



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Officer Reporting – Select Organizational Unit to manage

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## IEEE vTools OFFICER REPORTING

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Select **“Manage URL”** to view and manage an organizational unit’s URL.

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

  
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 OU to manage

Please select an OU to manage.

Unit: No Organizational Unit selected to manage

Select an Organizational Unit here to manage: ?

Phoenix

Select Organizational Unit

Enter **name/SPO ID or Geocode** of organizational unit in text box.  
A list of matches will be shown.

Start typing a name, SPO ID or Geocode of the unit you want to manage in the text box. The system will suggest units that match what you have typed. Click on the name shown in the list to select your organizational unit. The name selected will be shown in the text box. Click on 'Select Organizational Unit' to set the organizational unit to be used to retrieve the 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: ?

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

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.**

# Display OU on Manage Officers

**Manage Officers** displays the organizational unit selected.

Unit: Phoenix Section (R60029)

Select another OU to manage

## **MANAGE OFFICERS**

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

# Display OU on Manage URL

Manage URL displays the organizational unit selected.

Unit: Phoenix Section (R60029)

Select another OU to manage

## MANAGE URL

### Instructions

Please enter the new URL. Select https only if applicable.

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

URL http:// ▾

sites.ieee.org/phoenix/

Submit



# 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!