

AIMS

UofA
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System



Reporting Contacts for UAEX Website

The UAEX Website is an important tool for our programs and the contacts should be reported to show the reach achieved through our website efforts.

Below are the basic steps for reporting contacts from the website, followed by how you can find the numbers to report.

How to report website contacts:

-Log into AIMS and go to “My Reporting”

-Go to “Report” for the objective area that your website edits for that month relate to most closely (e.g. IPM for PAT training announcements, Family Economics for Arkansas Saves information).

Program	<input type="button" value="Indicators"/> <input type="button" value="Impact"/>	<input type="button" value="Event"/>
Reports	<input type="button" value="Report"/> <input type="button" value="View Reports"/>	

-You will see a new section “Social Media & Website,” click “More...” to expand and report.

Month: <input checked="" type="radio"/> August <input type="radio"/> September	
Hours: More...	
Direct Contacts: More...	
InDirect Contacts: More...	
Social Media & Website: More...	
My Notes: More...	
Volunteers: More...	
Total Number of Internal Division of Agriculture Contacts	<input type="text" value="0"/>
<input type="button" value="Back"/>	Enter all data and press <input type="button" value="Submit"/>

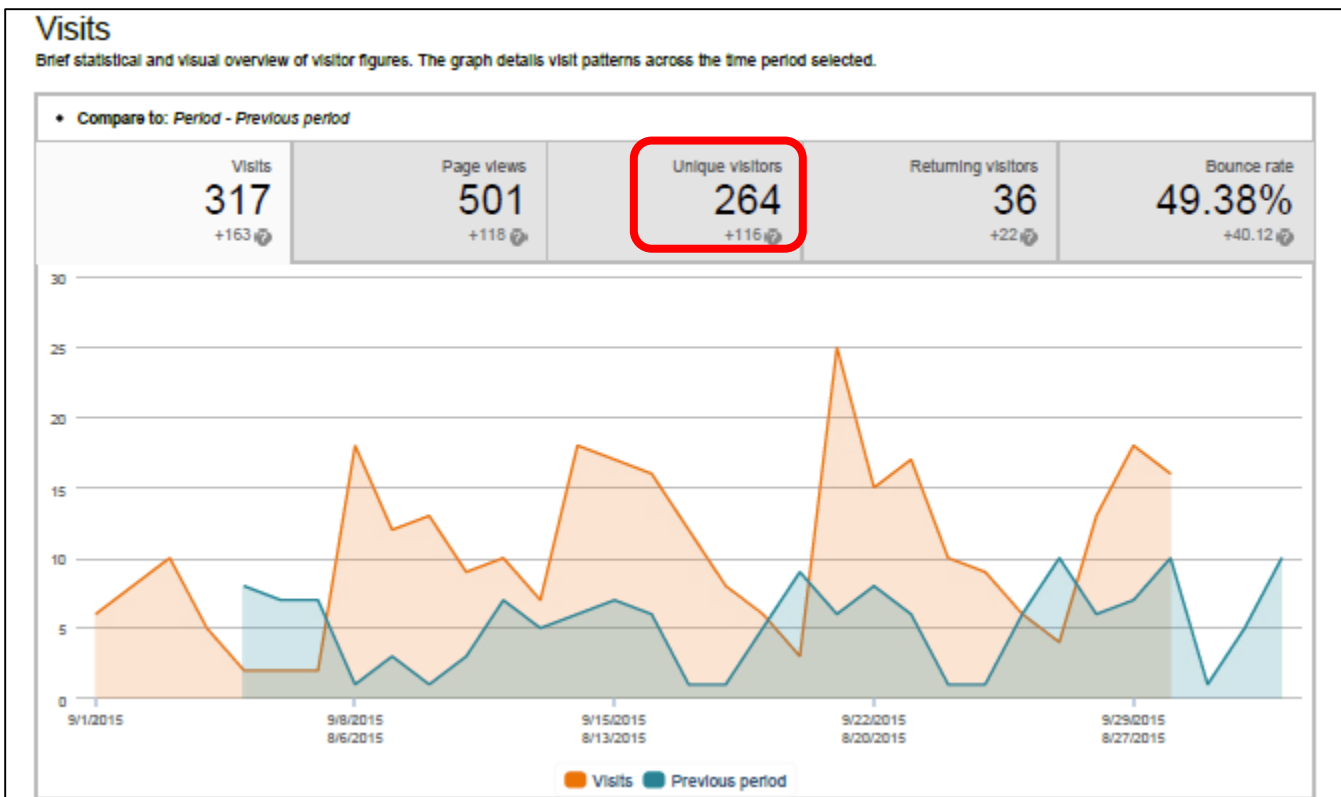
- Along the “website” row, you will enter in your indirect contacts for the website.
- Indirect Contacts include your total “unique visitors.”
- “Total number of time the method is used” refers to the number of pages that have been edited that month.

Social Media & Website: Hide

Method of Contact	Total # of Direct Contacts		Total # of Indirect Contacts		Total # of Times the Method is Used
	Adult	Youth	Adult	Youth	
Website			0	0	0
Facebook	0	0	0	0	0
Twitter	0	0	0	0	0
Pinterest	0	0	0	0	0

Finding Your Contact Numbers for the UAEX Website

- Monthly each county and department should receive an email from Siteimprove with your Standard Analytics Report. If you need to identify who your report is being sent to, contact Amy Cole in IT at acolle@uaex.edu
- You can find your indirect contact on the first page of your report under “unique visitors” (circled in red).



If you have any questions about reporting your website contacts, you can call or email Diane Mashburn at 501-671-2351 or dmashburn@uaex.edu.