



IEEE Officer Online Tools

Lunch-N-Learn

Lon Broliar, Technology Service Corporation

Tools to be Discussed

- ▶ Wordpress
 - Posting
 - Calendar
 - Pictures
- ▶ vTools
 - Meetings
 - Officer Voting
 - Officer Reporting
 - L31 Meeting Reports

Tools to be Discussed (Cont'd)

- ▶ Fluid Surveys
- ▶ SAMIEEE
- ▶ LISTSERV
- ▶ Other Tools Available

My Goal

- ▶ Hopefully, Inform You on What Is Available
- ▶ Hit the Most Useful Points/Areas of the Tools
- ▶ Help You Support Our Members
- ▶ Take Some of the Burden of Sonya :)



WordPress

What is WordPress?

Login and Posting

Adding Pictures

Calendar Events

What is WordPress?

- ▶ **WordPress** is a free and open source blogging tool and a content management system (CMS) based on PHP and MySQL, which runs on a web hosting service. Features include a plug-in architecture and a template system
- ▶ The System that IEEE Has Chosen to Manage Region, Section, Chapter, ..., Websites

What is WordPress?

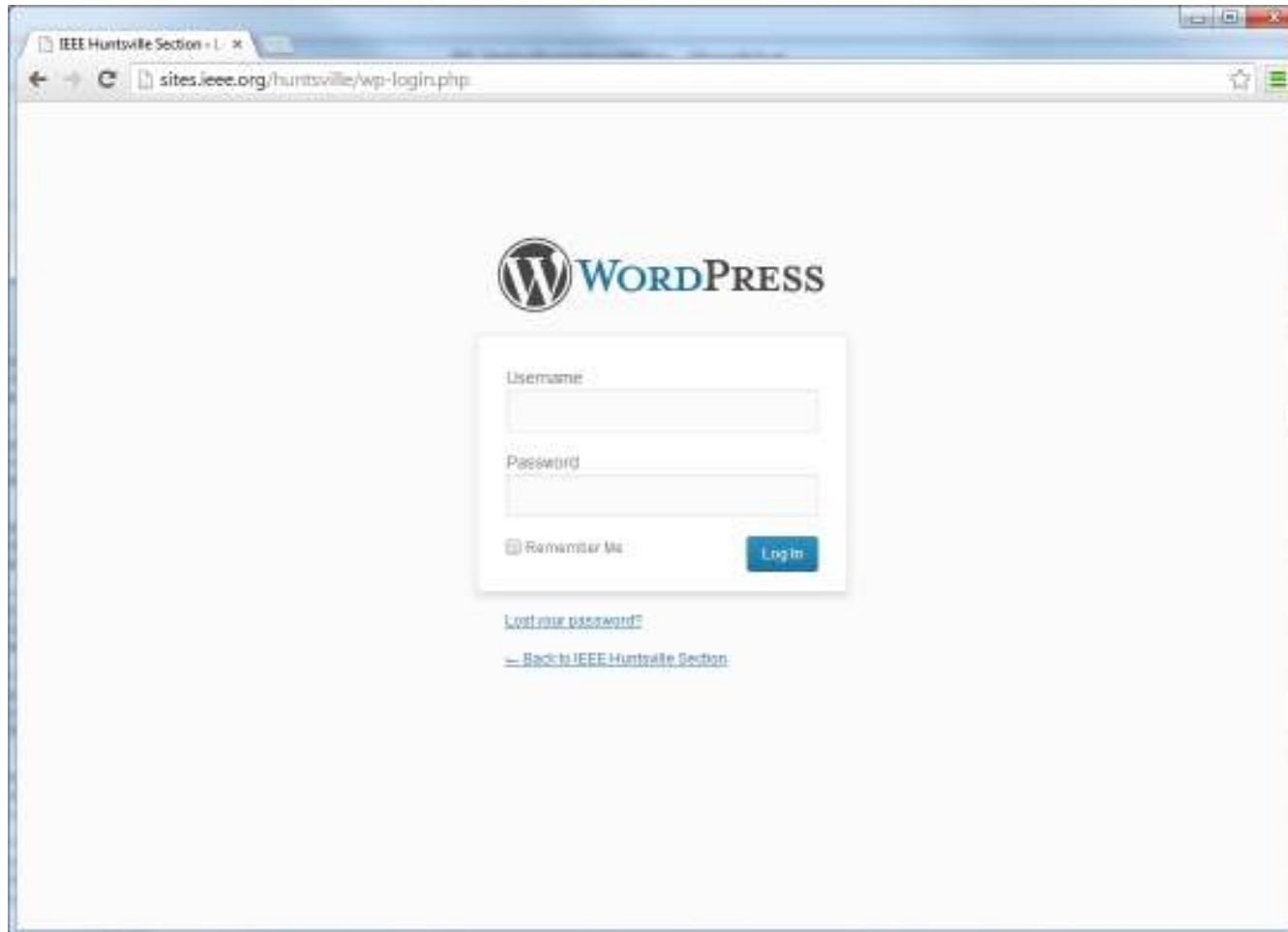


Pictures from Slide Show Plugin: Easing Slider Lite

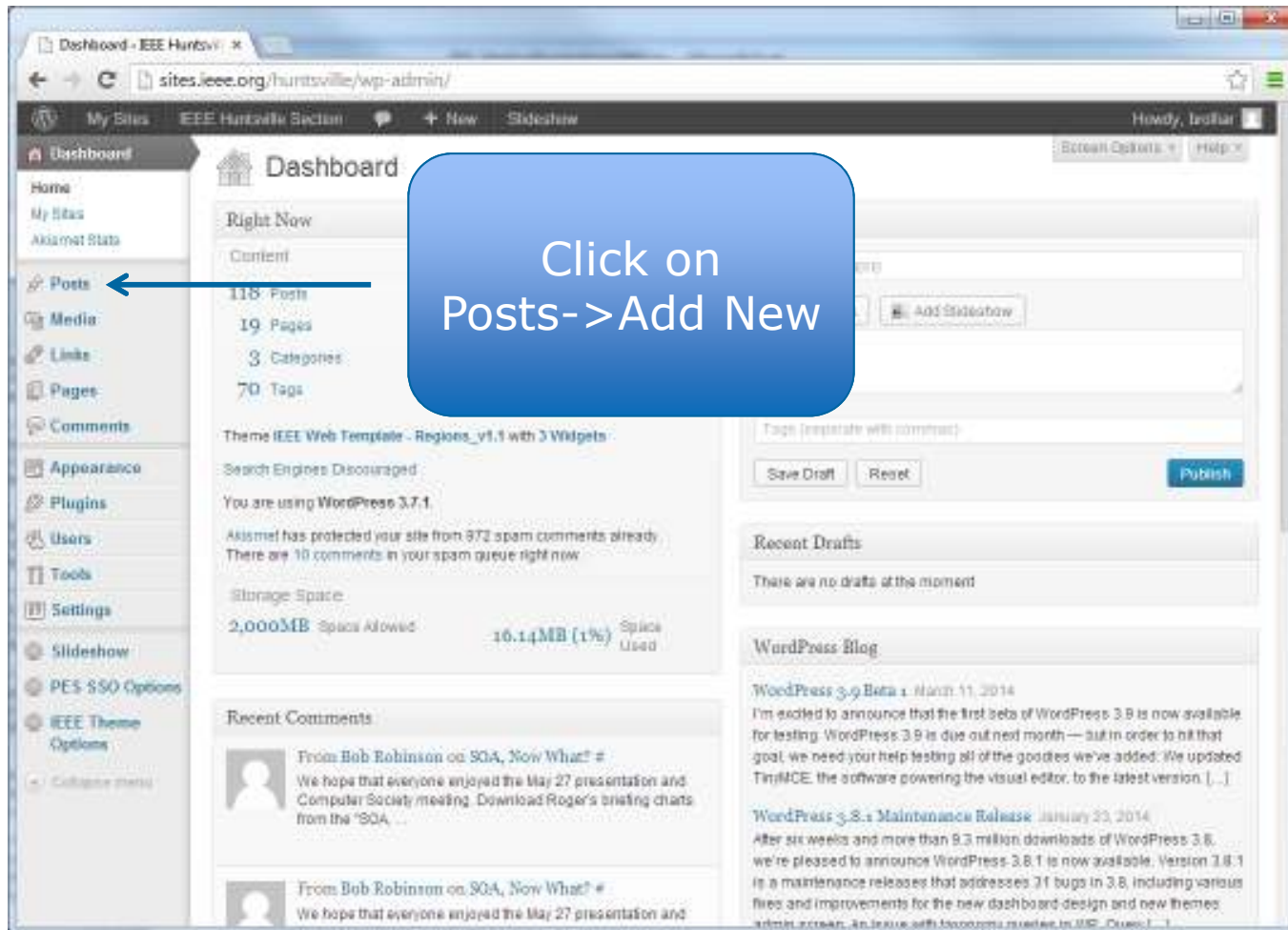
Posts Created by YOU

Events Posted On Vtools Via Google Calendar

WordPress - Login



WordPress Dashboard



WordPress – Editing a Post

The image shows a screenshot of the WordPress 'Edit Post' interface. A large blue arrow labeled 'Formatting Options' points to the rich text editor toolbar. On the right side, several blue callout boxes with arrows point to specific features: 'Save Draft' points to the 'Save Draft' button, 'Preview' points to the 'Preview' button, 'Automatic Backups' points to the 'Revisions' section, and 'Publish' points to the 'Publish' button. The main content area shows a post titled 'EMC Meeting - "What is the right LISN for you?"' with various metadata and a sidebar with categories.

