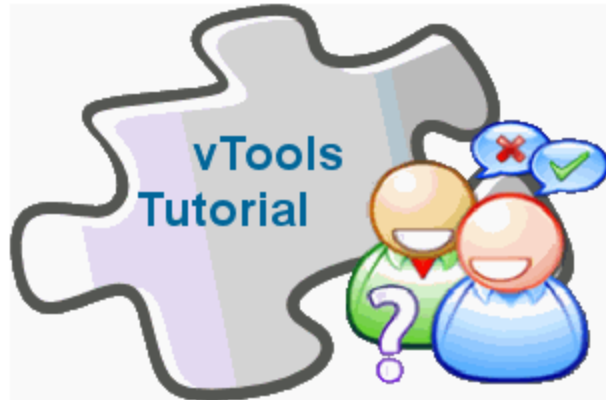




PRESENTS



Introduction to vTools.Officer Reporting

Table of Contents

- [Create an Officer Report](#)
- [View Logs](#)
- [Contact Staff](#)
- [“About” tab](#)
- [Logging out](#)

Create an Officer Report

Navigate to <https://officers.vtools.ieee.org/>



[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! ([logout](#))

[help](#)

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))


Please enter unit's name or code on the left to select your unit.



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Officer Reporting is powered by vTools

In order to make a new report, first select an organizational unit. You can either type in a name of the unit or its SPO ID (aka geocode). When you start typing a name, the system will use auto assist technology to come up with a list of possible organizational units, based on the text you type. Select a name in the drop down menu shown and click on the "Select Unit" button to retrieve and display current officer data for the selected organizational unit.

Create an Officer Report – cont'd.

 **IEEE**

[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! (logout)

[help](#)

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

Please enter unit's name or code on the left to select your unit.

AFFINITIES

CN10329 - Princeton/Central Jersey Affinity Group,CN

GD10329 - Princeton/Central Jersey Sec Aff Grp,GOLD

LM10329 - Princeton/Central Jersey Section, LM

SBA61291 - Princess Sumaya University for Technology (WIE)

WE10329 - Princeton/Central Jersey Section Affinity Grp, WIE

CHAPTERS

CH01101 - Princeton-Central Jersey Section Chapter, CAS04


CH01104 - Princeton-Central Chapter, C16

CH01105 - Princeton-Central

Notice how starting to type "Princeton" results in dynamically changing drop down list with possible organizational unit names. Please allow time for the system to process your input and come up with a list of possible values.

Note: Take care not to click off the box until you have selected an organizational unit.

Once you get a short list of units that match the word you typed, you can scroll down the list and click on the one you are submitting a report for. Please take care not to take focus off the drop down (Do no click anywhere else on the screen).

 **IEEE**

Create an Officer Report – cont'd.

CHAPTERS

CH01101 - Princeton-Central Jersey Section
Chapter, CAS04

CH01104 - Princeton-Central Jersey Section
Chapter, C16

CH01105 - Princeton-Central Jersey Section
Chapter, EMB18

CH01106 - Princeton-Central Jersey Section
Chapter, PE31

CH01143 - Princeton-Central Jersey Section
Chapter, PHO36

CH01148 - Princeton-Central Jersey Section
Chapter, RA24

CH01201 - Princeton/Central Jersey Sect
Chap,SP01

CH01229 - Princeton/Central Jersey Section
Chapter, BT02

CH01234 - Princeton/Central Jersey Section
Chapter, SSC37

CH01238 - Princeton/Central Jersey Section
Chapter, E25

JOINT CHAPTERS

CH01102 - Princeton-Central Jersey Sec. Jt.
Chap, CE08/COM19

CH01103 - Princeton-Central Jersey Sec. Jt.
Chptr, AP/ED/MTT

SECTIONS


R10329 - Princeton/Central Jersey Section

STUDENT BRANCHES

STB01551 - Princeton Univ Sb

Let's select Princeton/Central Jersey Section by clicking on its name.

Create an Officer Report – cont'd.




Report View Logs Contact staff About

Welcome to vTools.OfficerReporting, Noam Hassid! (logout) help

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))


R10329 - Princeton/Central Jersey Section Select Unit

Please enter unit's name or code on the left to select your unit.

