



Steps for Pulling AIMS Reports for Year End

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Results: Diane Mashburn (orgn 1200) my Plan my Reporting Results

1. Select Time Frame: **2. Select Program:**

Select One -NOTE List below may change based on the year selected.

2014 Jun
2014 May
2014 Apr
2014 Mar
2014 Feb
2014 Jan
2013 Dec
2013 Nov
2013 Oct
2014 FY_Oct-Sep

Hold CTRL key to select more than one.

Select One

Planning Unit:
Hold CTRL key to select more than one.

Statewide
Delta District
Ouachita District
Ozark District
4H & Youth Development
4H Foundation
Ag. Economics and Ag. Business
Animal Science
Arkansas - Dewitt
Arkansas - Stuttgart

I. Program Results: Hide

Report Options:

Step 1. Report of (inputs, outputs, outcomes): Select One

(*These reports can be created for each program by: Summary, Goals, Objectives.)

Step 2. Report for: Person Planning unit

Step 3. Select Report Type:

One program (Which report do you want?)	All Programs
<input checked="" type="radio"/> Summary <input type="radio"/> Goal <input type="radio"/> Objectives	<input type="radio"/> Summary

Step 4. Create Report:
Grand Total, if more than one unit is selected.

Other Options (Select more than one unit.)

II. PLANNING Reports: More...

III. CIVIL RIGHTS Reports: More...

IV. SNAP Reports: More...

V. Impact Reports: More...

Finding Results:
General Program Report
Hours
Demographics
Methods
Indicators
Volunteer Summary
Notes

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.)