



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Officer Reporting – View  
Officer Logs

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## IEEE vTools OFFICER REPORTING



VTOLS ▾ MANAGE OFFICERS OFFICER LOGS MANAGE URL CONTACT STAFF ABOUT

Select **“Officer Logs”** to view all officer reports for an organizational unit.

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



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Officer Reporting version 2.0.0

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

## 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.

Show Log for Selected Unit

Find reports history for this user

OR

View Reports Submitted by Me

## Reports History

Filtering for User: will@tracz.org

A detailed log report will be shown for the user signed in by default.

### Submission Info

2017-04-05 19:13:58  
Binghamton Section  
Submitted By: William Tracz  
Reviewed By: William Tracz  
*approved*

### Report Details

Position	Name	Start Date	End Date	Year
Webmaster	William Tracz	2016-01-01	2017-03-31	

All changes made are highlighted

# 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 Group, XP
  - HKN197 - State Univ Of New York-Binghamton, Kappa Epsilon
- 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

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 suggestions. Click on the name in the drop-down menu shown to select your organizational unit. After you select a unit, the text box above and the drop-down will disappear. Now click on the "Show Log for Selected Unit" button. The system will retrieve and show reports history with changes highlighted.

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

Filtering for Unit: R10003 - Binghamton Section

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

### Submission Info

### Report Details

2017-04-05 19:13:58  
Binghamton Section  
Submitted By: William Tracz  
Reviewed By: William Tracz  
*approved*

Position	Name	Start Date	End Date	Year
Webmaster	William Tracz	2016-01-01	2017-03-31	

2016-11-18 19:13:28  
Binghamton Section  
Submitted By: Eugene Khusid  
Reviewed By: Eugene Khusid  
*approved*

Position	Name	Start Date	End Date	Year
Chair	Dennis Musuneggi	01/01/2016	11/16/2016	

# 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!