 IEEE

After you select an organizational unit in the drop down, it'll be shown in the text box above and the drop down will disappear. Now click on the "Select Unit" button to retrieve and show data for the Princeton/ Central Jersey Section.

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Create an Officer Report – cont'd.

Note the message that the organizational unit was successfully selected.

IEEE

Report View Logs Contact staff About

Welcome to Tools.OfficerReporting, Noam Hassid! (logout) help

Successfully changed organizational unit

Note the name of the organizational unit you selected.

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

Select Unit R10329 - Princeton/Central Jersey Section

Add Officer Vacate Position [Request a new officer position](#)

	Position Title	Elected Volunteers
<input type="radio"/>	Awards & Recognition Committee Chair	
<input type="radio"/>	Chair	Rebecca Mercuri
<input type="radio"/>	Educational Activities	Sam Adhikari
<input type="radio"/>	Membership Development	Roger Ding, Craig Wentzel

You can select a different unit by following the previously outlined steps

Confirm Changes

Create an Officer Report – cont'd.

[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! ([logout](#))

[help](#)

Successfully changed organizational unit

Use the inside scroll bar to view additional officers

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (e.g. R10329) in the text box below. ([show more](#))

R10329 - Princeton/Central Jersey Section

[Request a new officer position](#)

	Position Title	Current and Newly Elected Volunteers
<input type="radio"/>	Awards & Recognition Committee Chair	
<input type="radio"/>	Chair	Rebecca Mercuri
<input type="radio"/>	Educational Activities	Sam Adhikari
<input type="radio"/>	Membership Development	Roger Ding, Craig W
<input type="radio"/>		

Active elected volunteers in the selected organizational unit are shown here. Note that vacant positions have a blank corresponding officer name.

Create an Officer Report – cont'd.

[Report](#) | [View Logs](#) | [Contact staff](#) | [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! ([logout](#))

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its short name in the text box below. ([show more](#))

If the position you are reporting is not in the list, fill out a request form which can be accessed by clicking this link.

R10329 - Princeton/Century Section

[Request a new officer position](#)

<input type="radio"/>	Professional Activities	N. Iwan Santoso, Hemant Vora
<input type="radio"/>	SAMIEEE RECIPIENT	Wieslaw Bury
<input type="radio"/>	SAMIEEE User - Full Access	IEEE Testing
<input type="radio"/>	Secretary	Francis Oconnell
<input type="radio"/>	Student Activities	
<input type="radio"/>	Treasurer	David Soll

Create an Officer Report – cont'd.

[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! ([logout](#))

[help](#)

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

Select Unit

R10329 - Princeton/Central Jersey Section

[Add Officer](#) [View](#)


[Request a new officer position](#)

<input type="radio"/>	Professional	N. Iwan Santoso, Hemant Vora
<input type="radio"/>	SAMIEEE RECIPIENT	Wieslaw Bury
<input checked="" type="radio"/>	SAMIEEE User - Full Access	
<input type="radio"/>	Secretary	
<input type="radio"/>	Student Activities	
<input type="radio"/>	Treasurer	David Soll

End Term

	Last Name	First Name	Start Date	End Date
<input type="radio"/>	Testing	IEEE	01/01/2008	11/30/2021

Create an Officer Report – cont'd.



ReportView LogsContact staffAbout

Welcome to vTools.OfficerReporting, Noam Hassid! (logout)help

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

R10329 - Princeton/Central Jersey Section

You can add a new officer to a selected position or end term for all of the officers in that position.[Request a new officer position](#)

<input type="radio"/>	Professional Activities	N. Iwan Santoso, Hemant Vora
<input type="radio"/>	SAMIEEE RECIPIENT	Wieslaw Bury
<input checked="" type="radio"/>	SAMIEEE User - Full Access	IEEE Testing
<input type="radio"/>	Secretary	Francis Oconnell
<input type="radio"/>	Student Activities	
<input type="radio"/>	Treasurer	

You can also end term of an individual officer in the selected position.

	Last Name	First Name	Start Date	End Date
<input type="radio"/>	Testing	IEEE	01/01/2008	11/30/2021

Create an Officer Report – cont'd.

