PRESENTS

Introduction to vTools.Officer Reporting

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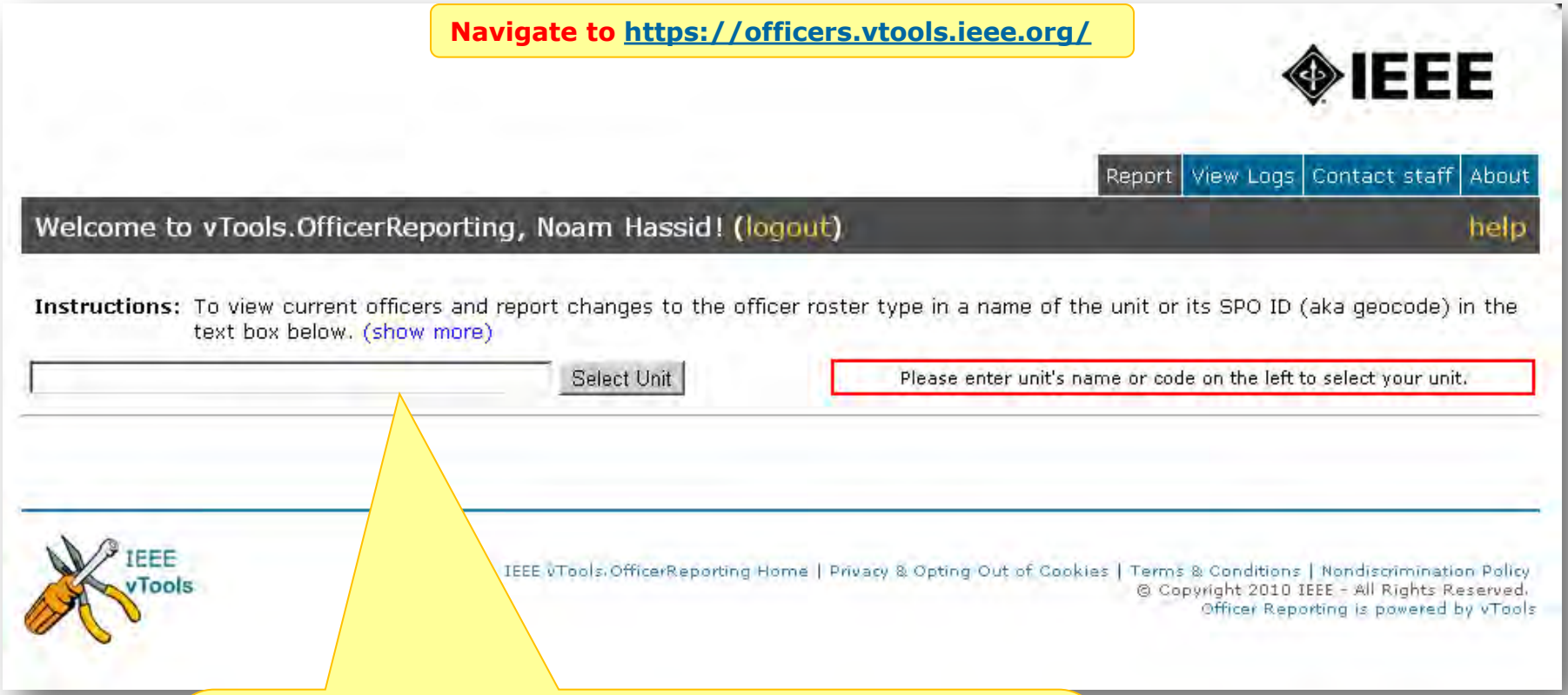
Create an Officer Report

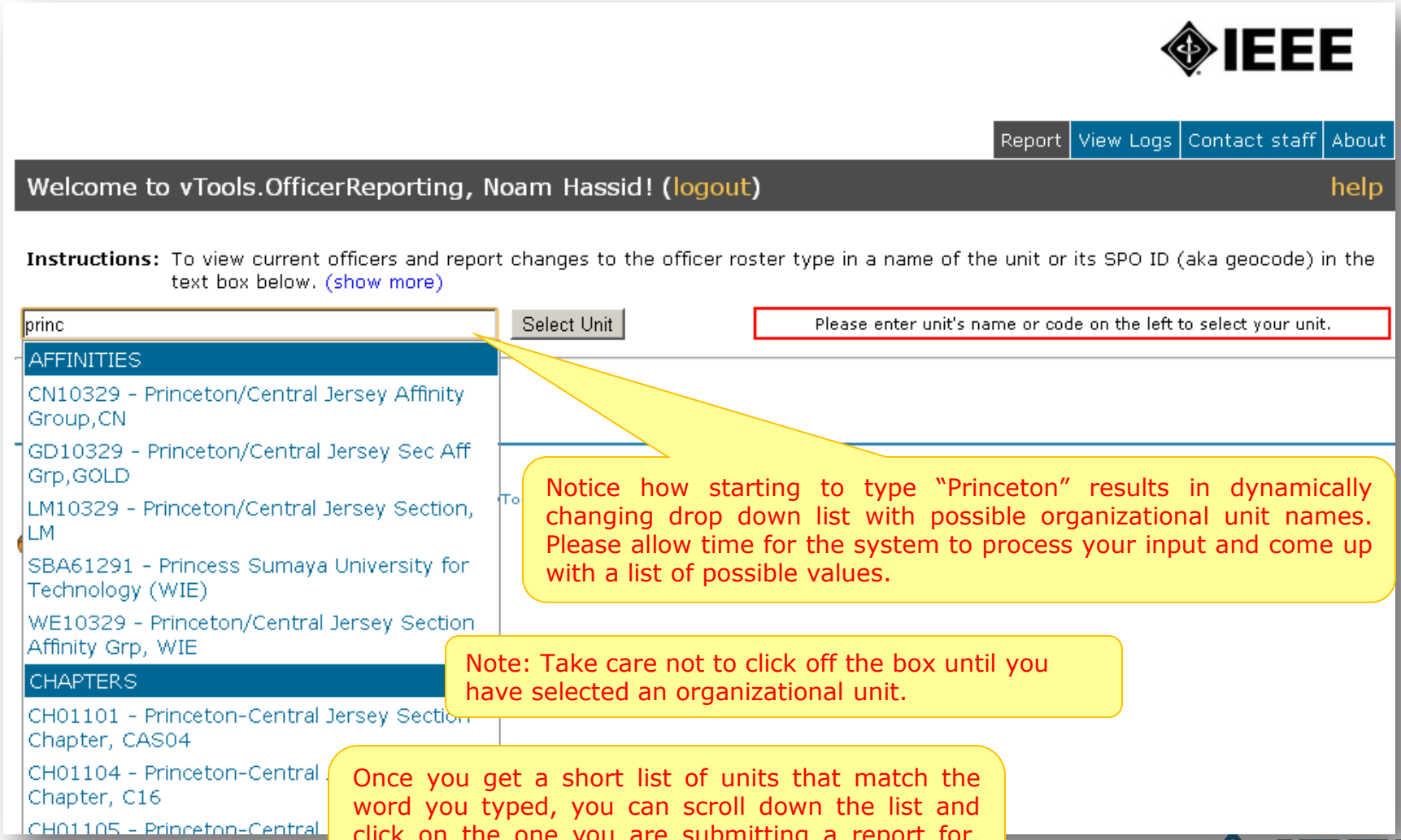
Navigate to https://officers.vtools.ieee.org/



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.

IEEE

Create an Officer Report – cont'd.



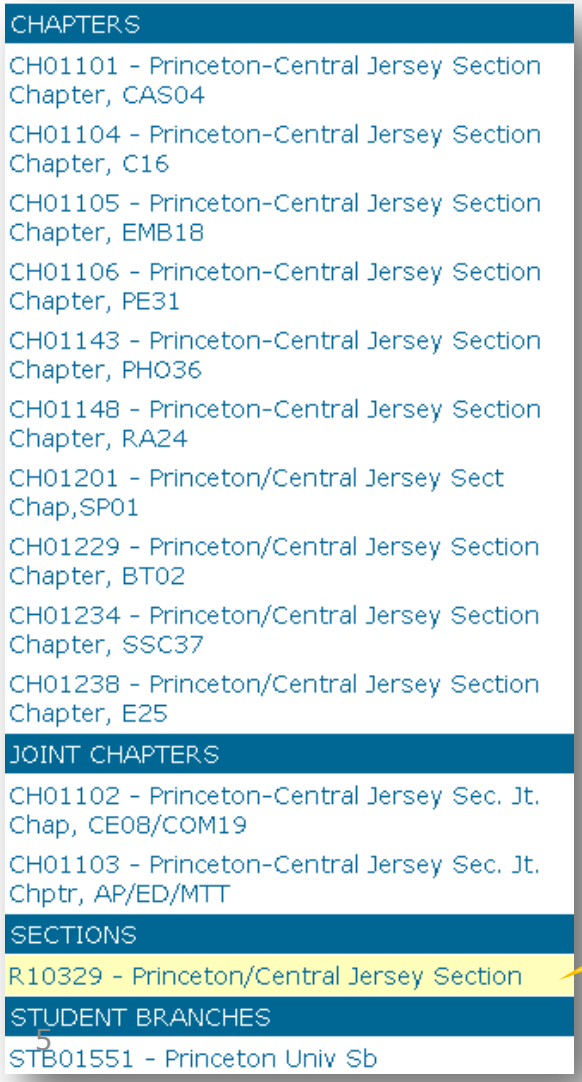
Notice how starting to type "Princeton" results in dynamically changing drop down list with possible organizational unit names. Please allow time for the system to process your input and come up with a list of possible values.

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).