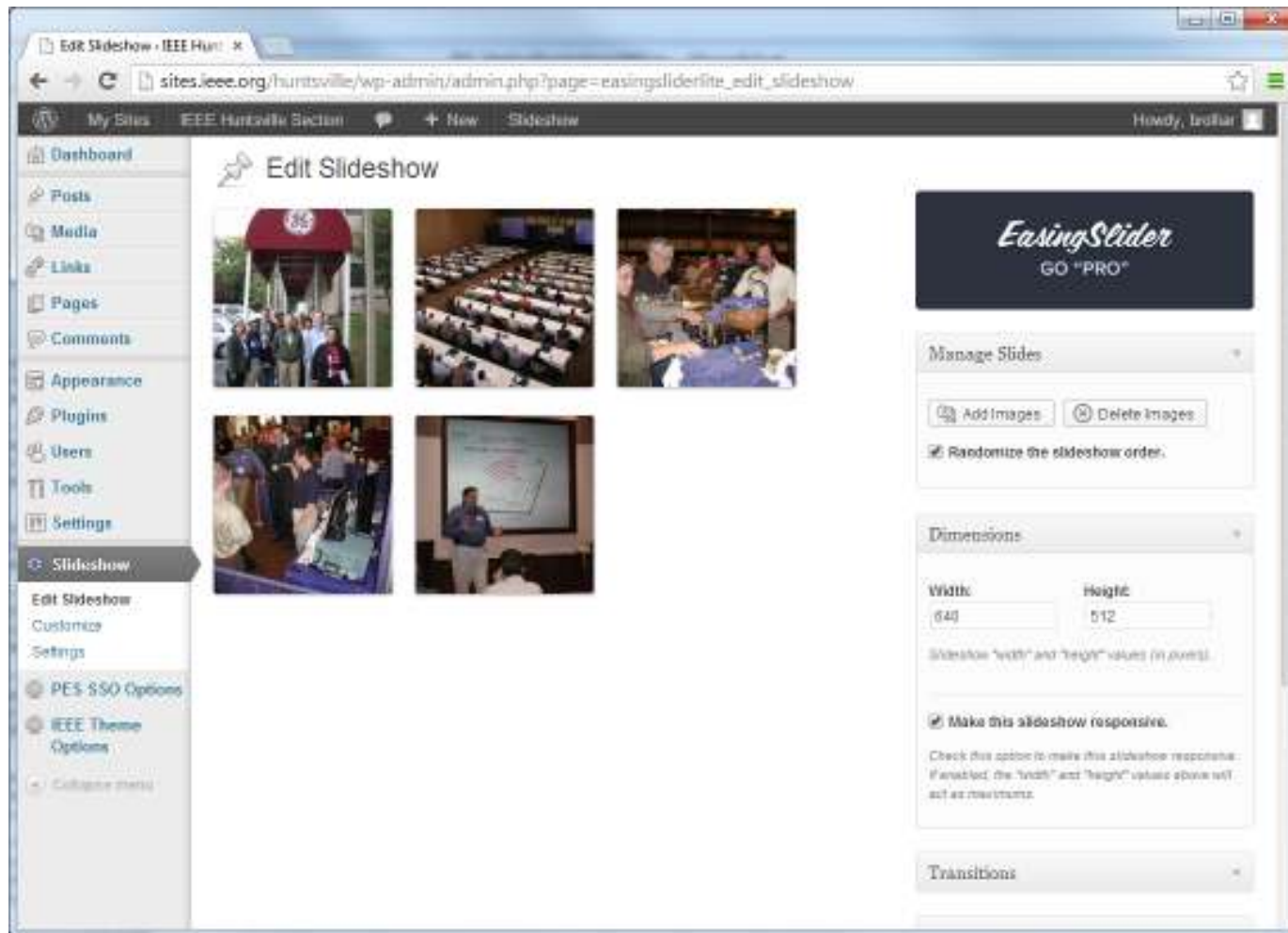
WordPress Dashboard

The image shows a screenshot of the WordPress dashboard for the site 'sites.ieee.org/huntsville/wp-admin/'. The dashboard includes a sidebar menu on the left with items like Home, My Sites, Akismet Stats, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Slideshow, PES-SSO Options, and IEEE Theme Options. The main content area displays 'Right Now' statistics: 118 Posts, 19 Pages, 3 Categories, 70 Tags, 20 Comments, 10 Approved, 0 Pending, and 10 Spam. It also shows the current theme 'IEEE Web Template - Regions_v1.1 with 3 Widgets', search engine status, WordPress version 3.7.1, Akismet spam protection, storage space usage (2,000MB total, 16.14MB used), and recent comments.

