FY2015 POW Approval Process

1. Log into AIMS using your Active Directory password (aims.uaex.edu or through the AIMS link on ban.uaex.edu).

2. Click “FY2015 Plan of Work”

3. Select “Preview IPOW Summary FY2015”

4. You should see a list of your employees who have submitted a POW for your approval. You can approve them individually or in multiples. To select more than one employee by holding the CTRL key to select multiples. Select “Show POW” and a screen will appear based on who you selected.
5. Scroll through it and you can provide feedback in the note boxes (located under each goal and also at the very end of their POW).

![POW Summary Page](image)

6. Once you have reviewed the POW(s), you can return to the top of the page, check the employees you are finished reviewing, and select either “approve it” or “revisions requested.” A email will be sent out as a blind copy to the employee(s) and to yourself.

![POW Summary Page](image)

If you have questions or problems as you approve your employees’ POWs, please contact Diane Mashburn at d mashburn@uaex.edu or 501-671-2351.