Steps for Pulling AIMS Reports for Year End

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.)