Officer Reporting - Google Chrome

https://officers.vtools.ieee.org/reports/add_officer

Member Number:

Please note that all IEEE numbers are 8 digits long and can have one or more leading 0s. For example, 56439271 or 00237198. If you don't know the officer's member number, you can look it up in [SAMIEEE](#) or [contact IEEE staff](#) for help.

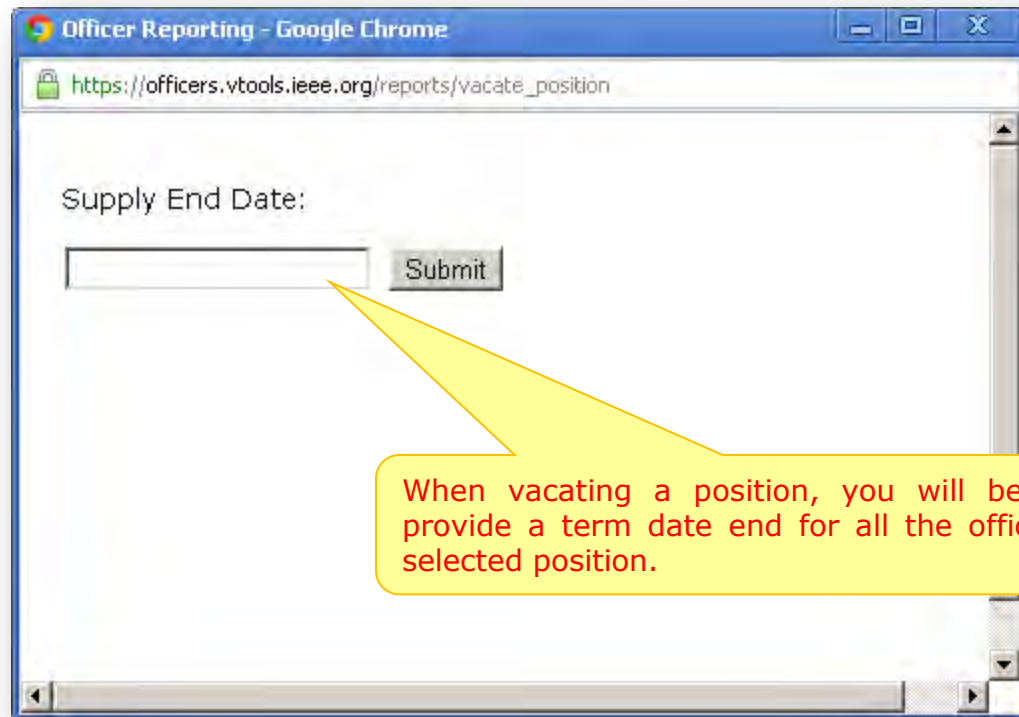
Term Start Date:

Please note that new officers must be validated prior to the submission

If you have questions regarding eligibility errors, click on the "contact IEEE staff" hyperlink.

When adding a new officer, you will be asked to provide officer's IEEE member number and the term start date. Note that all of the IEEE member numbers are 8 digits long (some start with 0). Once you click on the "Validate & Submit," the system will retrieve member data and validate that (s)he is eligible to serve in that position based on IEEE rules.

Create an Officer Report – cont'd.



The screenshot shows a web browser window titled "Officer Reporting - Google Chrome". The address bar displays the URL https://officers.vtools.ieee.org/reports/vacate_position. The main content area of the page contains the text "Supply End Date:" followed by a text input field and a "Submit" button. A yellow callout box with a pointer directed at the input field contains the text: "When vacating a position, you will be asked to provide a term date end for all the officers in the selected position."

Create an Officer Report – cont'd.



[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! ([logout](#))

[help](#)

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

[Select Unit](#)

R10329 - Princeton/Central Jersey Section

[Add Officer](#) [Vacate Position](#)

[Request a new officer position](#)

<input type="radio"/>	Professional Activities	N. Iwan Santoso, Hemant Vora
<input type="radio"/>	SAMIEEE RECIPIENT	
<input checked="" type="radio"/>	SAMIEEE User - Full Access	
<input type="radio"/>	Secretary	
<input type="radio"/>	Student Activities	
<input type="radio"/>	Treasurer	David Soll

When ending a term for an individual officer, make sure to select a corresponding radio button first, then click on the "End Term" button above.

