



PRESENTS

IEEE vTools

Tutorials

Topic: Officer Reporting – Add an officer to an Organizational Unit

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IEEE vTools OFFICER REPORTING



Select **“Manage Officers”** to view and report officers for an organizational unit.

You must be signed in to report officers or manage a URL.

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Manage Officers



Manage URL

Select **“Manage Officers”** to view and report officers of an organizational unit.

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Officer Reporting version 2.0.0

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Select Organizational Unit



Please select an OU to manage.

Unit: No Organizational Unit selected to manage

Select an Organizational Unit here to manage: ?

Phoenix

Affinities

- GD60029 - Phoenix Section Affinity Group, YP
- LM60029 - Phoenix Section Affinity Group LM
- WE60029 - Phoenix Section Affinity Group, WIE

Chapters

- CH06042 - Phoenix Section Chapter, C16
- CH06045 - Phoenix Section Chapter, PE31
- CH06133 - Phoenix Section Chapter, CPMT21
- CH06188 - Phoenix Section Chapter, EMC27
- CH06222 - Phoenix Section Chapter, E25
- CH06227 - Phoenix Section Chapter, SSC37

Joint Chapters

- CH06039 - Phoenix Jt. Ch, AP03/ED15/MTT17/UFFC20/EMC27/PHO36
- CH06043 - Phoenix Section Jt. Chapter, SP01/COM19
- CH06289 - Fort Huachuca/Tucson/Phoenix Jt Chapter, R07

Sections

- R60029 - Phoenix Section

Student Branches

- STB10821 - Devry University-Phoenix

Student Branch Chapters

Enter name/SPO ID or Geocode of organizational unit in text box.

A list of matches will be shown.

Click on name in list to select organizational unit and retrieve officer roster and URL.



Manage Officers - Organizational Unit roster

Successfully changed active Organizational Unit

Unit: Binghamton Section (R10003)

Select another OU to manage

MANAGE OFFICERS

MANAGE OFFICERS

– Allows you to view officers, add a new officer and end term of an individual officers for a selected position in the organizational unit selected.

Instructions

Please make changes for the officer positions for the selected organizational unit below.
([show more](#))

Add Officer

End Term

Officer Positions

[Request a new officer position](#)

<input type="checkbox"/>	Position Title	Selected Volunteers
<input type="checkbox"/>	Chair	
<input type="checkbox"/>	Educational Activities	
<input type="checkbox"/>	Membership Development	Daniel Sniezek
<input checked="" type="checkbox"/>	Newsletter Editor	
<input type="checkbox"/>	Professional Activities	Daniel Sniezek
<input type="checkbox"/>	SAMIEEEE RECIPIENT	
<input type="checkbox"/>	SAMIEEEE RECIPIENT (SAMIEEEE Recipient as R1 Western Area Chair)	Daniel Sniezek
<input type="checkbox"/>	Secretary	Bryan Cole
<input type="checkbox"/>	Student Activities	
<input type="checkbox"/>	Treasurer	Tommy Lam
<input type="checkbox"/>	Vice Chair	Daniel Sniezek
<input type="checkbox"/>	Webmaster	William Tracz

Select **Position** and click on **“Add Officer”** to add a new officer to selected position.

Add Officer

End Term

Add Officer number and term dates

ADD OFFICER

Enter member number and Term Start and End Dates.

Member Number *

00231340

Please note that all IEEE member 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 *

31 Mar 2017

Term End Date *

31 Mar 2018

Click on "Submit" to validate.

The system will retrieve member data and validate that (s)he is eligible to serve in the position based on IEEE rules.

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

Cancel

Submit

Confirmation.

TERM START DATE

Start term date 31 Mar 2017 applied for Stephen Shafer.

Close



Manage Officers - Pending changes for a position

Unit: Binghamton Section (R10003)

Select another OU to manage

MANAGE OFFICERS

Instructions

Please make changes for the officer positions for the selected organizational unit below.
(show more)

Select **“View and Confirm Pending Changes”** to review and submit changes.

Note multiple changes can be made before clicking on **“View and Confirm Pending Changes”**.

Add Officer End Term View and Confirm Pending Changes

Officer Positions		Request a new officer position
Position Title	Current and Newly Elected Volunteers	
<input type="radio"/> Chair		
<input type="radio"/> Educational Activities		
<input type="radio"/> Membership Development	Daniel Sniezek	
<input type="radio"/> Newsletter Editor	Stephen Shafer (modified, pending save)	
<input type="radio"/> Professional Activities	Daniel Sniezek	
<input type="radio"/> SAMIEEEE RECIPIENT (SAMIEEEE Recipient as R1 Western Area Chair)	Daniel Sniezek	
<input type="radio"/> SAMIEEEE RECIPIENT		
<input type="radio"/> Secretary	Bryan Cole	
<input type="radio"/> Student Activities		
<input type="radio"/> Treasurer	Tommy Lam	
<input type="radio"/> Vice Chair	Daniel Sniezek	
<input type="radio"/> Webmaster	William Tracz	

Added with Term Start Date 31 Mar 2017, Term End Date 31 Mar 2018

Officer name is now highlighted to show changes are pending.
Note – tooltip includes details of change.

Add Officer End Term View and Confirm Pending Changes

Manage Officers - Confirm Officer Changes

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.

Confirm Officer Changes

Please review the changes below and submit when ready. Your changes will be applied immediately.

If you have added a new officer where one already exists, please ensure that a term end date for officers that will no longer hold the position has been provided.

Upon submission of your report, you will receive an email confirmation.

Changes for: R10003 - Binghamton Section

Position: Newsletter Editor

Discard this change

First Name: Stephen
Last Name: Shafer
Member Number: 00231340
Term Start Date: 31 March 2017
Term End Date: 31 March 2018

A list of changes will be shown.

Click **“Save”** to confirm all changes.

Return to Manage Officers

Undo All Changes

Save

Click **“Undo All Changes”** to discard all pending changes.

Manage Officers - Confirmation of report

IEEE vTools **OFFICER REPORTING**



Welcome,

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Thank you for your officer submission. Your changes have been submitted to the database. You will receive an email with a copy of changes submitted.



Manage Officers



Manage URL



Thank you!

IEEE vTools

End of the tutorial

Thank you for viewing the tutorial. Please remember to visit vTools' site (<http://vtools.ieee.org>) to learn more about our projects. If you have any questions regarding **vTools.Officer Reporting**, please email us at: vtools@ieee.org

Thank you!