IEEE vTools

Tutorials

Topic: Officer Reporting – View Officer Logs
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View Officer Logs
- Logs for signed in user
- Logs for organizational unit
You must be signed in to report officers or manage a URL.

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

organizational unit

Show Log for Selected Unit

OR

View Reports Submitted by Me

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

All changes made are highlighted.
Officer Logs – search logs for an organizational unit

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 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 based on the text you type. Click on the name in the drop-down menu shown to select your organizational unit. After the text box above and the drop-down will disappear. Now click on the "Show log for selected unit" to retrieve reports for selected organizational unit.

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

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

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