[End Term](#)

	Last Name	First Name	Start Date	End Date
<input checked="" type="radio"/>	Testing	IEEE	01/01/2008	



Create an Officer Report – cont'd.



[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! ([logout](#))

[help](#)

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

[Select Unit](#)

R10329 - Princeton/Central Jersey Section

[Add Officer](#) [Vacate Position](#)

[Request a new officer position](#)

<input type="radio"/>	Professional Activities	N. Iwan Santoso, Hemant Vora
<input type="radio"/>	SAMIEEE RECIPIENT	Wieslaw Bury
<input checked="" type="radio"/>	SAMIEEE User - Full Access	IEEE Testing
<input type="radio"/>	Secretary	Francis Oconnell
<input type="radio"/>	Student Activities	
<input type="radio"/>	Treasurer	David Soll

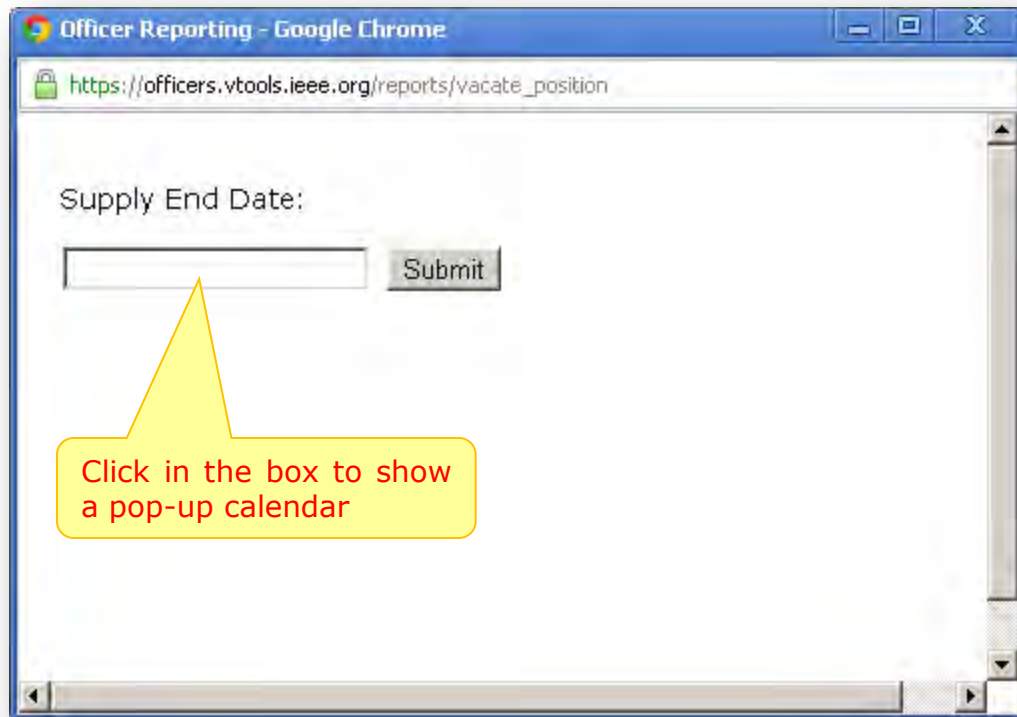
[End Term](#)

Now let's end the term for an officer.

	Last Name	First Name	Start Date	End Date
<input checked="" type="radio"/>	Testing	IEEE	01/01/2008	



Create an Officer Report – cont'd.