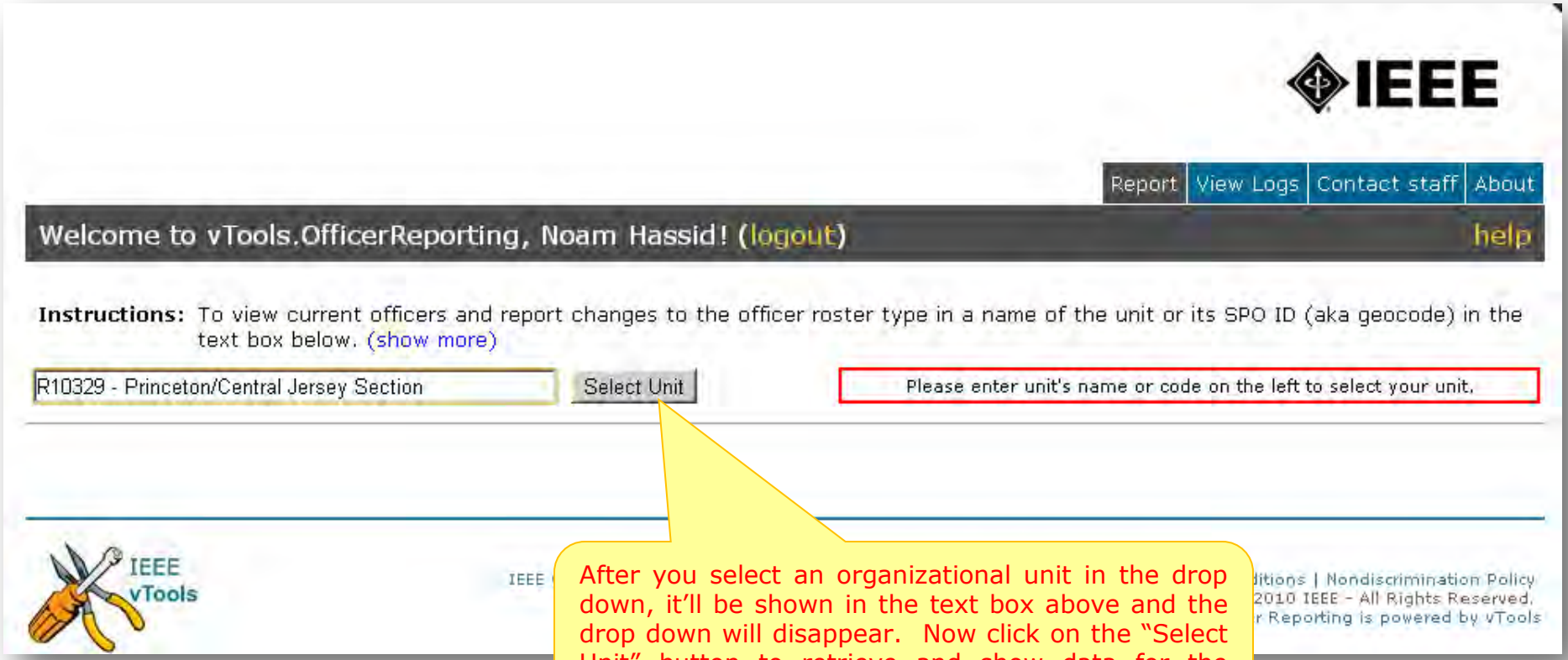
IEEE

Create an Officer Report – cont'd.



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

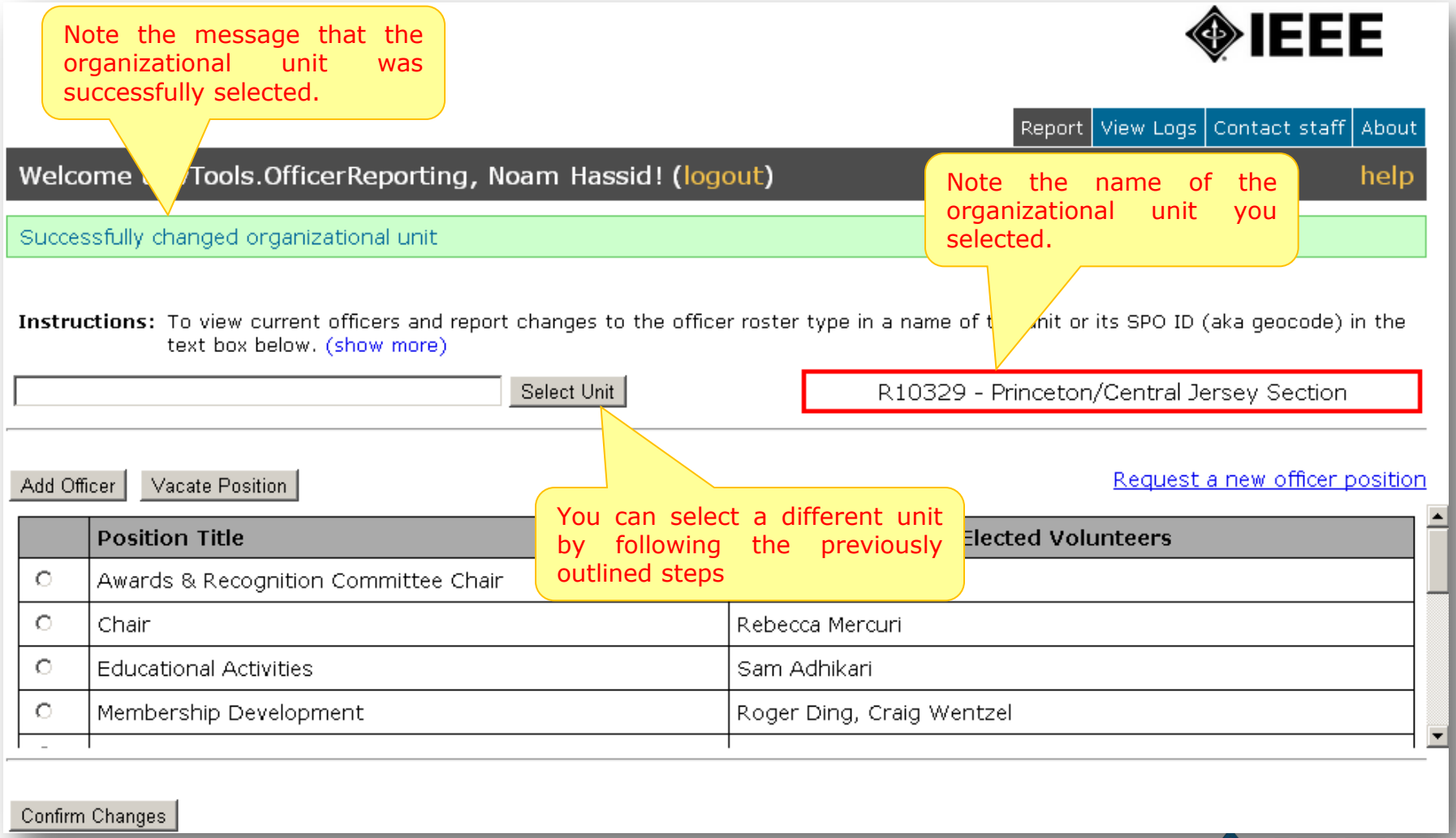
Create an Officer Report – cont'd.



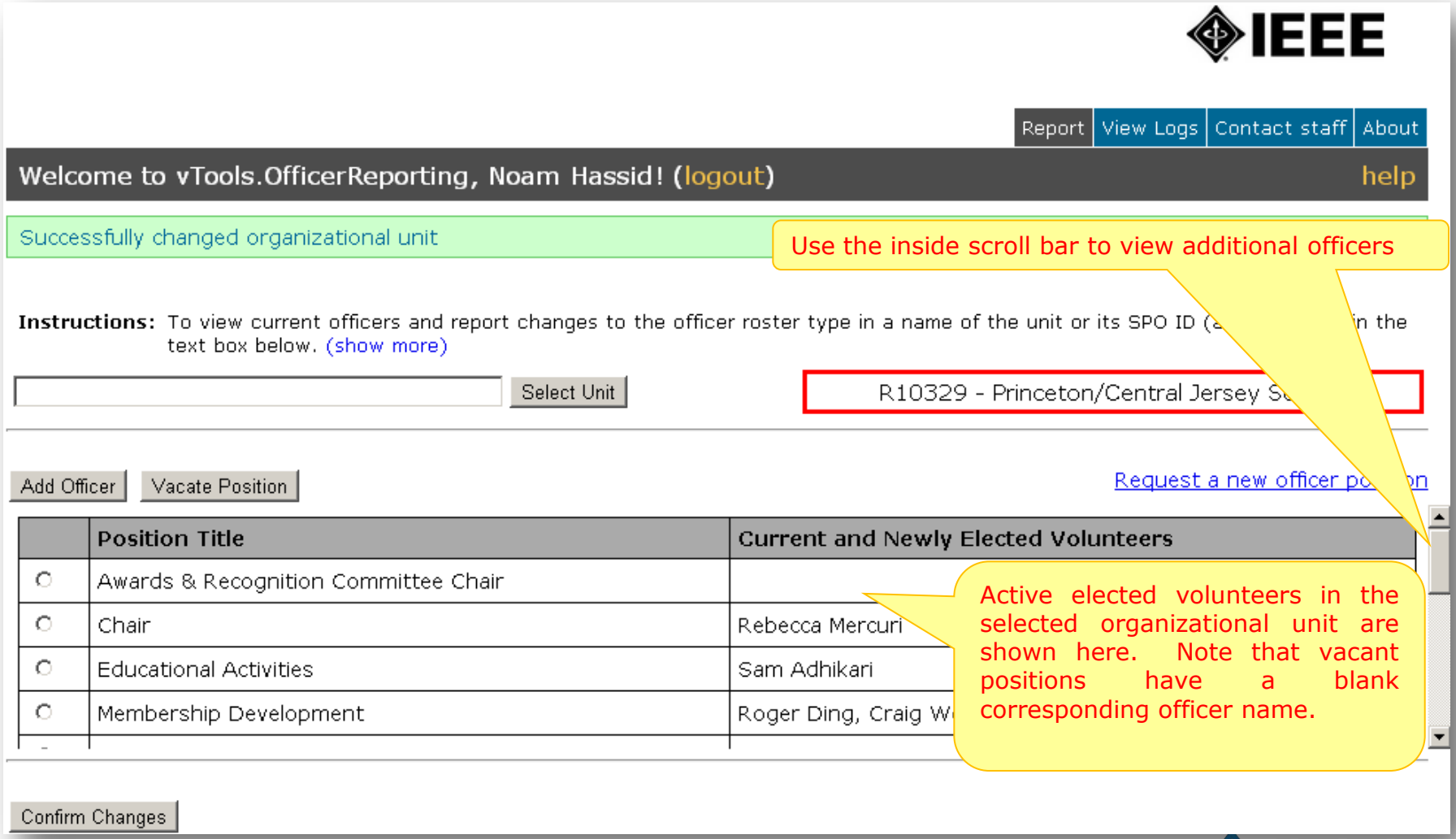
After you select an organizational unit in the drop down, it'll be shown in the text box above and the drop down will disappear. Now click on the "Select Unit" button to retrieve and show data for the Princeton/ Central Jersey Section.