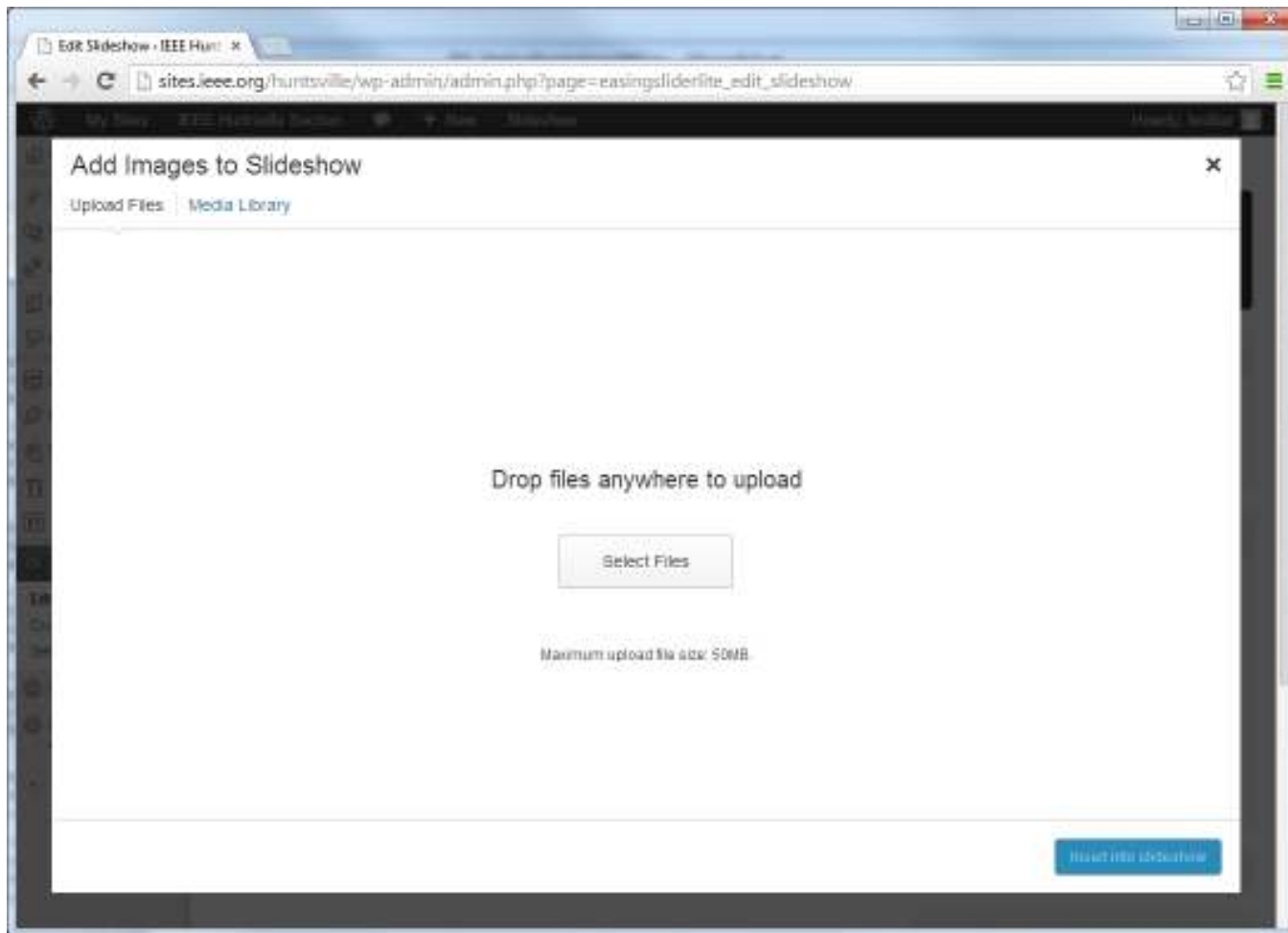
Three blue callout boxes with arrows point to specific features:

- Add Media: Pictures, Maps, etc.** (points to the Media menu item)
- Add/Edit Pages** (points to the Pages menu item)
- Add/Edit Slide Show Pictures** (points to the Slideshow menu item)