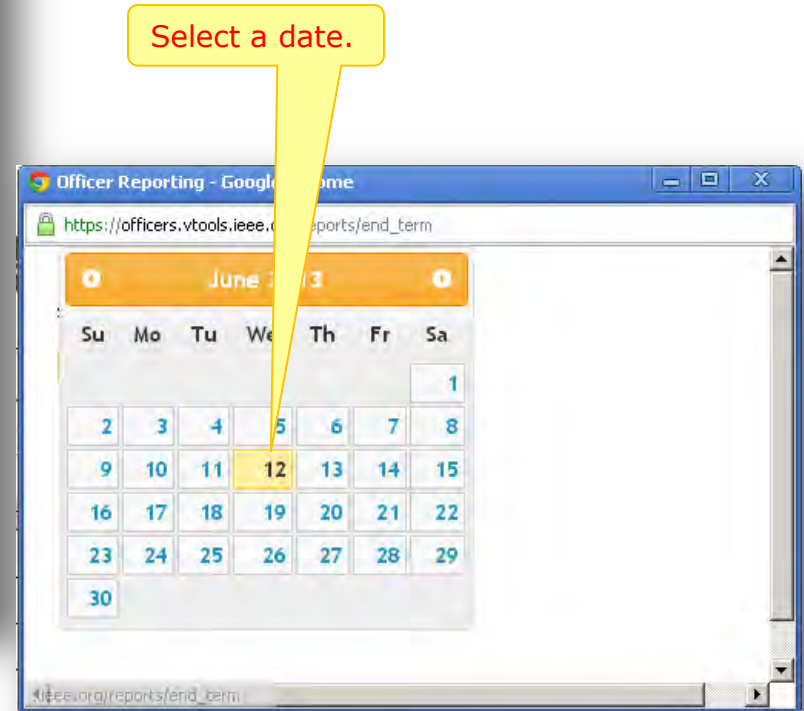
Officer Reporting - Google Chrome

https://officers.vtools.ieee.org/reports/vacate_position

Supply End Date:

Submit

Click in the box to show a pop-up calendar



Officer Reporting - Google Chrome

https://officers.vtools.ieee.org/reports/end_term

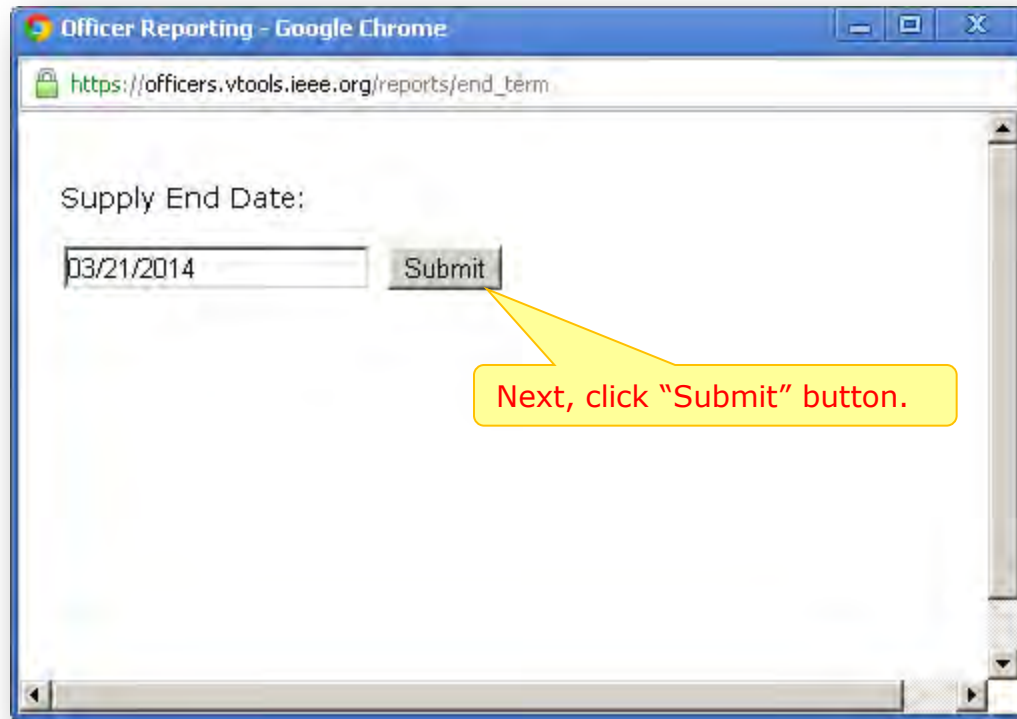
June 2013

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Select a date.


https://officers.vtools.ieee.org/reports/end_term

Create an Officer Report – cont'd.



The screenshot shows a web browser window titled "Officer Reporting - Google Chrome". The address bar displays the URL https://officers.vtools.ieee.org/reports/end_term. The main content area of the page has a label "Supply End Date:" followed by a text input field containing the date "03/21/2014". To the right of the input field is a button labeled "Submit". A yellow callout box with a red border points to the "Submit" button, containing the text "Next, click 'Submit' button."

