

How to Approve an IPOW

How to Approve an IPOW

1. Log in to AIMS using your intranet password.
 - Click on the User ID access link

WELCOME TO THE AIMS HOME PAGE
John Doe

For self guided AIMS tutorials, select AIMS Help.
For help needed via email, select Contact User Support.

Program Calendar

User ID Access

Create/ Edit-
Individual Plan of Work(IPOW)

View & Report

Data Central:-
Time/Effort Reports

Program Results-
POW/IPOW Results Reports

View FY2009

AIMS Home

Contact User Support

AIMS Help

How to Approve an IPOW

2. Click on Use Another ID.

User ID Access for: John Doe (Org. 4614)

Permission to use your ID Grant it OR Revoke It	Use Another ID	Resume your ID
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3. Select the person that you want to review and click submit.

John Doe needs to use another ID

Select the user that you want to Impersonate	Doe, Jane ▼	
Select a name and press	<input type="button" value="Submit"/>	<input type="button" value="Reset Form"/>

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4. Click the **View & Report** link

WELCOME TO THE AIMS HOME PAGE
Jane Doe
For self guided AIMS tutorials, select AIMS Help.
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[Program Calendar](#) [User ID Access](#)

Create/ Edit- Individual Plan of Work(IPOW)	View & Report	Data Central:- Time/Effort Reports	Program Results- POW/IPOW Results Reports
View FY2009 AIMS Home Contact User Support AIMS Help			

5. Click the **FY 2009** link next to “Approved IPOW Summary.” On the View Plan of Work screen.

View Plan of Work Files for: **Jane Doe** (ORGN 1200)

Items are sorted by fiscalyear.	
General Program Report (Programs outside IPOW)	View Plan Of Work Files FY2008
IPOW Summary Approval FY 2009 (10/1/08 - 9/30/09)	FY 2008 (10/1/07 - 9/30/08)

Total IPOW Records = 2

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6. Review the IPOW summary

Benchmark (planned)

Other

Supervisor Narrative Feedback

Supervisor Instructions

- If the IPOW is acceptable, click the **Approve it** link (at the top of the screen.)
- If revisions need to be made to the IPOW, then click **Revisions Requested** link.
- The employee automatically receives an e-mail notification of the approval or the revision requested.

Summary IPOW Approval Page
for: Jane Doe

Not approved by //

POW: Approve it or Revisions Requested

Food Service Nutrition Education Program

How to Approve an IPOW

7. To resume your ID click **USER ID ACCESS**, then **RESUME YOUR ID**
- **If you want to approve ANOTHER IPOW**, select that person's name and follow the steps above.

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

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