IEEE

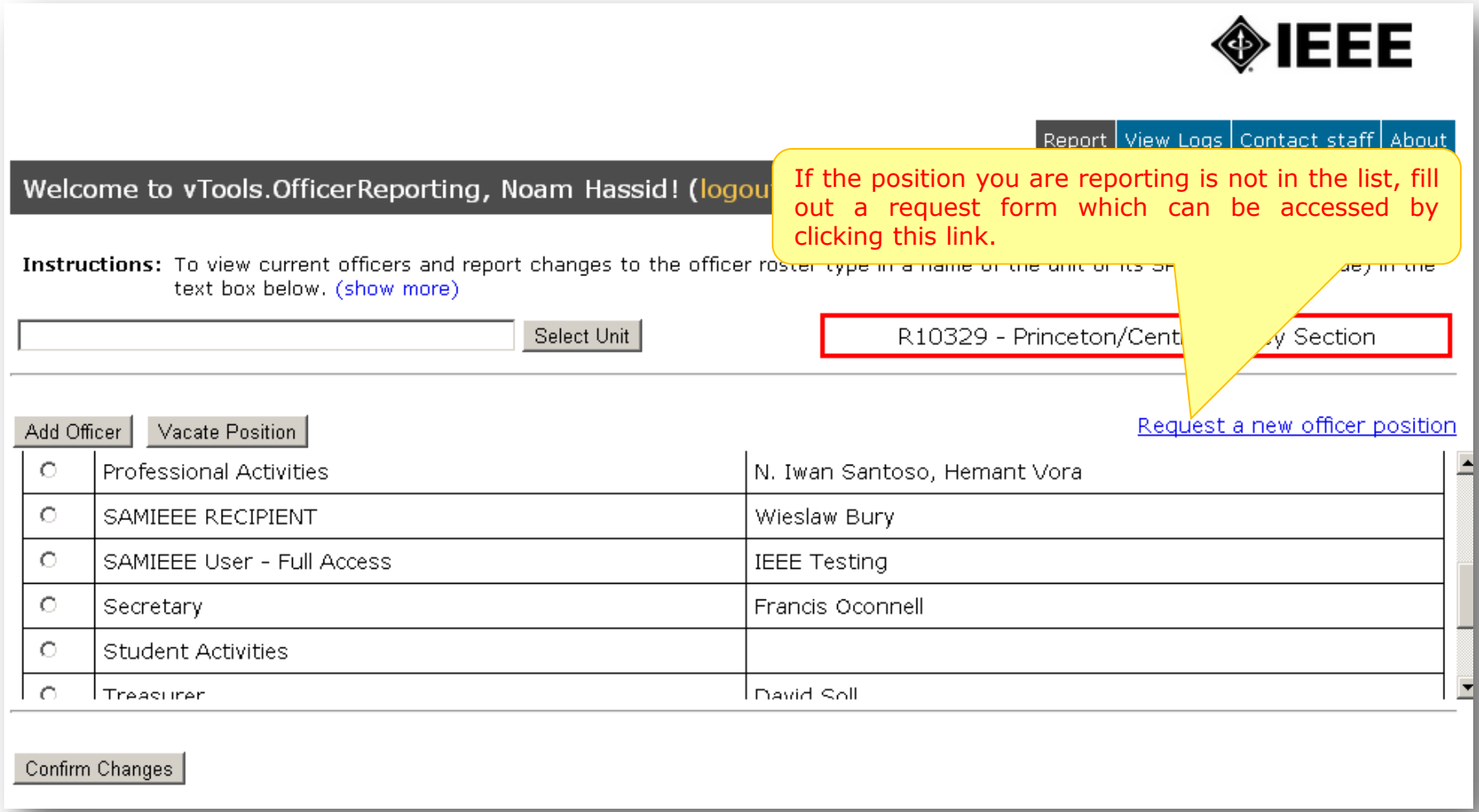
Create an Officer Report – cont'd.



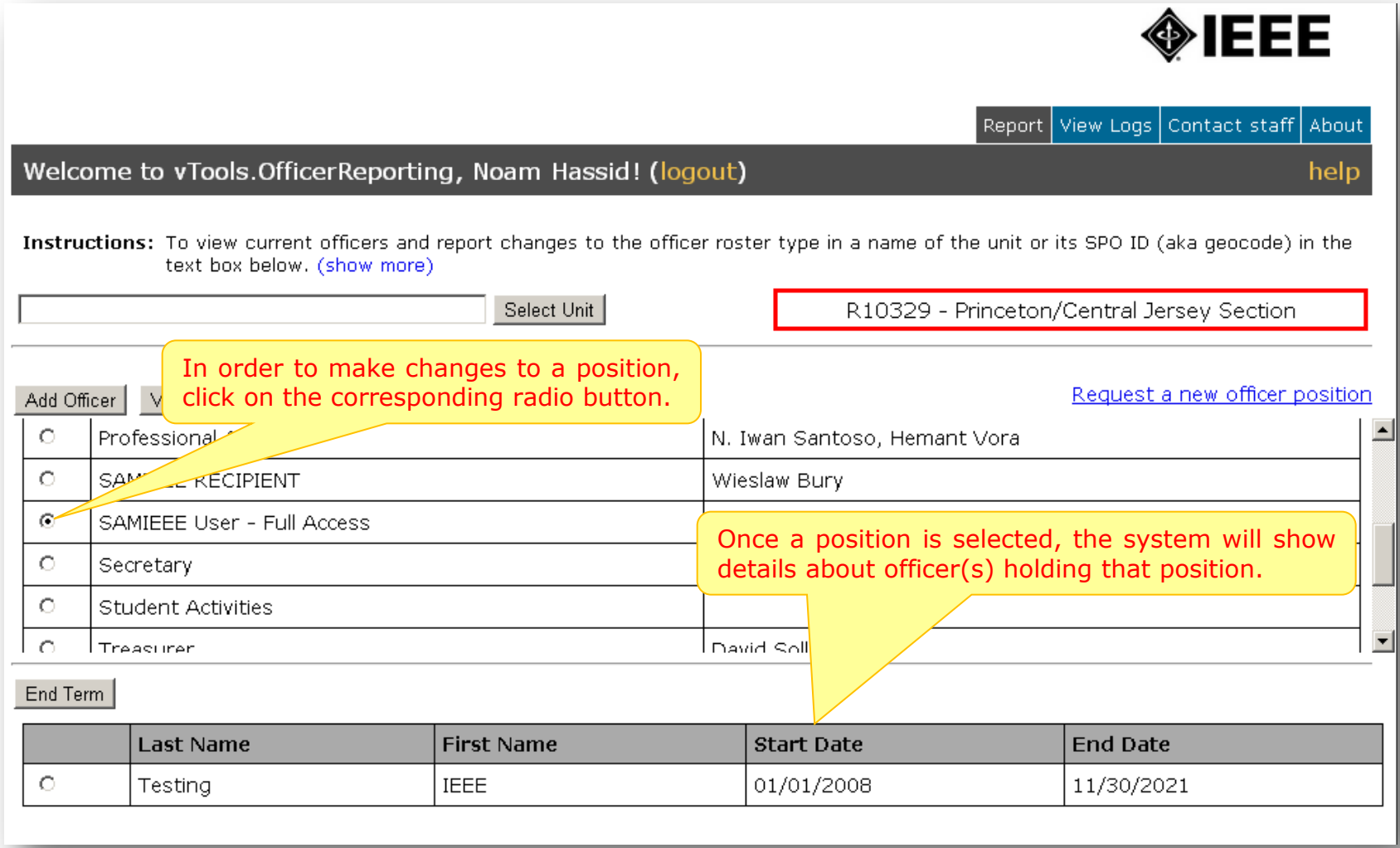
Create an Officer Report – cont'd.



Create an Officer Report – cont'd.

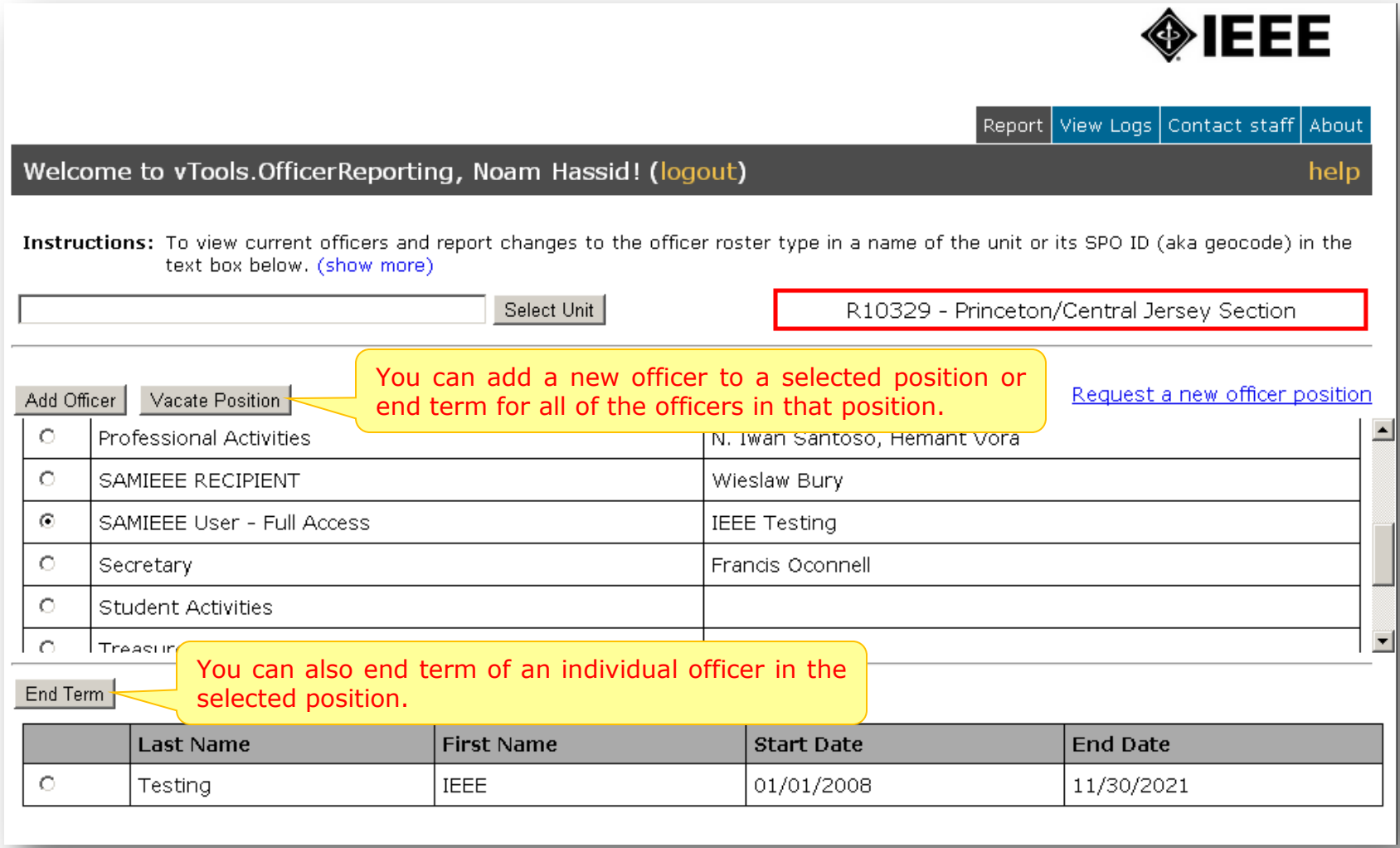


Create an Officer Report – cont'd.