Create an Officer Report – cont'd.

 **IEEE**

[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! (logout) [help](#)

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

R10329 - Princeton/Central Jersey Section

[Request a new officer position](#)

<input type="radio"/>	Professional Activities	N. Iwan Santoso, Hemant Vora
<input type="radio"/>	SAMIEEE RECIPIENT	Wieslaw Bury
<input checked="" type="radio"/>	SAMIEEE User - Full Access	IEEE Testing
<input type="radio"/>	Secretary	Francis Oconnell
<input type="radio"/>	Student Activities	
<input type="radio"/>	Treasurer	David Soll

Note how the row corresponding to the officer is now highlighted and a new end date is shown.

	Last Name	First Name	Start Date	End Date
<input type="radio"/>	Testing	IEEE	01/01/2008	03/21/2014

Create an Officer Report – cont'd.

Add Officer

Vacate Position

[Request a new officer position](#)

<input type="radio"/>	Professional Activities	N. Iwan Santoso, Hemant Vora
<input type="radio"/>	SAMIEEE RECIPIENT	Wieslaw Bury
<input checked="" type="radio"/>	SAMIEEE User - Full Access	IEEE Testing
<input type="radio"/>	Secretary	Francis Oconnell
<input type="radio"/>	Student Activities	
<input type="radio"/>	Treasurer	David Soll

End Term

	Last Name	First Name	Start Date	End Date
<input type="radio"/>	Testing	IEEE	01/01/2008	03/21/2014

Confirm Changes

When done making changes, click on the "Confirm Change" button. Note that you can make multiple changes before clicking on the "Confirm Change" button.

Create an Officer Report – cont'd.



[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! ([logout](#))

[help](#)

Please review the changes below and submit them when ready. Since you are not authorized to make the changes for this unit, they will be forwarded to the appropriate staff member.

Changes for UNIT: Princeton/Central Jersey Section

POSITION: SAMIEEE User - Full Access

✖ First Name: IEEE
Last Name: Testing
Member Number: 90247965
Term Start Date: 01/01/2008
Term End Date: 03/21/2014

[Submit Changes](#)

[Undo All Changes](#)

[Back to Officer Report Form](#)


If you are an officer of the organizational unit in which this report is for, your changes will be made immediately. Otherwise changes will be reviewed by staff before taking effect.

List of changes you made will be shown. Available actions include submitting changes, undoing all of the changes, or going back to the organizational unit to make more changes.

A confirmation message is shown upon submission of the officer report.



View Logs



ReportView LogsContact staffAbout

Welcome to vTools.OfficerReporting, Noam Hassid! (logout)help

Instructions: Note that by default, the system shows reports submitted by you. You can also search for reports submitted for any organizational units by others. ([show more](#))

OR

Filtering for User: n.hassid@IEEE.ORG

Submission Info	Report Details
2013-06-12 20:32:55 Princeton/Central Jersey Section Submitted By: Noam Hassid Reviewed By: error	<div>No Changes</div>

Clicking on the "View Logs" tab will allow you to search all of the logged officer reports. By default, the system shows the changes made by you.

View Logs – cont'd.



[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! ([logout](#))

[help](#)

Instructions: Note that by default, the system shows reports submitted by you. You can also search for reports submitted for any organizational units by others. ([show more](#))

SECTIONS
R30711 - Chattanooga Section

Click on "Show Log or selected Unit"

Filtering for User: n.hassid@IEEE.ORG

Submission Info	Report Details
2013-06-12 20:32:55 Princeton/Central Jersey Section Submitted By: Noam Hassid Reviewed By: error	<div>No Changes</div>

Just as when typing a name, the system will use provided SPO ID to suggest possible organizational units based on what you type.

View Logs – cont'd.

