IEEE vTools

Tutorials
Topic: Officer Reporting – Manage URL for Organizational Unit

IEEE

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Sign in

Select OU to manage

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Welcome, Vera Lee Sharoff

Please select an OU to manage.

Unit: No Organizational Unit selected to manage

Select an Organizational Unit here to manage: ❓

Phoenix

Select Organizational Unit

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.

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

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Select OU to manage – cont'd

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Welcome,

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**.

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Select OU to manage – cont'd

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Welcome,

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 Organizational Unit URL

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Manage URL displays the organizational unit selected.

STAFF   ABOUT

Welcome,

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

Update URL

Manage URL – allows you to update the organization unit's URL

Unit: Phoenix Section (R60029)   Select another OU to manage

MANAGE URL

Instructions

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

Enter a new URL or change the URL displayed.

URL   http:// [▼]   sites.ieee.org/phoenix_section   ✕

Submit

Click on "Submit" to validate

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Update URL – cont'd

If you want to remove the URL, clear the text displayed.
The system will **remove** the URL for the selected organization unit.

Review URL Change

Please review the change below and subm... ...dy. Your change will be applied immediately.

R60029 - Phoenix Sectio

| URL | [no value] |

Cancel   Save

This will remove the URL setting for the organization

Review URL Change

Review the change

Review URL Change

Please review the change below and submit when ready. Your change will be applied immediately.
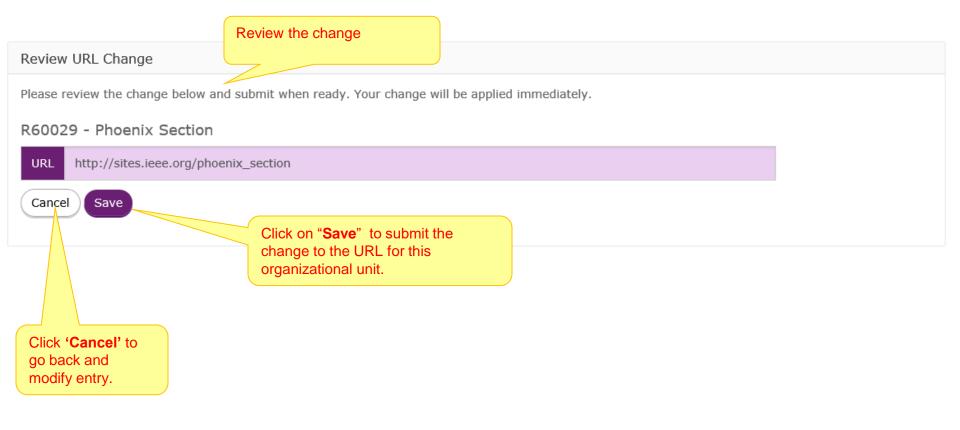
R60029 - Phoenix Section

| URL | http://sites.ieee.org/phoenix_section |

Cancel Save

Click on "**Save**" to submit the change to the URL for this organizational unit.

Click **'Cancel'** to go back and modify entry.

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!

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