IEEE

Create an Officer Report – cont'd.



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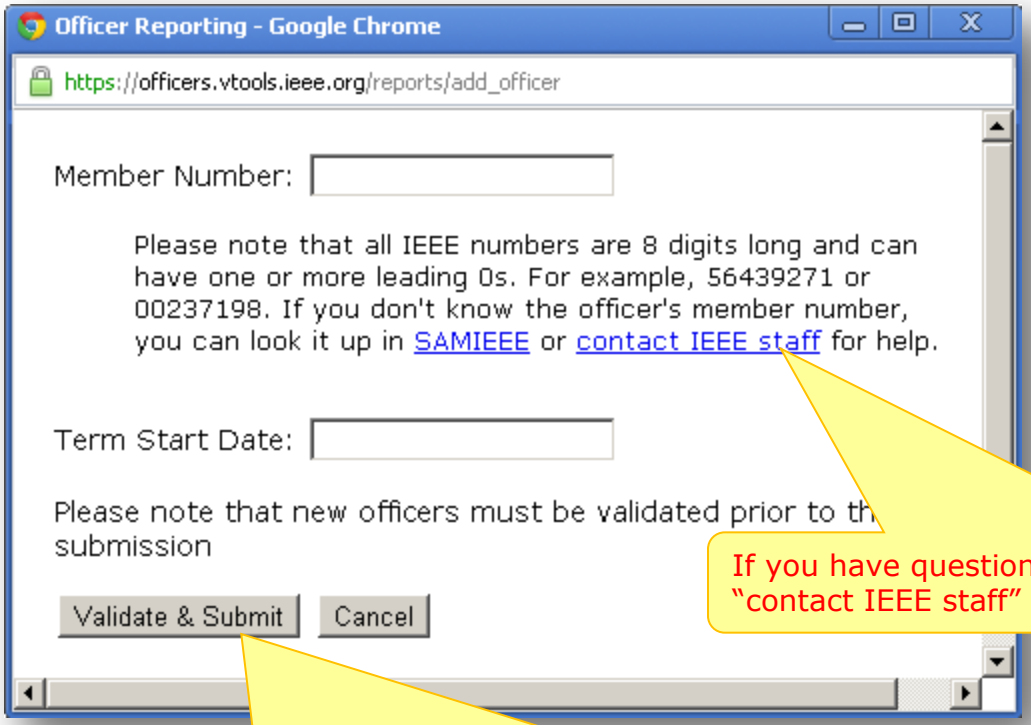
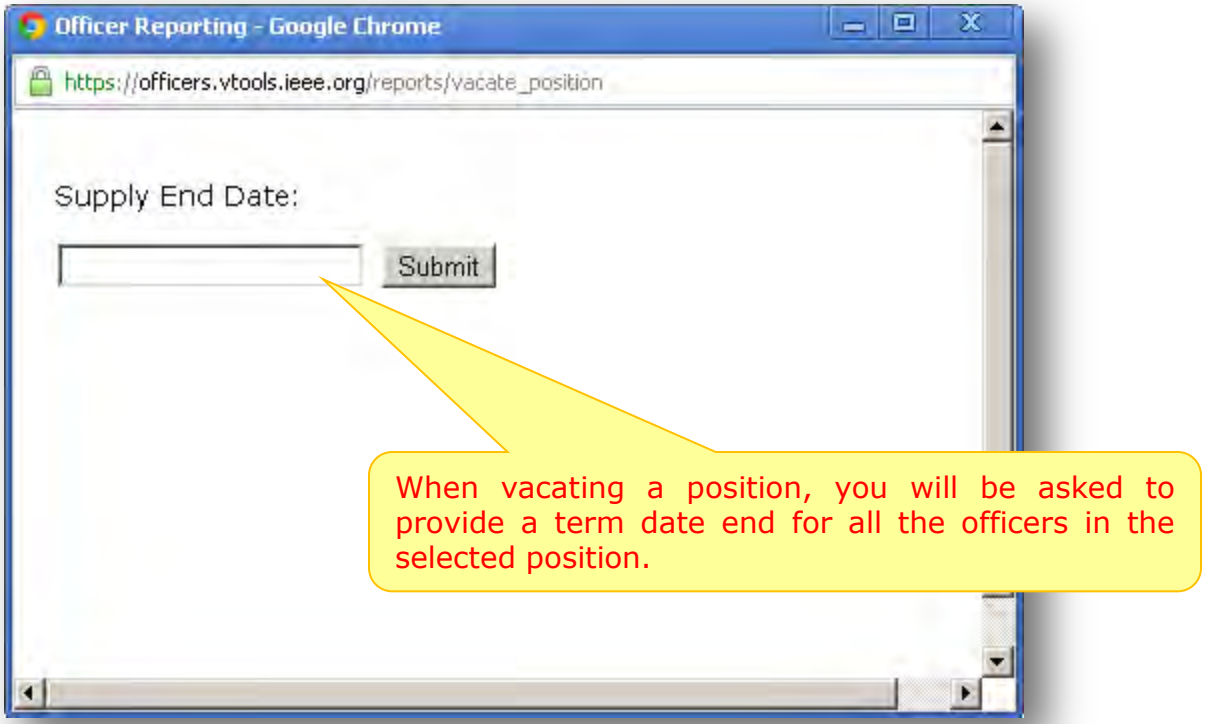


If you have questions regarding eligibility errors, click on the "contact IEEE staff" hyperlink.

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.



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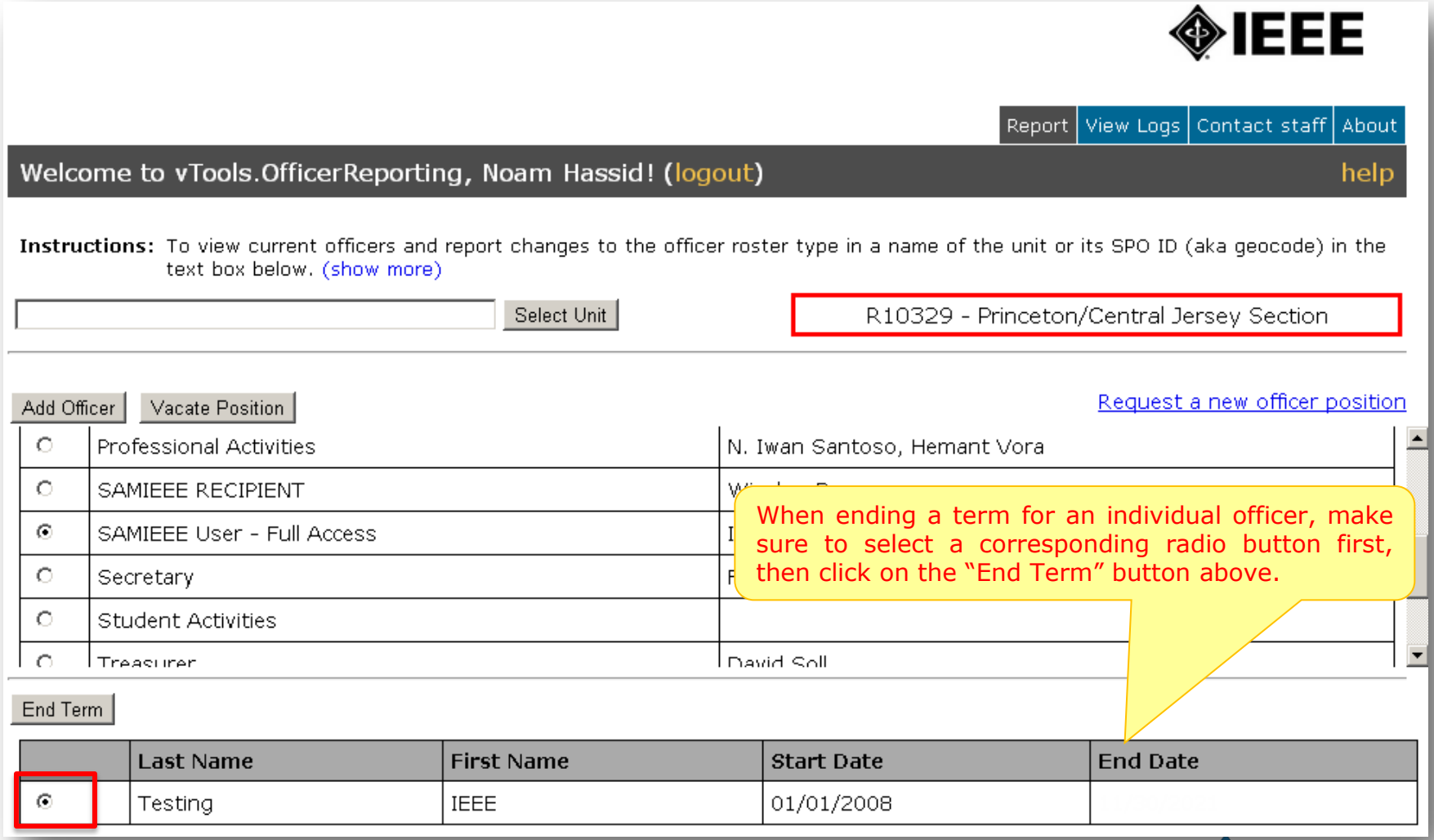