[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! ([logout](#)) [help](#)

Instructions: Note that by default, the system shows reports submitted by you. You can also search for reports submitted for any organizational units by others. ([show more](#))

[Show Log for Selected Unit](#)

OR

[View Reports Submitted by Me](#)

Filtering for Unit: R30711

Submission Info
2013-03-20 20:38:57
Chattanooga Section
Submitted By: rpbarnett@ieee.org
Reviewed By: rpbarnett@ieee.org
approved

Position	Name	Start Date	End Date	Year
SAMIEEE RECIPIENT	Michael Ingram	01/01/2001	05/31/2013	

A detailed log report will be shown with changes made highlighted

Submission Info
2011-09-29 17:35:23
Chattanooga Section
Submitted By: p.kovacs
Reviewed By: p.kovacs
approved

Position	Name	Start Date	End Date	Year
Chair	Dejim Lowe	01/01/2006	12/31/2010	2010
Chair	Robert Barnett	01/01/2011		
Treasurer	Robert Barnett	01/01/2006	12/31/2010	2010
Treasurer	Brian Huffine	01/01/2011		
Secretary	Robert Barnett	01/01/2008	12/31/2010	2008
Secretary	Brian Huffine	01/01/2011		

Contact Staff

Report View Logs Contact staff About

Welcome to vTools.OfficerReporting, Noam Hassid! (logout) help

You can send us a message up to 1000 characters long. Please note that our normal business hours are Monday - Friday, 8:30 AM - 5:00 PM Eastern Standard Time excluding holidays.

Please provide your name, e-mail address, IEEE member number (if you are a member), organizational unit, and the message.

To select organizational unit type in a name of the unit or its SPO ID in the box. When you start typing a name, the system will use auto assist technology and come up with a list of possible organizational units, based on the text you type. Click on the name in the drop-down menu shown to select your organizational unit.

Click on "Send" button when you are ready to send the message.

Your name*

Your e-mail address*

Your member number

Organizational Unit*

Your message*

*Required

You can contact staff by clicking on the "Contact staff" tab.

"About" tab



The screenshot shows the IEEE vTools OfficerReporting interface. At the top right is the IEEE logo. Below it is a navigation bar with links: Report, View Logs, Contact staff, About, and help. A welcome message reads: "Welcome to vTools.OfficerReporting, Noam Hassid! (logout)". The main content area describes the vTools as a series of web applications designed to assist volunteers in managing their OU activities and member development. A yellow callout bubble points to the "About" link in the navigation bar, stating: "Click on the 'About' tab to view information about vTools." Another yellow callout bubble points to the URL <http://vtools.ieee.org>, stating: "You can learn about many other IEEE tools in the vTools portfolio by navigating to <http://vtools.ieee.org>". The footer includes the IEEE vTools logo, a link to the Home page, and links for Privacy & Opting Out of Cookies, Terms & Conditions, and Nondiscrimination Policy. Copyright information for 2010 IEEE is also present.

IEEE

Report View Logs Contact staff About help

Welcome to vTools.OfficerReporting, Noam Hassid! (logout)

IEEE vTools are a series of web applications (toolbox) designed to assist volunteers in managing their OU activities as well as assisting them in managing member development and engagement. The toolbox goals are to simplify administration, reduce the time spent managing activities, and to provide assistance in member development. The vTools portfolio contains tools in various phases of development, from production, to pilot, to active development.

