



PRESENTS

IEEE vTools

Tutorials

Topic: Officer Reporting – View
Officer Roster for an Organizational
Unit

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Sign In

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.



View Organizational Unit Roster

Successfully changed active Organizational Unit

Manage Officers displays the roster for the organizational unit selected.

Unit: Binghamton Section (R10003)

Select another OU to manage

MANAGE OFFICERS

Instructions

Please make changes for the c
(show more)

Active volunteers in the selected organizational unit are shown in the roster.
Note – vacant positions will have no officer listed.

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	Daniel Sniezek
<input checked="" type="radio"/>	Newsletter Editor	
<input type="radio"/>	Professional Activities	
<input type="radio"/>	MIEEE RECIPIENT	
<input type="radio"/>	MIEEE RECIPIENT (SAMIEEE Recipient as R1 Western Area Chair)	Daniel Sniezek
<input type="radio"/>	S...	Bryan Cole
<input type="radio"/>	St...	
<input type="radio"/>	Trea...	Tommy Lam
<input type="radio"/>	...	William Tracz

If the position you are reporting is not in the list, fill out a request form by clicking on this link.

Term Start Date 01 Apr 2016,
Term End Date 31 Dec 2017

Tooltip – hover cursor over officer name to display term dates.

Term Start Date 01 Jan 2016

Select **Position** and click on “**Add Officer**” or “**End Term**” to make a change to position.

Add Officer

End Term



Select another Organizational Unit

Successfully changed active Organizational Unit

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](#))

Click on **“Select another OU to manage”** to retrieve roster for another organization unit.

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	Daniel Sniezek
<input checked="" 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	Tommy Lam
<input type="radio"/>	Vice Chair	Daniel Sniezek
<input type="radio"/>	Webmaster	William Tracz

Add Officer

End Term

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

Thank you!