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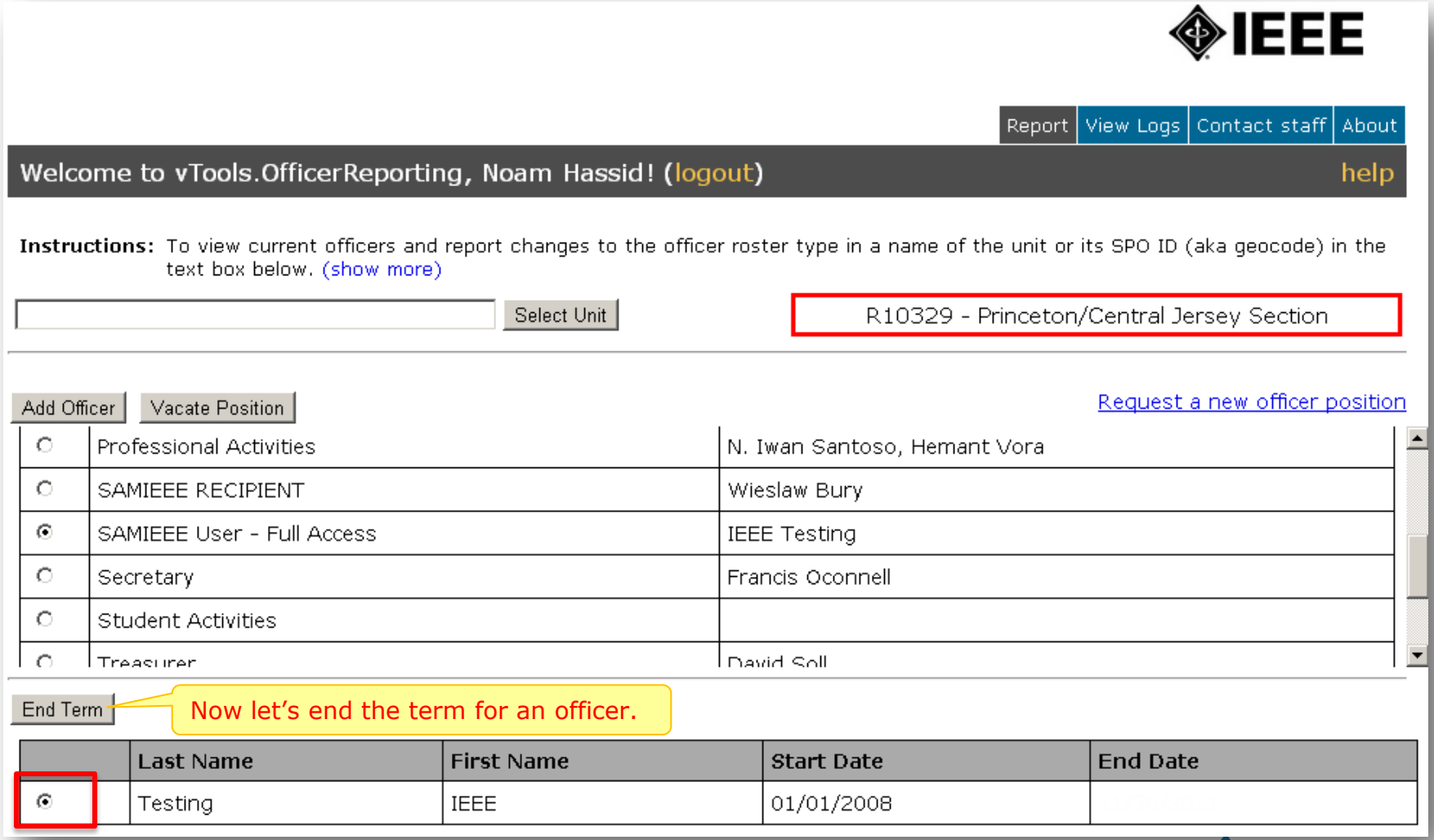

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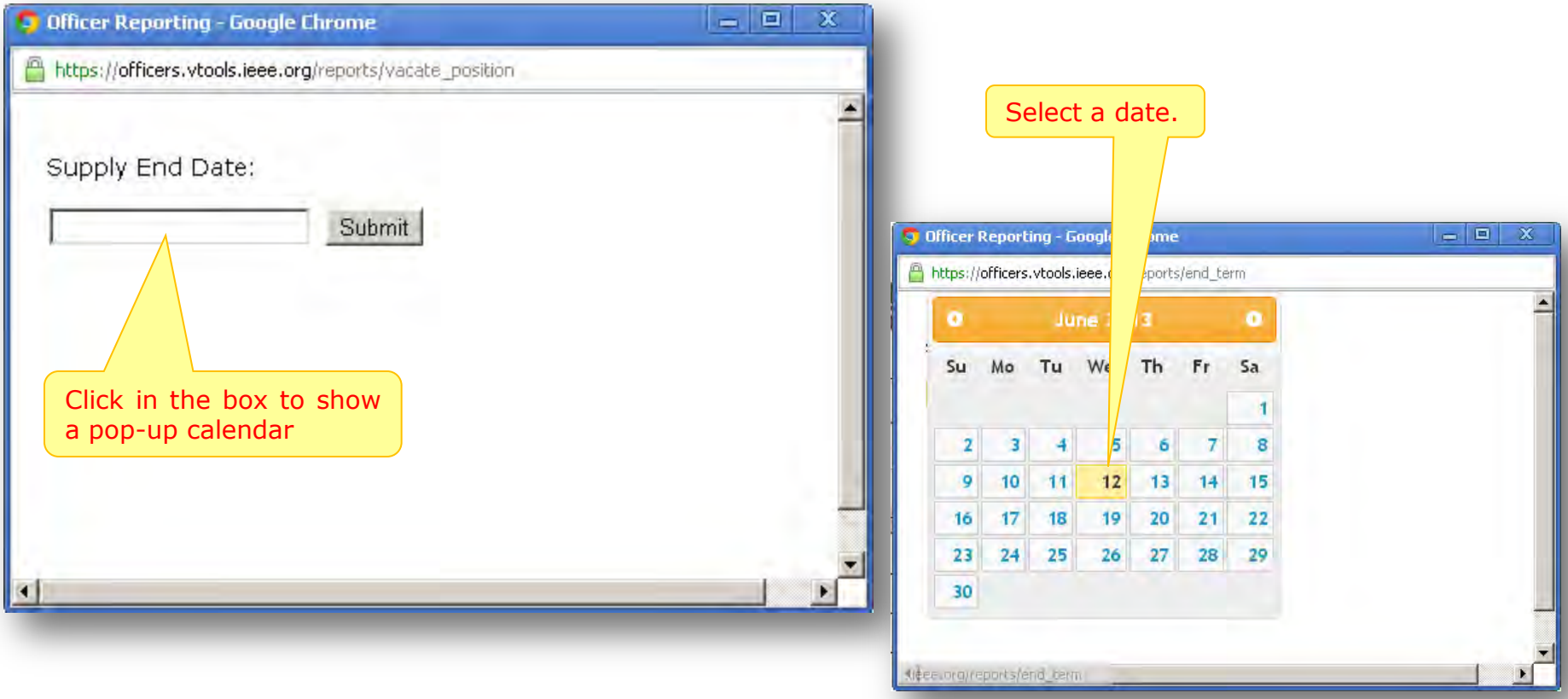

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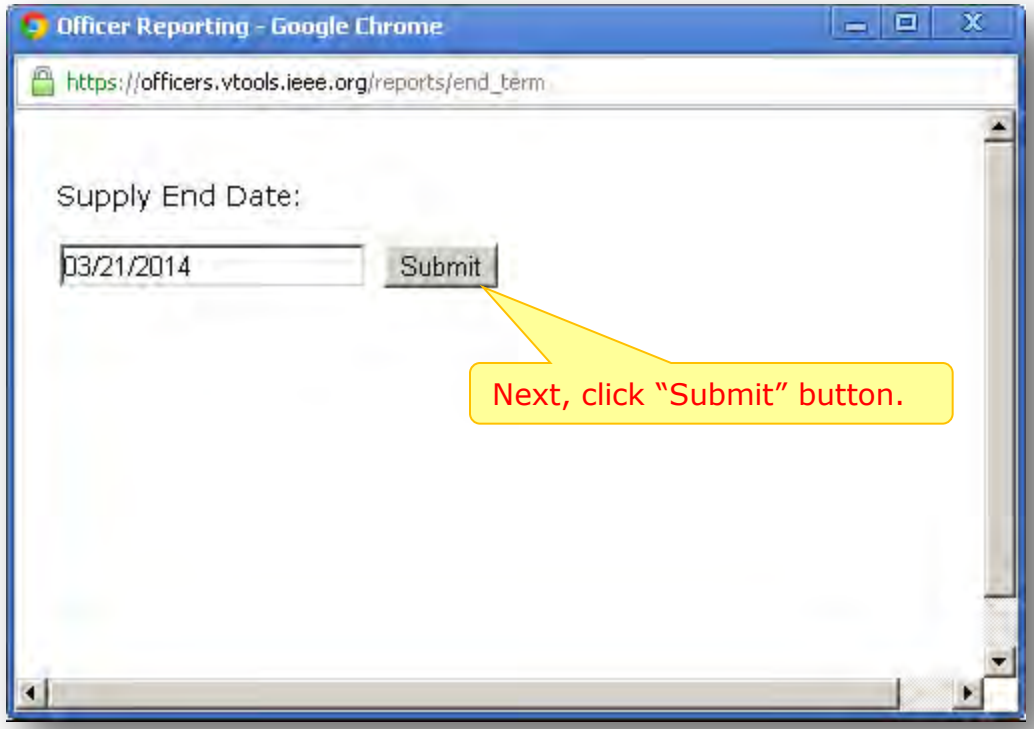

