PRESENTS

IEEE vTools

Tutorials
Topic: Officer Reporting – View Officer Logs

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Sign in

Officer Logs – view logs of reports submitted by signed in user

Officer Logs – search logs for an organizational unit

Search Reports

Note that by default, the system shows reports submitted by you. You can also search for reports submitted for any organizational units by others.

To view submitted reports history for an organizational unit, type in the name of that unit or its SPO ID (aka geocode) in the text box below. 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. After you select the 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 "Show log for selected unit" to retrieve reports history. The system will retrieve and show reports history with changes highlighted.

bingha

Affinities
GD10003 – Binghamton Section Affinity Gr... XP
HKN197 – State Univ Of New York-Binghamton, Kappa E...

Chapters
CH01183 – Binghamton Section Chapter,C16
CH01191 – Binghamton Section,RA24
CH01195 – Binghamton Section Chapter,PE31
CH01230 – Binghamton Section Chapter,CPMT21
CH01231 – Binghamton Section Chapter,COM19
CH01251 – Binghamton Section Chapter,AP03

Joint Chapters
CH01225 – Rochester/Binghamton/Buffalo/Ithaca/Syracuse,GRS29
CH01256 – Binghamton Sect. Jt Chap,RL07/AES10/TEM14

Sections
R10003 – Binghamton Section

Student Branches
STB14411 – Binghamton University

Student Branch Chapters
SBC14411 – New York State Univ Of Binghamton Branch Chpt C016

OR

View Reports Submitted by Me

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

A list of matches will be shown.

	Start Date	End Date	Year
Tracz	2016-01-01	2017-03-31	

Click on name in list to select organizational unit and retrieve **officer logs**.

Officer Logs – view logs for an organizational unit

Search Reports

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STB14411 - Binghamton University

Show Log for Selected Unit

Click on "Show Log for Selected Unit" to retrieve reports for selected organizational unit.

OR   **View Reports Submitted by Me**

Reports History

A detailed log report will be shown for the organizational unit selected.

Filtering for Unit: R10003 - Binghamton Section

Submission Info	Report Details				
2017-04-05 19:13:58 Binghamton Section Submitted By: William Tracz Reviewed By: William Tracz *approved*	**Position** Webmaster	**Name** William Tracz	**Start Date** 2016-01-01	**End Date** 2017-03-31	**Year**
2016-11-18 19:13:28 Binghamton Section Submitted By: Eugene Khusid Reviewed By: Eugene Khusid *approved*	**Position** Chair	**Name** Dennis Musuneggi	**Start Date** 01/01/2016	**End Date** 11/16/2016	**Year**

Thank you!

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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!

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