



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Officer Reporting – End  
Term of officer for 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

Unit: Binghamton Section (R10003)

Select another OU to manage

## MANAGE OFFICERS

### Instructions

Please make changes for the officer positions for the selected organization. [\(show more\)](#)

Select a position from the list and click to end an officer's term

Add Officer

End Term

### 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	
<input type="radio"/> Newsletter Editor	
<input type="radio"/> Professional Activities	Daniel Sniezek
<input type="radio"/> SAMIEEE RECIPIENT	
<input type="radio"/> SAMIEEE RECIPIENT (SAMIEEE Recipient as R1 Western Area Chair)	Daniel Sniezek
<input type="radio"/> Secretary	
<input type="radio"/> Student Activities	
<input type="radio"/> Treasurer	Tommy Lam
<input type="radio"/> Vice Chair	Daniel Sniezek
<input checked="" type="radio"/> Webmaster	William Tracz

click on "End Term" to enter term end date in order to remove the officer to selected position.

Select **Position** of officer you want to end their term.

Add Officer

End Term

# End Term – enter Term End Date

## TERM END DATE

Select an Officer

	Last Name	First Name	Start Date	End Date
<input checked="" type="radio"/>	Tracz	William	01 Jan 2016	

Please specify the end date for this term:

Term End Date

31 Mar 2017

Cancel

Submit

Select Term End Date.

Click on "Submit" to validate.

## TERM END DATE

End term date 31 Mar 2017 applied for William Tracz.

Close

Confirmation.

# 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	
<input type="radio"/> Professional Activities	Daniel Sniezek
<input type="radio"/> SAMIEEE RECIPIENT	
<input type="radio"/> SAMIEEE RECIPIENT (SAMIEEE Recipient as R1 Western Area Chair)	Daniel Sniezek
<input type="radio"/> Secretary	Bryan Cole
<input type="radio"/> Student Activities	
<input type="radio"/> Treasurer	
<input type="radio"/> Vice Chair	
<input type="radio"/> Webmaster	William Tracz (modified, pending save)

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

Term Start Date 01 Jan 2016,  
Term End Date set to 31 Mar 2017

[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 them 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: Webmaster

A list of changes will be shown.

Discard this change

 **First Name:** William  
**Last Name:** Tracz  
**Member Number:** 00231340  
**Term Start Date:** 01 January 2016  
**Term End Date:** 31 March 2017

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

# Manage Officers - Email Confirmation

New Officer Report for Unit R10003 - Binghamton Section Inbox x

 vtools-officer-reporting@ieee.org  
to 

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## Officer Reporting

Thank you for your officer submission for **Unit R10003 - Binghamton Section**.

Changes for: **R10003 - Binghamton Section**

**Position:** Webmaster

<b>First Name:</b>	William
<b>Last Name:</b>	Tracz
<b>Member Number:</b>	00231340
<b>Term Start Date:</b>	01 January 2016
<b>Term End Date:</b>	<b>31 March 2017</b>

Thank You,  
VTools Officer Reporting

(Please do not reply to this email)



"Providing tools to the volunteers and staff who support our members."

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# 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](mailto:vtools@ieee.org)

Thank you!