (Which report do rearwant?) Step 4. Create Report: Grand Total I. PLANNING Reports: More	
Arkansas - Stuttgart - I. Program Results: Hide Finding Results: General Program Report Hours Report Options: 3 Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can reated for each program by: Summary,Goals, Objectives.) Demographics Methods Indicators Volunteer Summary Notes Step 2. Report for: Person Person Planning unit Step 3. Select Report Type: All Programs Summary (Which report do recement?) Summary Step 4. Create Report: Summary Grand Total It Pages per unit I. PLANNING Reports; More Sums for Units	
I. Program Results: Hide Finding Results: Report Options: 3 Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can reated for each program by: Summary,Goals, Objectives.) Demographics Step 2. Report for: Person Person Planning unit Step 3. Select Report Type: All Programs (Which report do yourwont?) Summary Step 4. Create Report: Grand Total These reports: It page per unit	
I. Program Results: Hide General Program Report Hours Report Options: Select One Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can reated for each program by: Summary,Goals, Objectives.) Demographics Methods Indicators Step 2. Report for: Person Person Planning unit Step 3. Select Report Type: All Programs (Which report do verwant?) Summary Step 4. Create Report: Summary Grand Total Tpage per unit It Pages per unit Sums for Units	<u> </u>
I. Program Results: Hide General Program Report Report Options: Image: Select One Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can reated for each program by: Summary,Goals, Objectives.) Demographics Step 2. Report for: Person Person Planning unit Step 3. Select Report Type: All Programs (Which report do your want?) Summary Step 4. Create Report: Summary Grand Total Tage per unit It Pages per unit Sums for Units	
Report Options: Hours Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can reated for each program by: Summary,Goals, Objectives.) Methods Step 2. Report for: Person Planning unit Step 3. Select Report Type: One program Notes (Which report do your wont?) 6 Summary Step 4. Create Report: Grand Total Sums for Units II. PLANNING Reports; More II. PLANNING Reports; More Sums for Units	
Report Options: Demographics Step 1. Report of (inputs,outputs,outcomes): Select One *These reports can detered for each program by: Summary,Goals, Objectives.) Methods Step 2. Report for: Person Planning unit Step 3. Select Report Type: One program Notes (Which report do your wont?) 6 Summary Step 4. Create Report: Grand Total Sums for Units II. PLANNING Reports: More II. PLANNING Reports: More Sums for Units	<u> </u>
Step 1. Report of (inputs,outputs,outputs,outcomes): Select One Methods *These reports can reated for each program by: Summary,Goals, Objectives.) Methods Indicators Step 2. Report for: Person Image: Person Person Person Step 3. Select Report Type: One program All Programs Notes (Which report do you want?) 6 Summary Summary Step 4. Create Report: Grand Total Other Options (Select more than one unit.) All Pages per unit Sums for Units Sums for Units	-
*These reports can reated for each program by: Summary,Goals, Objectives.) Step 2. Report for: Person Planning unit Step 3. Select Report Type: (Which report do rea want?) 6 Summary Goal: Objectives Step 4. Create Report: Grand Total of Grand Total Sums for Units II. PLANNING Reports: More	
Step 2. Report for: Person Planning unit Volunteer Summary Notes Step 3. Select Report Type:	
Step 2. Report for: Person Image: Person Image: Person Image: Person Notes Step 3. Select Report Type: (Which report do your want?) Image: Person All Programs Image: Summary Image: Person Summary Step 4. Create Report: Image: Person Summary Grand Total Image: Person Sums for Units II. PLANNING Reports: More Image: Person Sums for Units	
Step 3. Select Report Type: All Programs (Which report do reuwant?) 6 ③ Summary Goals Objectives Step 4. Create Report: Grand Total Grand Total, if more than one unit is selected. 6 Grand Total 1 page per unit I. PLANNING Reports: More I. PLANNING Reports: More	
Step 3. Select Report Type: One program (Which report do you want?) All Programs • Summary • Goals • Objectives Summary • Goals • Objectives Summary • Other Options (Select more than one unit.) Step 4. Create Report: Grand Total, if more than one unit is selected. Grand Total Sums for Units I. PLANNING Reports: More Il. PLANNING Reports: More Sums for Units	
(Which report do year want?) 5 All Programs • Summary • Goals • Objectives Summary • Goals • Objectives Summary • Goals • Objectives Step 4. Create Report: Grand Total, if more than one unit is selected. Images per unit •	
Summary Goals Objectives Other Options (Select more than one unit.) Step 4. Create Report: Grand Total I page per unit	
Step 4. Create Report: Grand Total Other Options (Select more than one unit.) All Pages per unit Sums for Units I. PLANNING Reports: More II. PLANNING Reports: More	
Step 4. Create Report: Grand Total, if more than one unit is selected. Images per unit In Page per unit Images per unit In Planning Reports: More Images per unit	
Grand Total [1 page per unit]	
II. PLANNING Reports: More	
II. PLANNING Reports: More	
II. PLANNING Reports: More	
III. <u>CIVIL RIGHTS Reports</u> ; More	
IV. SNAP Reports: More	
V Impact Reports: More	

- 1. Select the time frame you would like the data pulled from (for end of the year, select 2019 FY_Oct-Sep).
- 2. Select which program area you would like to pull data.

(NOTE: If you are wanting a report of your entire county or departments' effort in a program, select your county or department in the "planning unit" box)

- 3. Under "Report of" select the type of data you want in your report.
- 4. If you are looking just for what you have entered, you will select "Person". If you are pulling a report for your entire county/department's effort in a particular program, you will select "Planning Unit."
- 5. Select how specific you would like your information, from as broad as a "summary" of the entire program or all the way down to the "objectives."
- 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.)