Steps for Pulling AIMS Reports for the EFNEP Program

1. Select the time frame you would like the data pulled from (for the entire year, select 2015 FY_Oct-Sep).
2. For EFNEP, select “Access to Safe & Nutritious Foods” in the “Select Program” box.
3. Under “Report of” select the type of data you want in your report.
   - If you want to know information about your contacts (type of contact, age, gender, race, etc.), select “General Program Report.”
   - If you want just demographics, select “demographics.”
   - If you want to know how many hours you have reported, select “Hours.”
   - If you want information on how many volunteers you have and their hours, select “Volunteer Summary.”
   - If you would like to have a report of all the text you entered in the notes section, select “Notes.”
4. To view only what you have entered, you will select “Person”.
5. To be able to view your EFNEP information down to the adult and youth, you will select “Objectives” as your “Report Type.”
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.)