IEEE vTools

Tutorials

Topic: Officer Reporting – Select Organizational Unit to manage
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- Select Organizational Unit (OU) to manage
  - Manage Officers
  - Manage URL

- Select another organizational unit
You must be signed in to report officers or manage a URL.

Select "Manage URL" to view and manage an organizational unit’s URL.

Select "Manage Officers" to view and report officers of an organizational unit.
Select OU to manage

Enter name/SPO ID or Geocode of organizational unit in text box. A list of matches will be shown.
Select OU to manage – cont’d

Click on name in list to select organizational unit to retrieve officer roster and URL.
Select OU to manage – cont’d

Please select an OU to manage.

Unit: No Organizational Unit selected to manage

Select an Organizational Unit here to manage:

R60029 - Phoenix Section

Select Organizational Unit

Click “Select Organizational Unit” to retrieve and view officer roster and URL.
Manage Officers displays the organizational unit selected.

Unit: Phoenix Section (R60029)

Click on "Select another OU to manage" to change OU to manage.
Manage URL displays the organizational unit selected.

Click on "Select another OU to manage" to change OU to manage.
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!