



## Steps for Pulling AIMS Reports for Year End

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Results: Diane Mashburn (orgn 1200) my Plan my Reporting Results

**1. Select Time Frame:** **2. Select Program:**

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

2014 Jun  
2014 May  
2014 Apr  
2014 Mar  
2014 Feb  
2014 Jan  
2013 Dec  
2013 Nov  
2013 Oct  
2014 FY\_Oct-Sep

Hold CTRL key to select more than one.

Select One

**Planning Unit:**  
Hold CTRL key to select more than one.

Statewide  
Delta District  
Ouachita District  
Ozark District  
4H & Youth Development  
4H Foundation  
Ag. Economics and Ag. Business  
Animal Science  
Arkansas - Dewitt  
Arkansas - Stuttgart

**I. Program Results:** [Hide](#)

**Report Options:**

**Step 1. Report of (inputs, outputs, outcomes):** Select One

(\*These reports can be created for each program by: Summary, Goals, Objectives.)

**Step 2. Report for:**  Person  Planning unit

**Step 3. Select Report Type:**

<b>One program</b> (Which report do you want?)	<b>All Programs</b>
<input checked="" type="radio"/> Summary <input type="radio"/> Goal <input type="radio"/> Objectives	<input type="radio"/> Summary

**Step 4. Create Report:**  
Grand Total, if more than one unit is selected. **Grand Total**

**Other Options** (Select more than one unit.)

**II. PLANNING Reports:** [More...](#)

**III. CIVIL RIGHTS Reports:** [More...](#)

**IV. SNAP Reports:** [More...](#)

**V. Impact Reports:** [More...](#)

**Finding Results:**  
General Program Report  
Hours  
Demographics  
Methods  
Indicators  
Volunteer Summary  
Notes

1. Select the time frame you would like the data pulled from (for end of the year, select 2014 FY\_Oct-Sep).
2. Select which program area you would like the data pulled from (i.e. ANR, FCS, 4-H, CED).  
(NOTE: If you are wanting a report of your entire departments' effort in a program, select your county or department in the "planning unit" box)
3. Under "Report of" select the type of data you want in your report.
4. If you are looking just for what you have entered, you will select "Person". If you are pulling a report for your entire county/department's effort in a particular program, you will select "Planning Unit."
5. Select how specific you would like your information, from as broad as a "summary" of the entire program or all the way down to the "objectives."
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.)