Visit vTools portal for more information: <http://vtools.ieee.org>

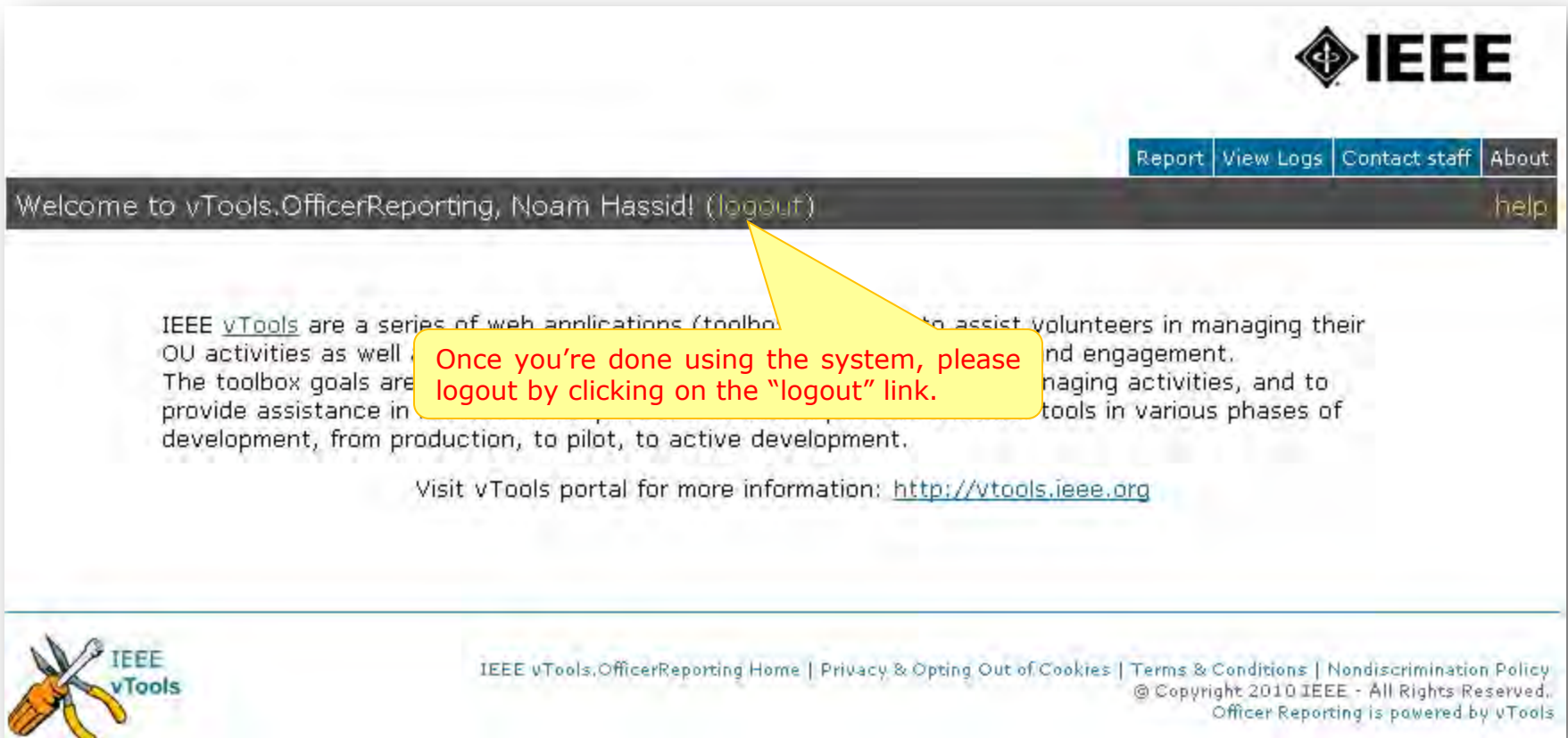
Click on the "About" tab to view information about vTools.


You can learn about many other IEEE tools in the vTools portfolio by navigating to <http://vtools.ieee.org>

IEEE vTools

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Logging out



 **IEEE**


[Report](#) [View Logs](#) [Contact staff](#) [About](#)

Welcome to vTools.OfficerReporting, Noam Hassid! (logout) [help](#)

IEEE vTools are a series of web applications (toolbo... to assist volunteers in managing their
OU activities as well... and engagement.
The toolbox goals are... managing activities, and to
provide assistance in... tools in various phases of
development, from production, to pilot, to active development.

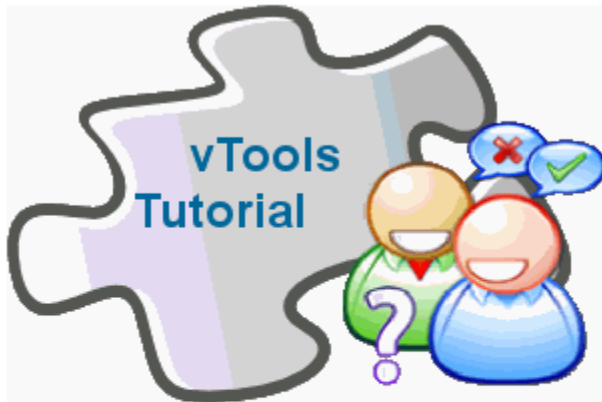
Once you're done using the system, please
logout by clicking on the "logout" link.

Visit vTools portal for more information: <http://vtools.ieee.org>

 **IEEE
vTools**

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Thank you!



End of the tutorial

Thank you for viewing the tutorial. Please remember to visit the vTools site (<http://vtools.ieee.org>) to learn more about our projects.

Thank you!