

AIMS

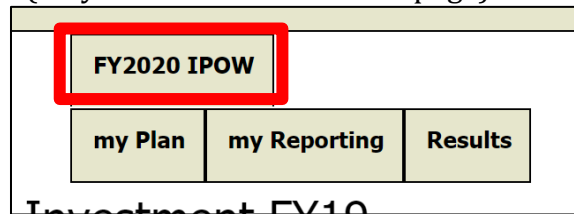
U of A
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System



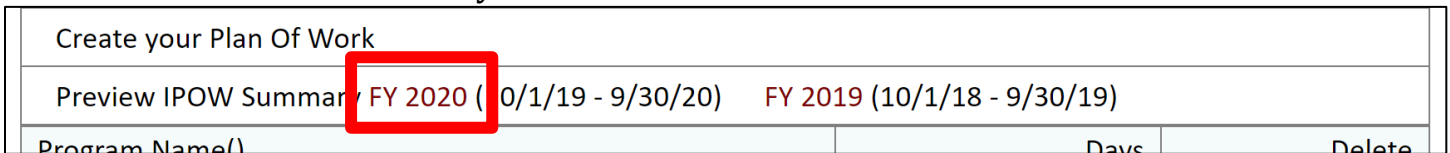
FY2020 POW Approval Process

1. Log into AIMS using your Active Directory password (aims.uaex.edu or through the AIMS link on uaex.edu/links).
NOTE: You do NOT need to assume someone's account to approve their IPOW.

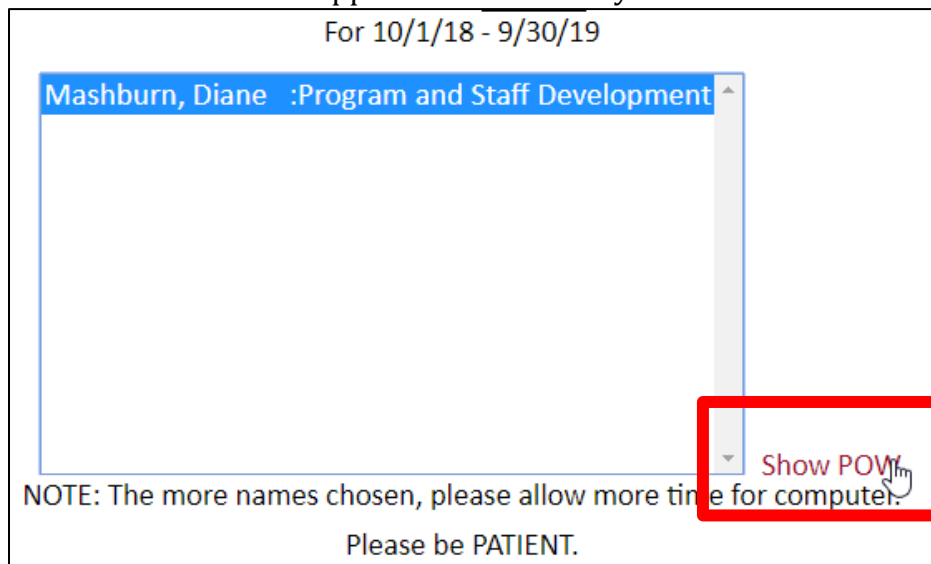
2. Click "FY2020 Plan of Work" (only visible from the Home page).



3. Select "Preview IPOW Summary FY2019"



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. Review IPOW for completeness and you can provide feedback in the note boxes (located under each goal and also at the very end of their POW).

Summary IPOW Approval Page for: [redacted] (Org. 3601) 10/1/17 - 9/30/18 Back	
Names Selected [redacted]: Information Technology	
([redacted]) Select all names Approve it or Revisions Requested	
(3601) Not approved	POW: Email goes to: [redacted]
[redacted] Access to Safe & Nutritious Foods FY2018	
5	Staff Days
Goal# 1	Foods & Nutrition: Reduce the risks of lifestyle-related chronic disease and obesity among adult Arkansans. Specialist Contact: Rosemary Rodibaugh, rodibaugh@uaex.edu
Obj# 1	Participants will adopt eating and lifestyle behaviors that are consistent with the Dietary Guidelines for Americans and MyPlate through participation in Cooking Schools Specialist Contact: Rosemary Rodibaugh,

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.”
 An email will be sent out as a blind copy to the employee(s) and to yourself.

Summary IPOW Approval Page for: [redacted] (Org. 3601) 10/1/17 - 9/30/18 Back	
[redacted]	
[redacted]: Information Technology	
([redacted]) Select all names Approve it or Revisions Requested	
<input type="checkbox"/>	POW: Email goes to: [redacted]
ss to Safe & Nutritious Foods FY2018	

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