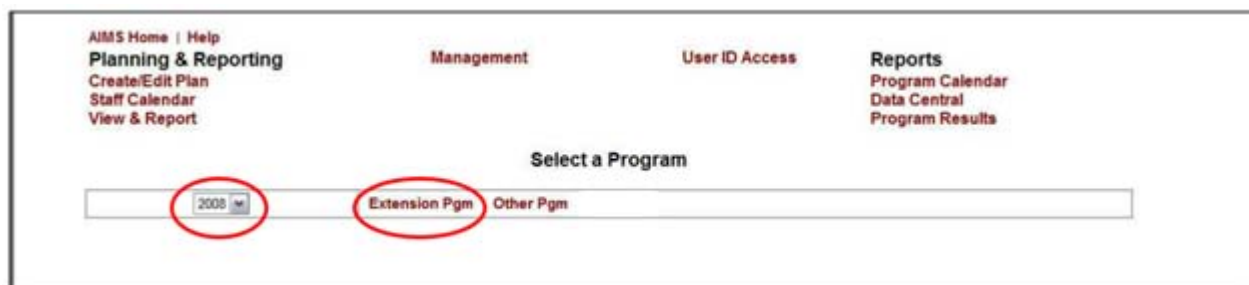


## How to pull Program Evaluation Data Reports from AIMS

1. Log into AIMS.
2. From the AIMS Home Page, select the [Program Results](#) link.



3. Select the planning year and then select the [Extension Pgm](#) link.



4. Go to **II. Program Evaluation Data Report Criteria**.

AIMS Home | Help    Management    User ID Access    Reports  
Planning & Reporting    Program Calendar  
Create/Edit Plan    Data Central  
Staff Calendar    Program Results  
View & Report

Program Reports for: Mary Poling (ORGN 1200)

**I. PLANNING REPORTS:**

Select Program: [Select One]    Planning Unit: [Statewide]

Extension Plan of Work Summary(POW):    Planning unit

[Email All People Who Planned to This Program.](#)    Sort by Name    Sort by Location

**II. Program Evaluation DATA REPORT CRITERIA:**

Program Selected: [Select One]    Planning Unit: [Statewide]

Month for Report: [All Months]

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"/> Goals <input type="radio"/> Objectives	<input type="radio"/> Summary

Step 4. [Create Report](#)

5. First select a program from the drop down list. Then select the appropriate **Month** and **Planning Unit**.

**II. Program Evaluation DATA REPORT CRITERIA:**

Program Selected:

Month for Report:

Planning Unit:

**Report Options:**

Step 1. Report of (inputs, outputs, outcomes):   
(\* 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"/> Goals <input type="radio"/> Objectives	<input type="radio"/> Summary

Step 4. **Create Report**

6. Follow the steps provided in the Report Options.

**Step 1:** Select a Report from the drop down list.

**Step 2:** Select **Person** (for your personal report) or **Planning Unit** (Statewide, County, District or Dept.).

**Step 3:** Select **Report Type**.

**Step 4:** Click on **"Create Report."**

**II. Program Evaluation DATA REPORT CRITERIA:**

Program Selected:

Month for Report:

Planning Unit:

**Report Options:**

Step 1. Report of (inputs, outputs, outcomes):   
(\* 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"/> Goals <input type="radio"/> Objectives	<input type="radio"/> Summary

Step 4. **Create Report**

Select One

- Baseline
- Demographics\*
- Faculty Publications
- General Program Report(GPR)\*
- GPR Direct Contacts Other
- GPR InDirect Contacts Other
- GPR Media InDirect Other
- Hours\*
- Hours-Integrated\*
- Hours-Multistate Other\*
- Hours-Multistate Summary\*
- Impact
- Impact Notes\*
- Individual Notes\*
- Media Notes\*
- Narrative Notes\*
- Outcome Indicators
- Outcome Notes\*
- Scheduled Event Report\*
- Scheduled Event Type\*
- Volunteers Other\*
- Volunteers Summary\*
- Youth\*

The table outlines the reports in [Section II. Program Evaluation Data Report Criteria](#).

<b>Specialty Report</b>	<b>Content Description</b>	<b>Source of Data for Specialty Report</b>
<b>Baseline</b>	Total Baseline data submitted	Baseline Report
<b>Demographics</b>	Total Demographics for Direct Contacts	General Program & Event Report
<b>Faculty Publications</b>	List of all Faculty Publications submitted	General Program Report
<b>General Program Report (GPR)</b>	Total quantitative data reported to all General Program reports (in & out of IPOW)	General Program Report
<b>GPR Direct Contacts other</b>	Total Other GPR Direct Contacts with "other" explained	General Program Report
<b>GPR In Direct Contacts other</b>	Total Other GPR In Direct Contacts with "other" explained	General Program Report
<b>GPR Media Contacts other</b>	Total Other GPR Media Contacts with "other" explained	General Program Report
<b>Hours</b>	Total Time	General Program & Event Report
<b>Hours-Integrated</b>	Total Time in collaboration with Arkansas Experiment Station(AES)	General Program & Event Report
<b>Hours-Multistate Detail</b>	Total Time spent in Multi-state activities with the "other" activities explained	General Program & Event Report
<b>Hours-Multistate Summary</b>	Total Time spent in Multi-state activities	General Program & Event Report
<b>Impact</b>	Impact Report(s) submitted	Impact Report
<b>Impact Notes</b>	Lists all text typed in the Impact Notes box	Event Report
<b>Individual Notes</b>	Lists all text typed in the Individual Notes box	General Program Report
<b>Media Notes</b>	Lists all text typed in the Media Notes box	General Program Report
<b>Narrative Notes</b>	Lists all text typed in the Narrative Notes box	Event Report
<b>Outcome Indicators</b>	Total Outcome Indicators submitted	Outcome Indicator Report
<b>Outcome Notes</b>	Lists all text typed in the Outcome Notes box	Event Report
<b>Scheduled Event Report</b>	Total quantitative data reported to all Event reports	Event Report
<b>Scheduled Event Type</b>	Total number of events by type	Event Scheduling Form
<b>Volunteers Other</b>	Total Volunteer contacts by audience with "other" audience explained	General Program & Event Report
<b>Volunteers Summary</b>	Total Volunteer contacts by audience	General Program & Event Report
<b>Youth</b>	Total contacts by youth & adults	General Program & Event Report

University of Arkansas, United States Department of Agriculture, County Governments Cooperating

The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.