IEEE vTools

Tutorials

Topic: Officer Reporting – Manage URL for Organizational Unit
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- Select Organizational Unit (OU) to manage
- Manage URL for OU
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- Confirm URL change
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 URL" to view and update an organizational unit’s.
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

Please select an OU to manage.

Unit: No Organizational Unit selected to manage

Select an Organizational Unit here to manage:

- Affinities
  - GD60029 - Phoenix Section Affinity Group, YP
  - LM60028 - Phoenix Section Affinity Group LM
  - WE60029 - Phoenix Section Affinity Group, WIE
- Chapters
  - CH60042 - Phoenix Section Chapter, C16
  - CH60045 - Phoenix Section Chapter, PE31
  - CH60133 - Phoenix Section Chapter, CPMT21
  - CH60166 - Phoenix Section Chapter, EMC27
  - CH60222 - Phoenix Section Chapter, E25
  - CH60227 - Phoenix Section Chapter, SSC37
- Joint Chapters
  - CH60396 - Phoenix Jt. Ch, AP03/ED15/MTT17/UFC20/EMC27/PH036
  - CH60403 - Phoenix Section Jt. Chapter, SP01/COM19
  - Chr60286 - Fort Huachuca/Tucson/Phoenix Jt. Chapter, R07
- Sections
  - R60029 - Phoenix Section
- Student Branches
  - ST810621 - DeVry University-Phoenix
- Student Branch Chapters
Select OU to manage – cont’d

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

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

**Manage URL** — allows you to update the organization unit’s URL

**Unit: Phoenix Section (R60029)**

### MANAGE URL

<table>
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<tr>
<th>Instructions</th>
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<tbody>
<tr>
<td>Please enter the new URL. Select https only if applicable.</td>
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| URL | http://sites.ieee.org/phoenix_section |

- Enter a new URL or change the URL displayed.
- Click on “Submit” to validate.
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 submit when ready. Your change will be applied immediately.

R60029 - Phoenix Section

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

- Click on "Save" to submit the change to the URL for this organizational unit.
- Click ‘Cancel’ to go back and modify entry.

Review the change
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!