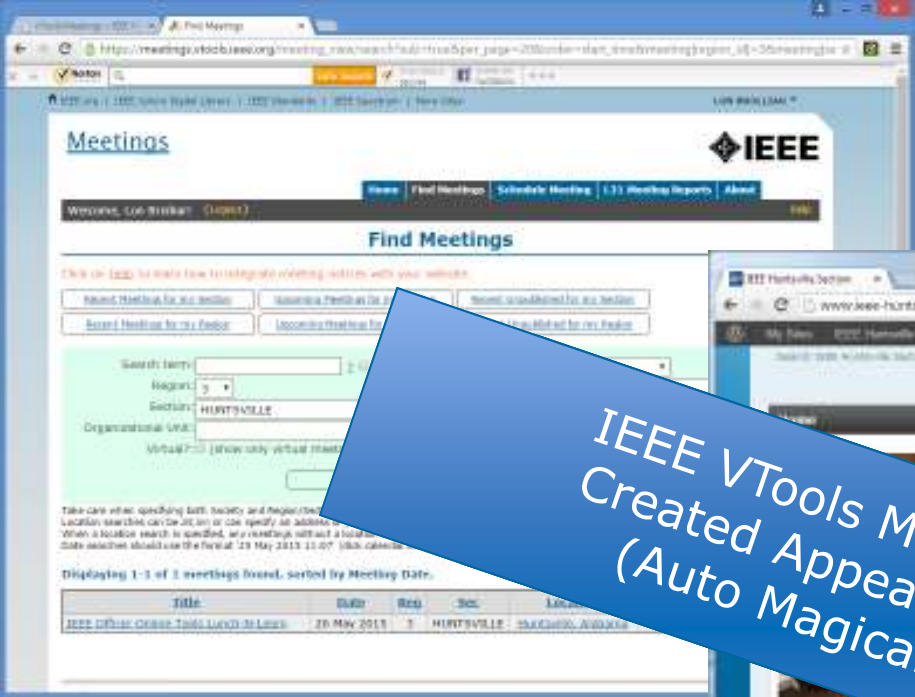
WordPress Adding Slide Show Images



WordPress Adding Slideshow Images

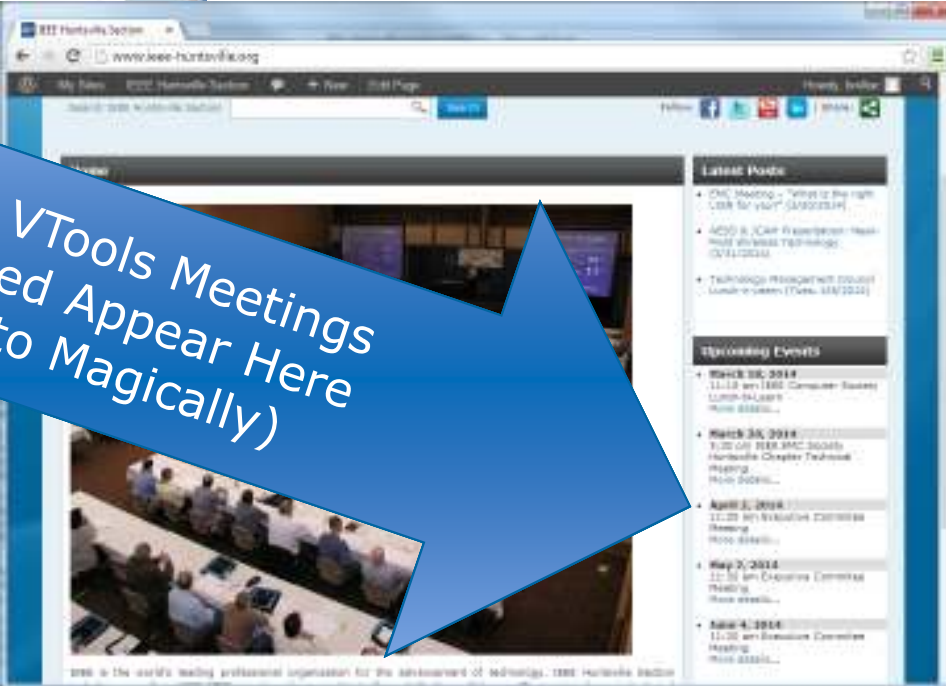


Vtools Meeting Integrated into Wordpress Website



The screenshot shows the IEEE VTools Meetings website interface. It features a search bar with fields for Region (set to HUNTSVILLE), Section (set to HUNTSVILLE), and Organizational Unit. Below the search bar, a table displays meeting results:

Title	Date	Req.	Sec.	Location
IEEE Office Closure This Week to Labor	26 May 2013	1	HUNTSVILLE	Huntsville, Alabama



The second screenshot shows the IEEE Huntsville website. A blue arrow points from the meeting listing in the first screenshot to a meeting announcement on this page. The announcement includes a photo of a meeting and text describing the event.

IEEE VTools Meetings Created Appear Here (Auto Magically)



vTools – The IEEE Toolbox

Getting stated with vTools

Navigate to <http://sites.ieee.org/vtools/>

The screenshot shows the IEEE MGA vTools website. At the top left is the title "IEEE MGA vTools" and at the top right is the IEEE logo with the tagline "Advancing Technology for Humanity". Below the title is a navigation menu with buttons for "Home", "Products", "Tutorials", "Blog", "FAQ", "Contact", and "Feature requests & bug reports". The "Home" button is highlighted with a red box. Below the navigation menu is a search bar with the text "Search IEEE MGA vTools" and a "Search" button. To the right of the search bar are social media icons for Facebook, Twitter, YouTube, and LinkedIn, followed by a "Share" button. On the left side, there is a sidebar with sections: "vTools Mission" (with the text "Providing tools to the volunteers and staff who support our members."), "Quick Links" (with a list of links: "Create a WebInABox site", "Report officer changes", "Schedule a Meeting", "Setup a Survey", "Setup a Web Conference", "Setup an election", "Submit an eNotice request.", "Submit L31 report", "Vote in an election"), and "Categories" (with a list: "Miscellaneous", "Uncategorized", "vTools Marketing"). The main content area has a "Home" heading and a large image of a man in a suit speaking at a podium. Below the image is a paragraph of text: "vTools are developed and made possible by IEEE volunteers. The toolbox simplifies administration by offering web based software, reduces time spent managing activities, and assists in member development. vTools is sponsored by IEEE Membership and Geographic Activities (MGA). MGA serves the needs of IEEE members by supporting IEEE Sections, Chapters, and Branches and is responsible for IEEE membership, and member development." Below this paragraph is another paragraph: "vTools toolkit contains tools in various phases of development, from production, to pilots, to active development. Visit Products page for the up to date information on available tools." At the bottom left of the main content area is a link "Edit this entry."

Getting stated with vTools – cont'd.

IEEE MGA vTools



- Home
- Products**
- Tutorials
- Blog
- FAQ
- Contact
- Feature requests & bug reports

Search IEEE MGA vTools

Follow: [f](#) [t](#) [YouTube](#) [in](#) | Share: [Share](#)

[Home](#) > [Products](#)

vTools Mission

Providing tools to the volunteers and staff who support our members.

Quick Links

- Create a WebInABox site
- Report officer changes
- Schedule a Meeting
- Setup a Survey
- Setup a Web Conference
- Setup an election
- Submit an eNotice request.
- Submit L31 report
- Vote in an election

Categories

- Miscellaneous
- Uncategorized
- vTools Marketing
- vTools Software
- vTools.Meetings
- vTools.Voting

Products

vTools.Meetings

Meetings is used for managing section and chapter meetings. Officers can create meeting announcements with no dependence on webmaster availability and show them on your website. Event registration with or without [credit card payments](#) is available.

vTools.OfficerReporting

OfficerReporting is an online officer reporting tool. It enables authorized volunteers to submit officer reporting with automatic validation and updates the central IEEE database. Volunteers can view/add/remove/update officers.

vTools.StudentBranchReporting

Student branches can submit annual plan and report of activities.

vTools.Voting

Voting enables online officer elections for sections/chapters/affinity groups. Please note that this is different from the general IEEE elections.

vTools.Web In ABox

WebInABox uses a wizard to generate simple section/chapter/affinity group websites that are automatically updated.

eNotice

IEEE eNotice is an electronic newsletter subscription service that has been developed for IEEE organizational units to facilitate email distribution of newsletters, meeting notices, social events and IEEE conference materials.