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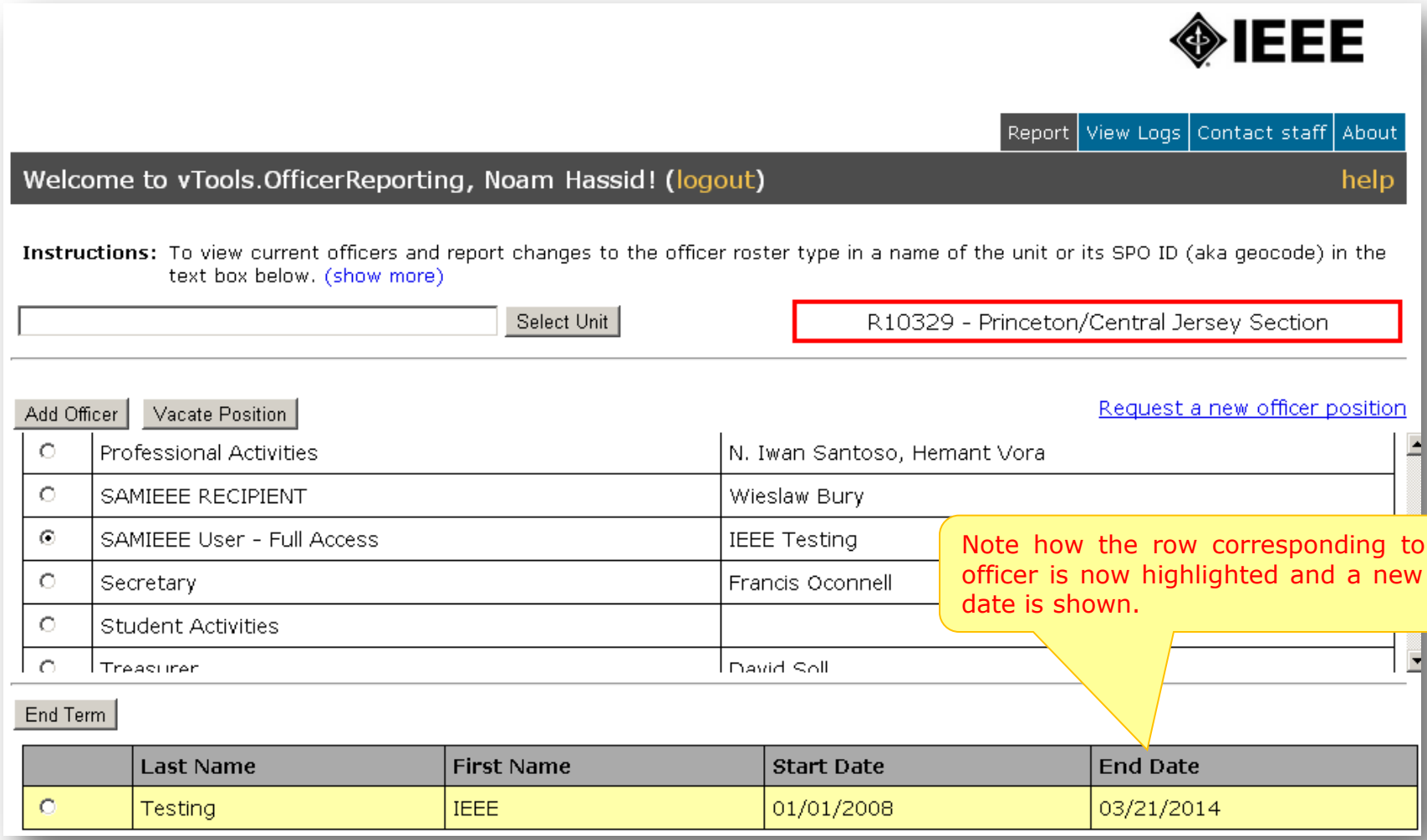

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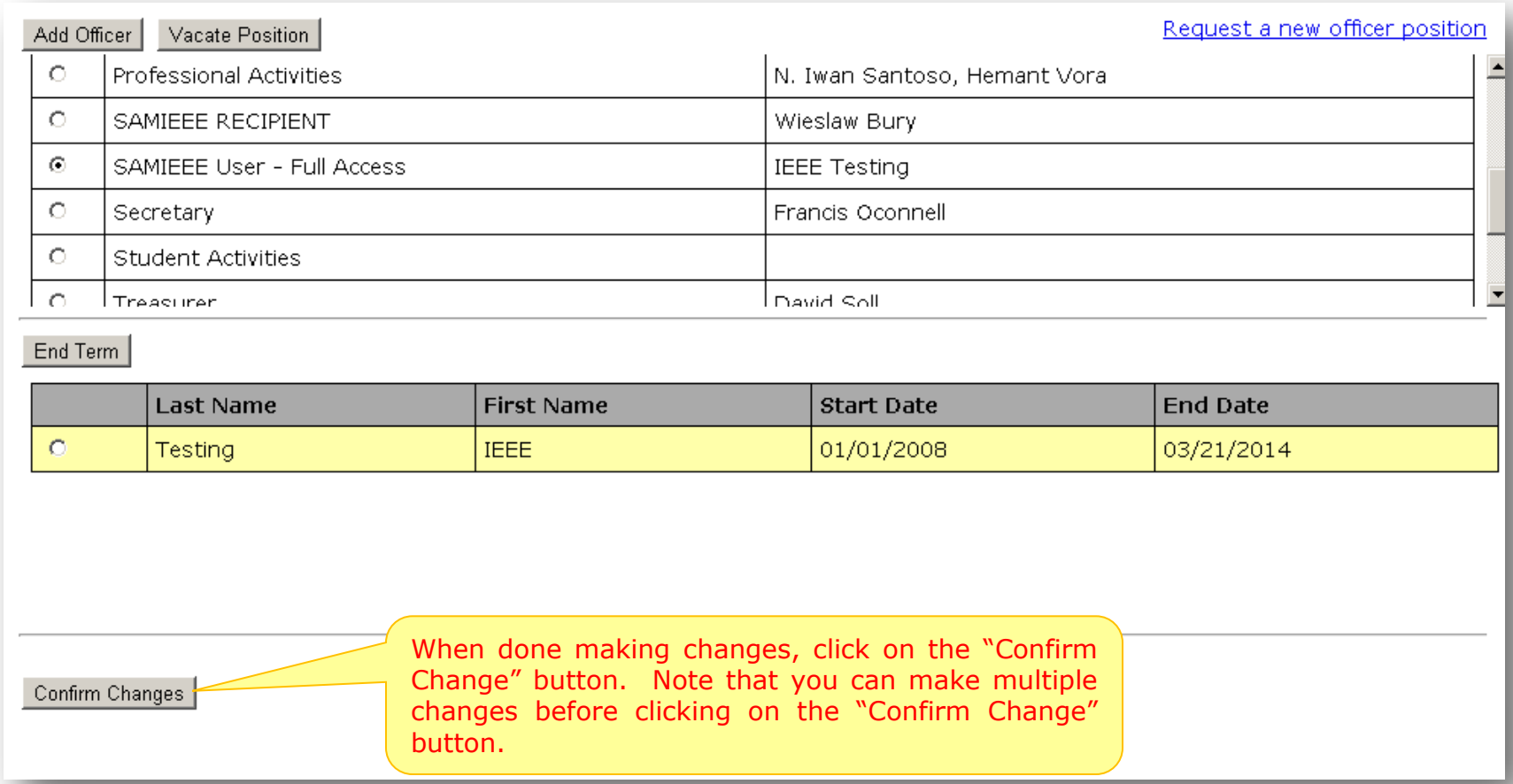

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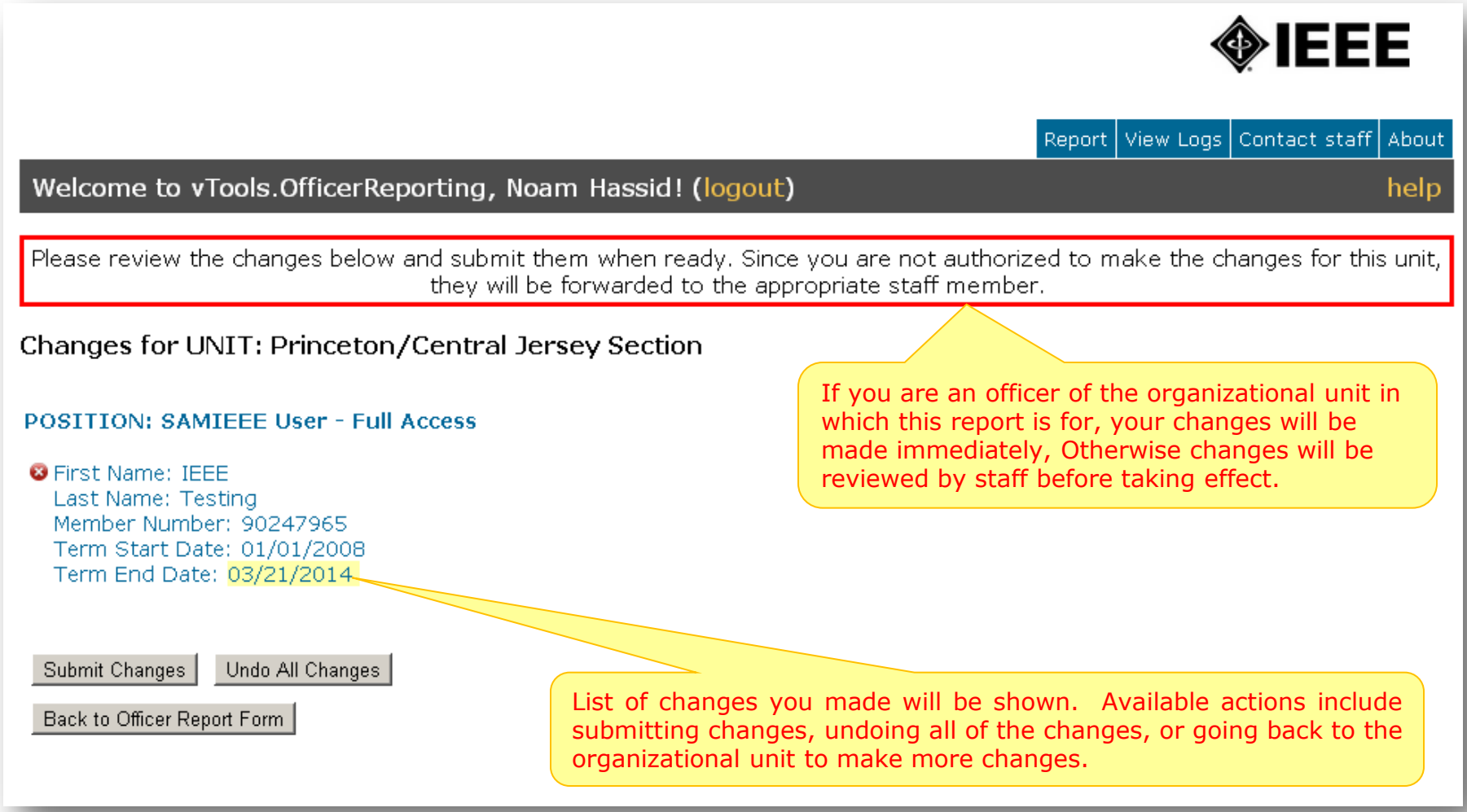

A confirmation message is shown upon submission of the officer report.

