

AIMS

U of A
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System



Civil Rights Reports in AIMS

1. Go to AIMS, either through the “Employees Only” page or aims.uaex.edu, and log in using your Active Directory password.
2. Once logged in, go to the “Results” page by placing your mouse over the “Results” tab and selecting the current program year (see below).

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my Plan my Reporting **Results**

My Investment

Program Name	Planned Days	FY2016 - 2017	FY2014	FY2012 - 2013	FY2009 - 2011	FY2008 and earlier	Direct	Youth
PSD Plan of Work	170						0	0
Total	170	37.625	0	0	0	0	0	0

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My Investment FY16
Supervisors Overview

3. On the “Results” page:

- Select the program year in “Select Time Frame,” since you want a complete look at what has been reported so far.
- Select your county/department in “Planning Unit.” You do have the option of pulling for multiple units.
- NOTE: Do not select a program in step 2. You will be selecting your Civil Rights Audience in the next steps.

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Results: Diane Mashburn (orgn 1200)

my Plan my Reporting **Results**

1. Select Time Frame:

Select One
2017 Jun
2017 May
2017 Apr
2017 Mar
2017 Feb
2017 Jan
2016 Dec
2016 Nov
2016 Oct
2017 FY_Oct-Sep
2016 Sep

Hold CTRL key to select more than one.

2. Select Program:

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

Select One

Planning Unit:

Hold CTRL key to select more than one.

Prairie-Des Arc
Prairie-DeValls Bluff
Print Shop
Program & Staff Developme
Program and Staff Development
Public Issues Education
Pulaski
Randolph
Saline
Scott

4. Scroll down the page to “III. CIVIL RIGHTS Reports” and click “More...”



5. Run each report individually according to Civil Rights audience.

If you are pulling reports for a county office, all of the column options will create the same report.

If you are pulling for multiple units, depending on how you want the report formatted, use one of the first two column options. The third combines all the units’ data together into one summary report.

NOTE: Pull and save/print each report one at a time, AIMS opens each new report in the same window.

III. CIVIL RIGHTS Reports: Hide			
	Demographics ▼		
	All Pages Per Unit	One Page Per Unit	Sums for Unit(s)
4-H & Youth	Detail ▼	Detail ▼	Summary ▼
ANR-Commercial	Detail ▼	Detail ▼	Summary ▼
ANR-Other	Detail ▼	Detail ▼	Summary ▼
Community Development	Detail ▼	Detail ▼	Summary ▼
Family & Consumer Sciences	Detail ▼	Detail ▼	Summary ▼
All Program Areas	Detail ▼	Detail ▼	Summary ▼

6. The bottom row of each report will have the grand total numbers that will be used to compare to Potential Audience numbers as well as in the Civil Rights Compliance calculator.

Employee	Ethnicity		Race					Gender		
	Hispanic /Latino	Amer. Indian/ Alaska Native	Asian	Black/ African American	Hawaiian Pacific Islander	White	Two or More Races	Total	Female	Male
Total	1066 10.51%	48 0.47%	198 1.95%	4321 42.61%	288 2.84%	4166 41.08%	1120 11.04%	10141	7051 69.53%	3090 30.47%

EFNEP Civil Rights Reports

The EFNEP program contacts will be included in other reports and will have to be pulled separately using the steps below.

Follow steps 1-4 above, then:

Before running the reports (step 5), change the selection on the drop down at the right of the Civil Rights Reports section to be “Demographics EFNEP Only.”

III. CIVIL RIGHTS Reports: Hide			
	All Pages Per Unit	One Page Per Unit	
	Detail ▾	Detail ▾	Demographics
			Demographics
			Demographics EFNEP Only
			Demographics W/O EFNEP
4-H & Youth			

Following steps 5 & 6:

- Run “4-H & Youth” for the EFNEP Youth demographics report.
- Run “Family & Consumer Science” for the EFNEP Adult demographics report.

More Questions? Need Assistance?

Please contact Diane Mashburn in Program & Staff Development at 501-671-2351 or dmashburn@uaex.edu.