FluidSurveys

MGA sponsors this survey tool for regions/sections/chapters/affinity groups. The tool can be used to quickly create online surveys using intuitive interface and distribute them via e-mail, web link, etc.

ReviewRoom

ReviewRoom is a tool used to collect, organize and evaluate online applications and submissions quickly and efficiently. Use for Awards & Nominations, Competitions, Scholarships & Grants applications. [Contact us](#) to learn more and get access.

SAMIEEE

Web-based ad hoc query tool that provides volunteers access to member data. It allows ad hoc querying, reporting, and downloading of IEEE's membership data to [authorized or designated IEEE volunteers](#).

Web Conferencing

IEEE MGA sponsors web conferencing services for geographic organizational units to conduct online meetings, webinars, training, demos and presentations. The service is available to MGA Board members and MGA Board Committees as well as region and section EXCOM officers.



Getting stated with vTools – cont'd.

IEEE MGA vTools



- Home
- Products
- Tutorials**
- Blog
- FAQ
- Contact
- Feature requests & bug reports

Search IEEE MGA vTools

Follow: [f](#) [t](#) [You Tube](#) [in](#) | Share: [Share](#)

Home > Tutorials

vTools Mission

Providing tools to the volunteers and staff who support our members.

Quick Links

- Create a WebInABox site
- Report officer changes
- Schedule a Meeting
- Setup a Survey
- Setup a Web Conference
- Setup an election
- Submit an eNotice request.
- Submit L31 report
- Vote in an election

Categories

- Miscellaneous
- Uncategorized
- vTools Marketing
- vTools Software
- vTools.Meetings
- vTools.Voting

Tutorials

You can use on-demand web tutorials to quickly get started with the vTools products.

Table of Contents to all tutorials for vTools applications with active links. You may open this document, and use the "find" feature (CTRL+F) to seek specific topics, then click on those topics to open the relevant tutorial(s).

The following online tutorials are available:

- **vTools – Getting Started** (PPT) or (PDF)
- **vTools.Meetings** cover topics such as "Login/Access" and "Creating Meeting Notices".
- **vTools.WebInABox**
- **vTools.Voting**
- **vTools.OfficerReporting** (PPT) or (PDF).
- **vTools.Surveys**
- **vTools.MyReviewRoom**
- Using **WebEx**
- Using **Doodle**

Additional information on vTools.Meetings

- Connecting vTools Meetings to your website:
 - [MeetingURLExamples](#)
 - [AspNetEmbedMeetings](#)
 - [JSPEmbedMeetings](#)
 - [PhpEmbedMeetings Use for on EWH](#)
 - [ClientSideEmbedMeetings](#)
 - [DrupalMeetings](#)
- [FeatureRequests](#)
- [ReleaseAnnouncements](#)
- [RssFeeds](#) (and XML and HTML):
- [UserManuals](#)