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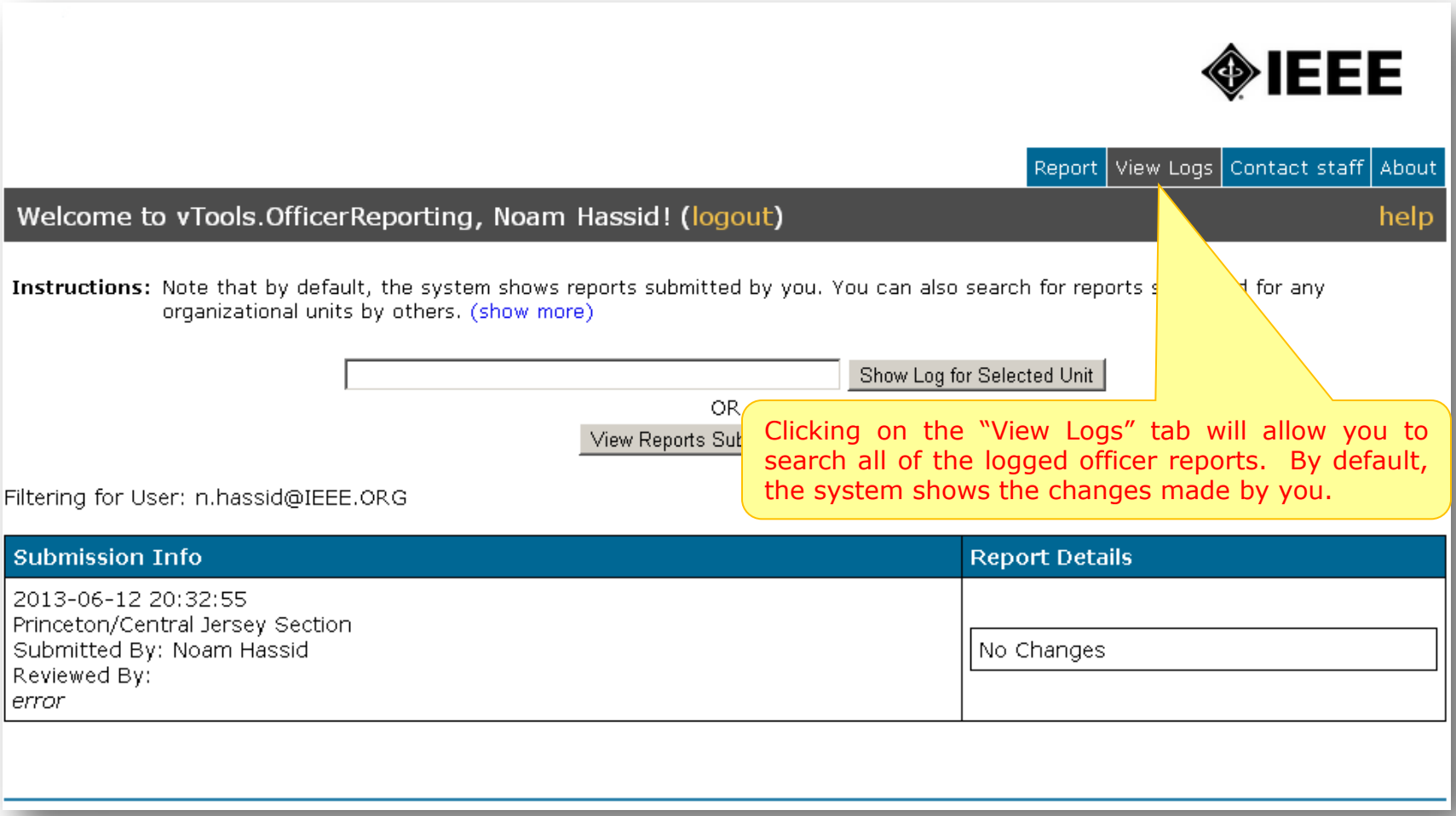
View Logs



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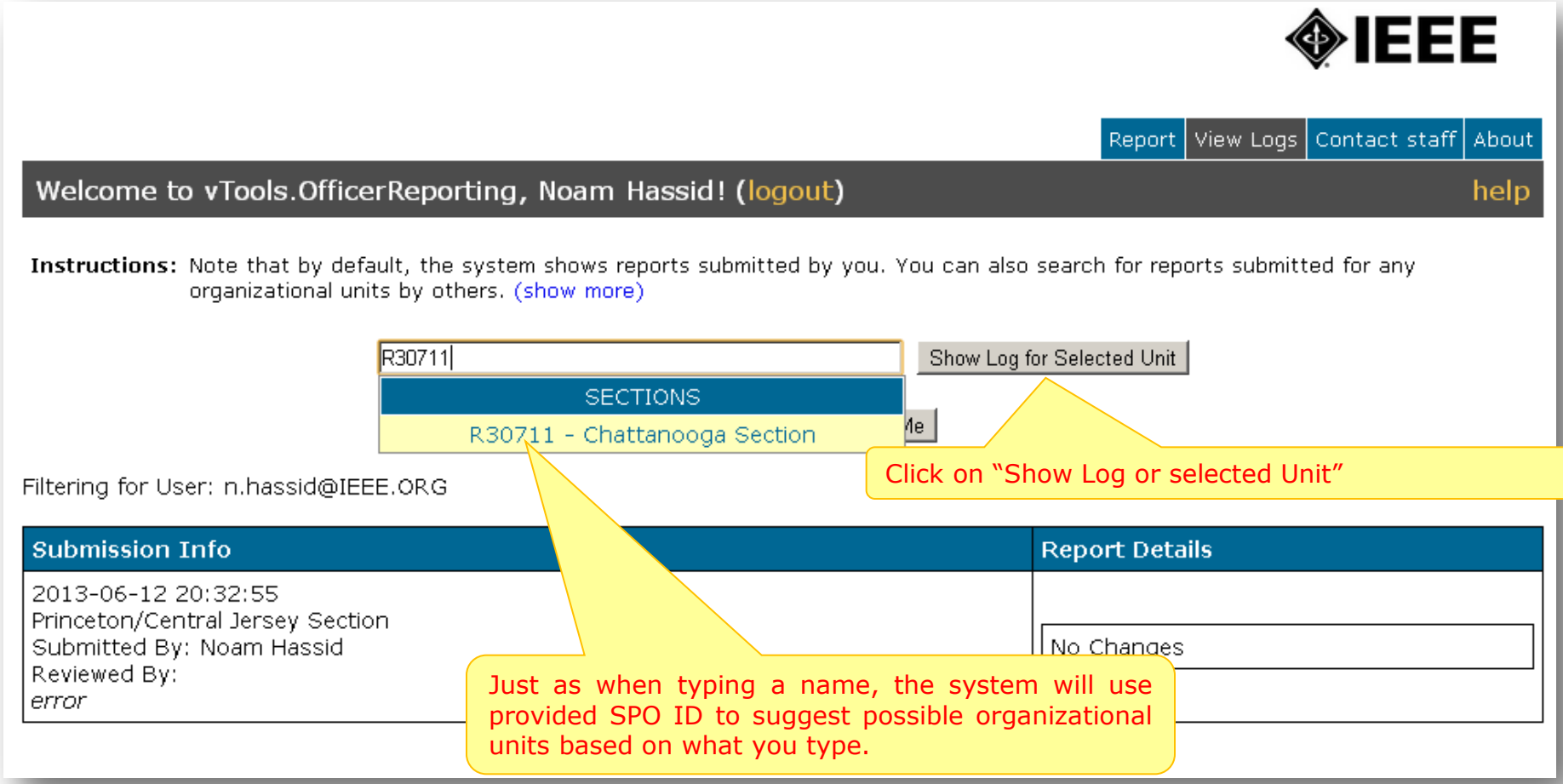
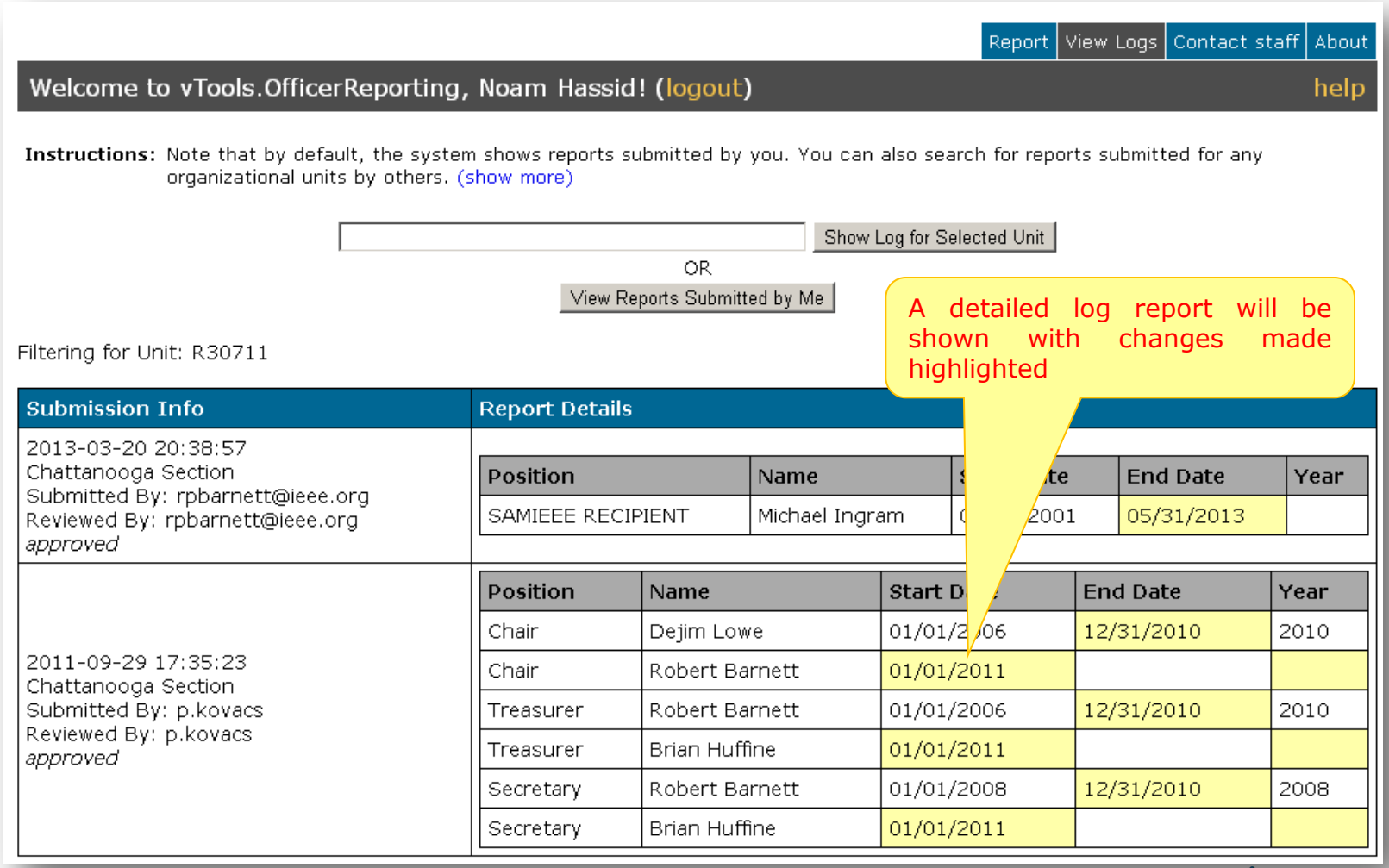
View Logs – cont'd.