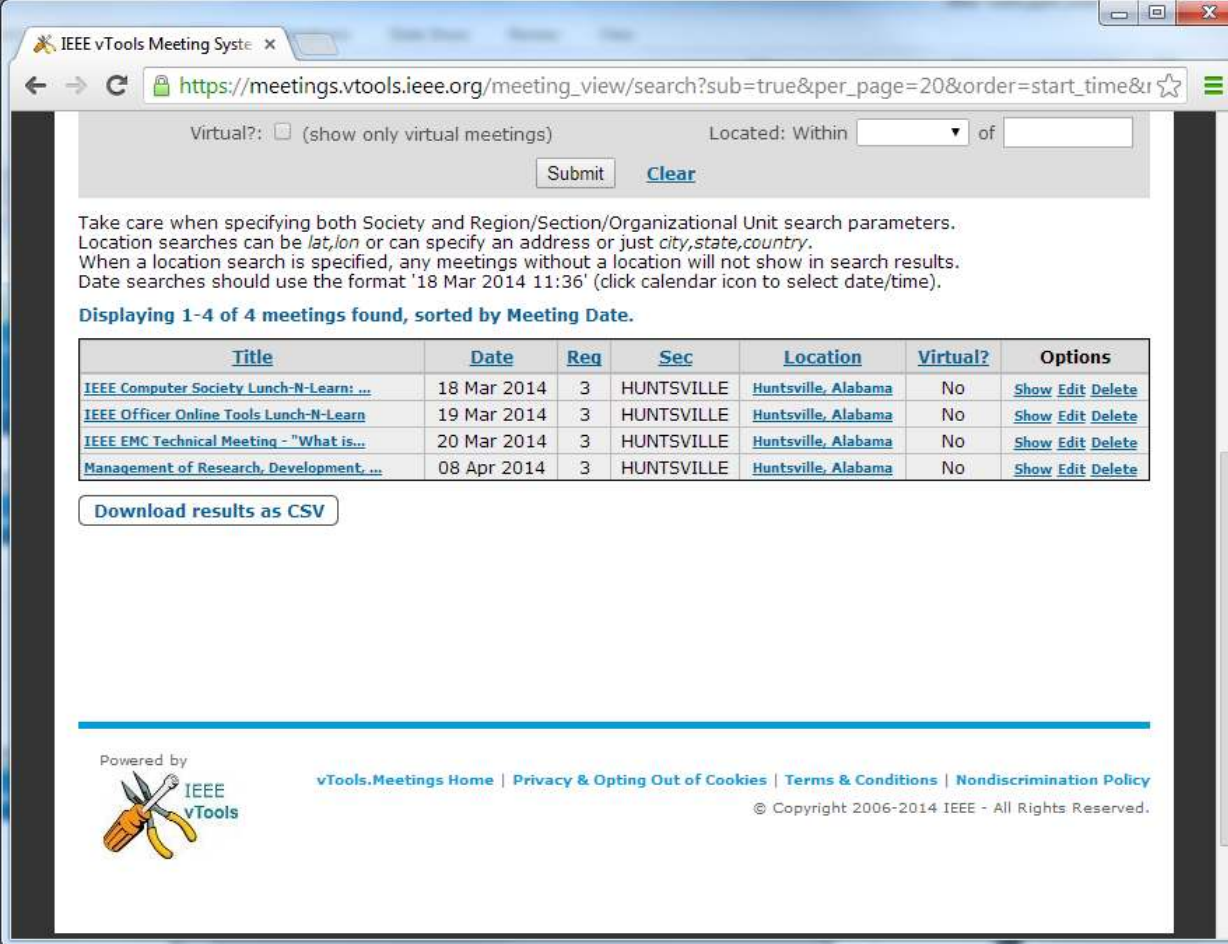
Volunteer Power Point Presentations



vTools Meetings

The screenshot shows the IEEE vTools Meetings website. The browser address bar displays https://meetings.vtools.ieee.org/meeting_view. The page features a navigation menu with links for Home, Find Meetings, Schedule Meeting, and L31 Meeting Reports. A user is logged in as Lon Brolliar. The main content area includes a 'Find Meetings' section with buttons for 'Recent Meetings for my Section', 'Upcoming Meetings for my Section', and 'Recent Unpublished for my Section'. Below this is a 'Meetings Search' form with various filters like Region, Section, and Meeting date. Two blue callout boxes are overlaid on the image: one pointing to the 'Schedule Meeting' link with the text 'Click to Start from Scratch', and another pointing to the 'Upcoming Meetings for my Section' button with the text 'Or Find an Existing as a Go By'.

vTools Meetings (Cont.)




IEEE vTools Meeting System

Virtual?: (show only virtual meetings) Located: Within of

Take care when specifying both Society and Region/Section/Organizational Unit search parameters. Location searches can be *lat,lon* or can specify an address or just *city,state,country*. When a location search is specified, any meetings without a location will not show in search results. Date searches should use the format '18 Mar 2014 11:36' (click calendar icon to select date/time).

Displaying 1-4 of 4 meetings found, sorted by Meeting Date.

Title	Date	Reg	Sec	Location	Virtual?	Options
IEEE Computer Society Lunch-N-Learn: ...	18 Mar 2014	3	HUNTSVILLE	Huntsville, Alabama	No	Show Edit Delete
IEEE Officer Online Tools Lunch-N-Learn	19 Mar 2014	3	HUNTSVILLE	Huntsville, Alabama	No	Show Edit Delete
IEEE EMC Technical Meeting - "What is...	20 Mar 2014	3	HUNTSVILLE	Huntsville, Alabama	No	Show Edit Delete
Management of Research, Development, ...	08 Apr 2014	3	HUNTSVILLE	Huntsville, Alabama	No	Show Edit Delete

Powered by  IEEE vTools

[vTools.Meetings Home](#) | [Privacy & Opting Out of Cookies](#) | [Terms & Conditions](#) | [Nondiscrimination Policy](#)

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vTools Meetings

Schedule Meeting Form

https://meetings.vtools.ieee.org/meeting/createfromexisting/24673

IEEE vTools.Meetings Home | IEEE.org | IEEE Standards Association | Join IEEE | More IEEE Sites

Meetings Huntsville IEEE

Home Find Meetings Schedule Meeting L31

Welcome, Lon Brolliar! (Logout)

Schedule Meeting Form

Please fill out the event information below to edit this event notice

Event Title:*(256 chr max)
IEEE EMC Technical Meeting - "What is the right LISN for you?"

Event Category:* Event Sub-category:
Technical Select one ... ?

Event Description in Format: *(8192 chr max) Text Textile Help
Text

The Huntsville Chapter of the IEEE Electromagnetic Compatibility (EMC) Society invites you to attend a Technical Meeting on March 14 featuring a talk given by Mr. Tim Dew. The program will begin at 5:30 pm with Phillip Stallcup and Nancy Richardson of Agilent Technologies sponsoring a free catered meal. Mr. Dew's technical presentation will begin at approximately 6:20 pm after some short chapter status updates.

Meeting Keywords:*(512 chr max)(**for L31 report only)
LISN, EMC

Text
Formatting
Options

vTools Meeting Setup (Cont.)