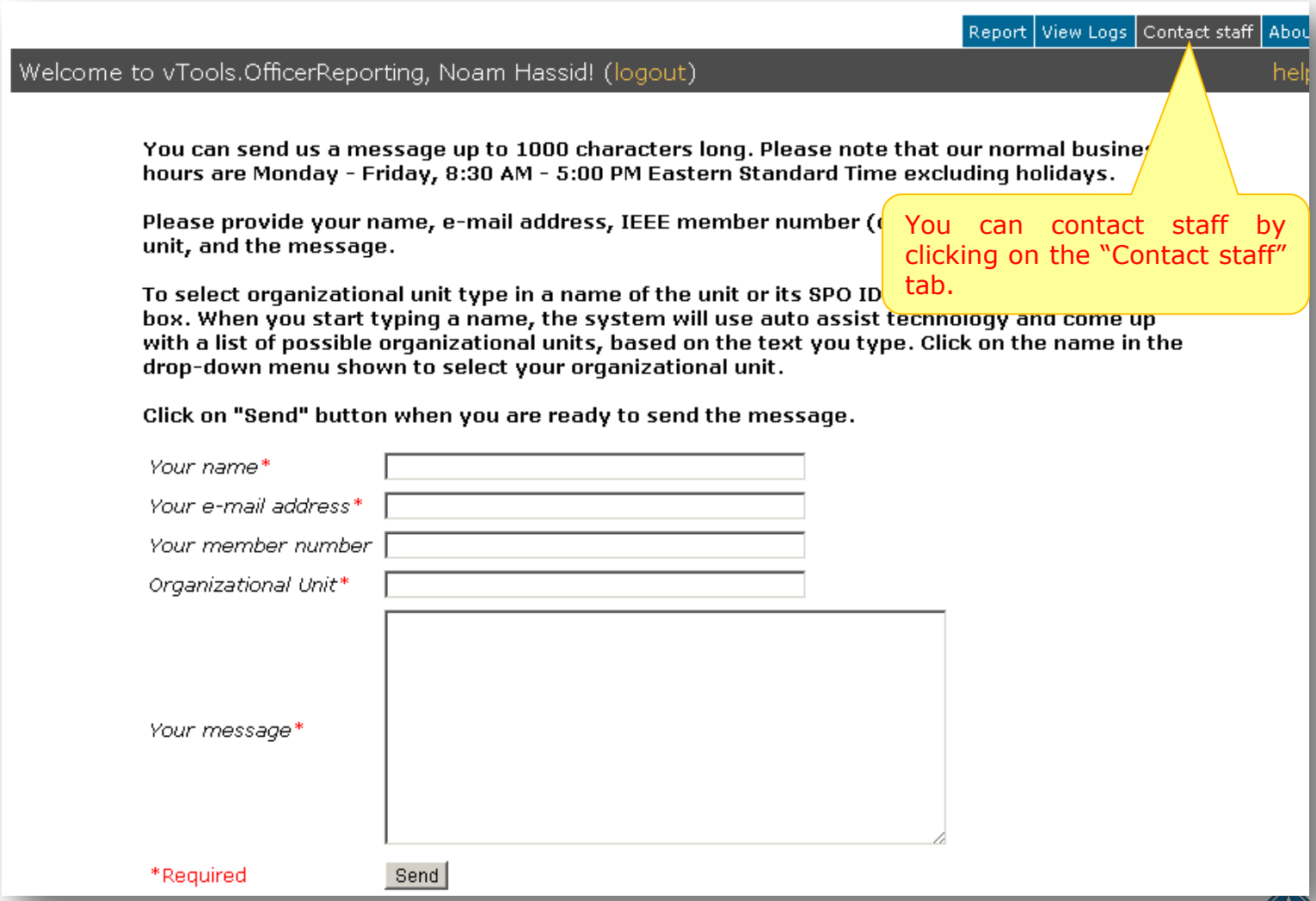


IEEE

View Logs – cont'd.



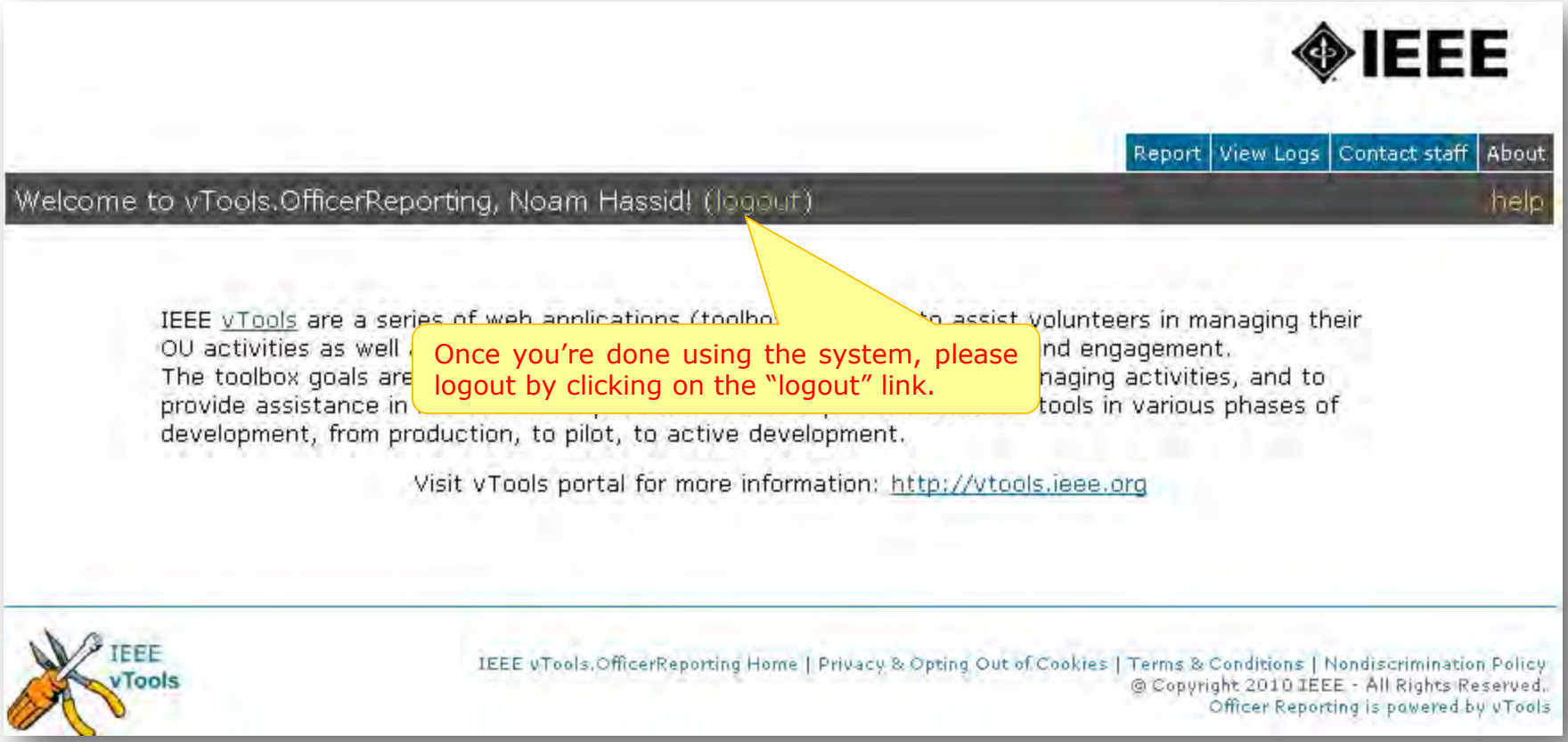
Contact Staff



“About” tab

IEEE

Logging out


IEEE
Report
View Logs
Contact staff
About
Welcome to vTools.OfficerReporting, Noam Hassid! (logout)
help
Once you're done using the system, please logout by clicking on the "logout" link.
IEEE vTools are a series of web applications (toolbo
to assist volunteers in managing their OU activities as well
nd engagement.
The toolbox goals are
naging activities, and to provide assistance in
tools in various phases of development, from production, to pilot, to active development.
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Officer Reporting is powered by vTools

Thank you!

End of the tutorial

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Thank you!