The screenshot shows a web browser window with the URL <https://meetings.vtools.ieee.org/meeting/createfromexisting/24673>. The form contains the following fields:

- Country: United States
- State/Province: Alabama
- Postal Code: 35806
- Map URL: <http://www.huntsvilleemc.org/files/2014/01/Map-To-Adtran-East-Tower-Meeting-Faci>
- Override Latitude: 34.724241500000
- Override Longitude: -86.679312800000
- Registration URL: (512 chr max)
- Maximum Registrations: (0-999) (built-in registration system only): 50
- Survey URL: (512 chr max)
- Header (HTML): (512 chr max)
- Footer (HTML): (512 chr max)

Provide a Link
to a Map

Enter Map
Latitude and
Longitude

vTools Meeting Setup – Getting Latitude and Longitude

310 voyager way nw hunt: x

https://www.google.com/#q=310+voyager+way+nw+huntsville+al

Google 310 voyager way nw huntsville al

Web Maps Shopping Images News More Search tools

About 213,000 results (0.57 seconds)

310 Voyager Way NW, Huntsville, AL 35806

Street View

310 Voyager Way NW Huntsville, AL 35806
Transit: Bridge Street

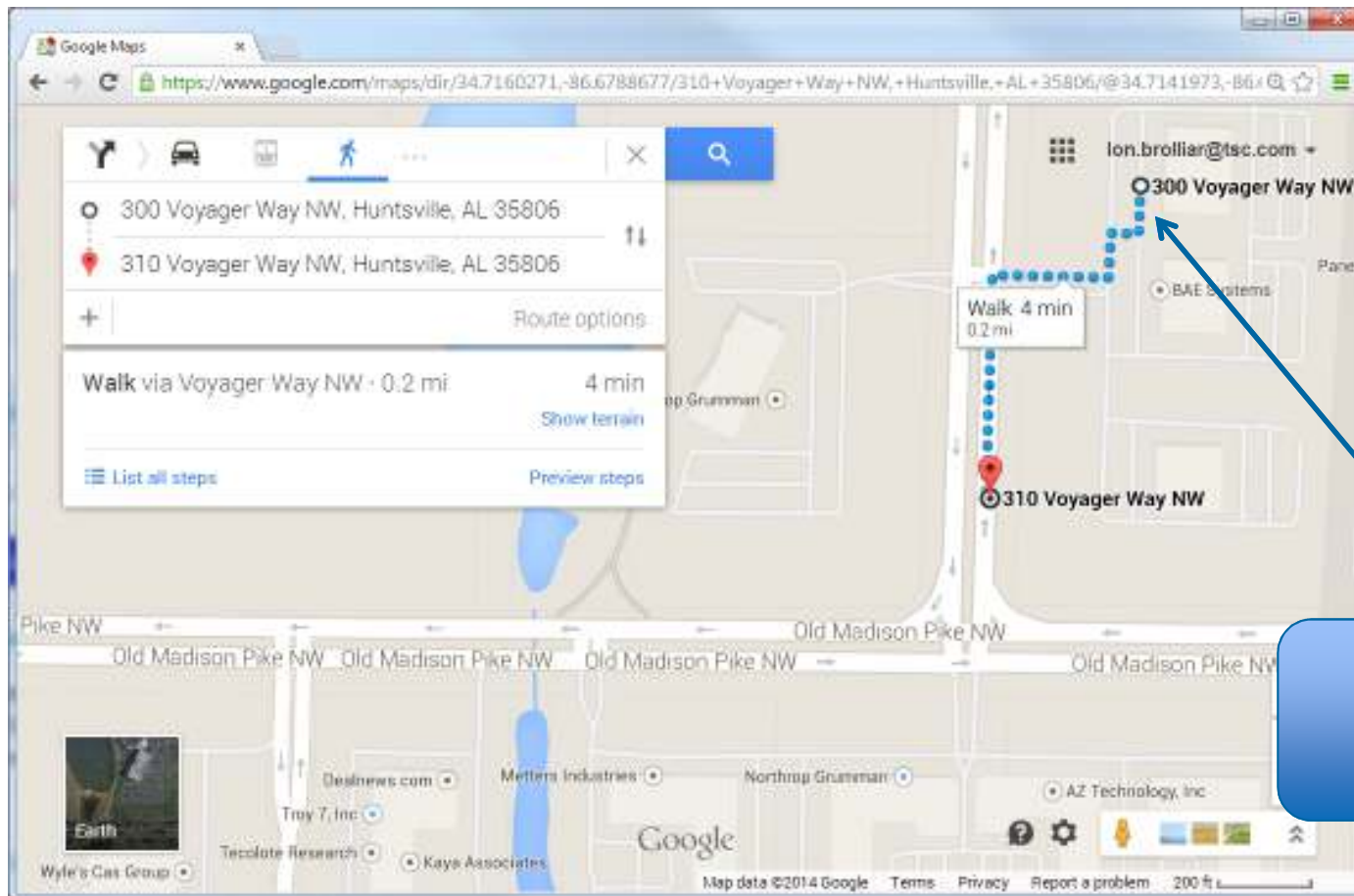
Get directions

maps.google.com/maps?gs_rm=37&gs_ri=psy-ab&tok=G...

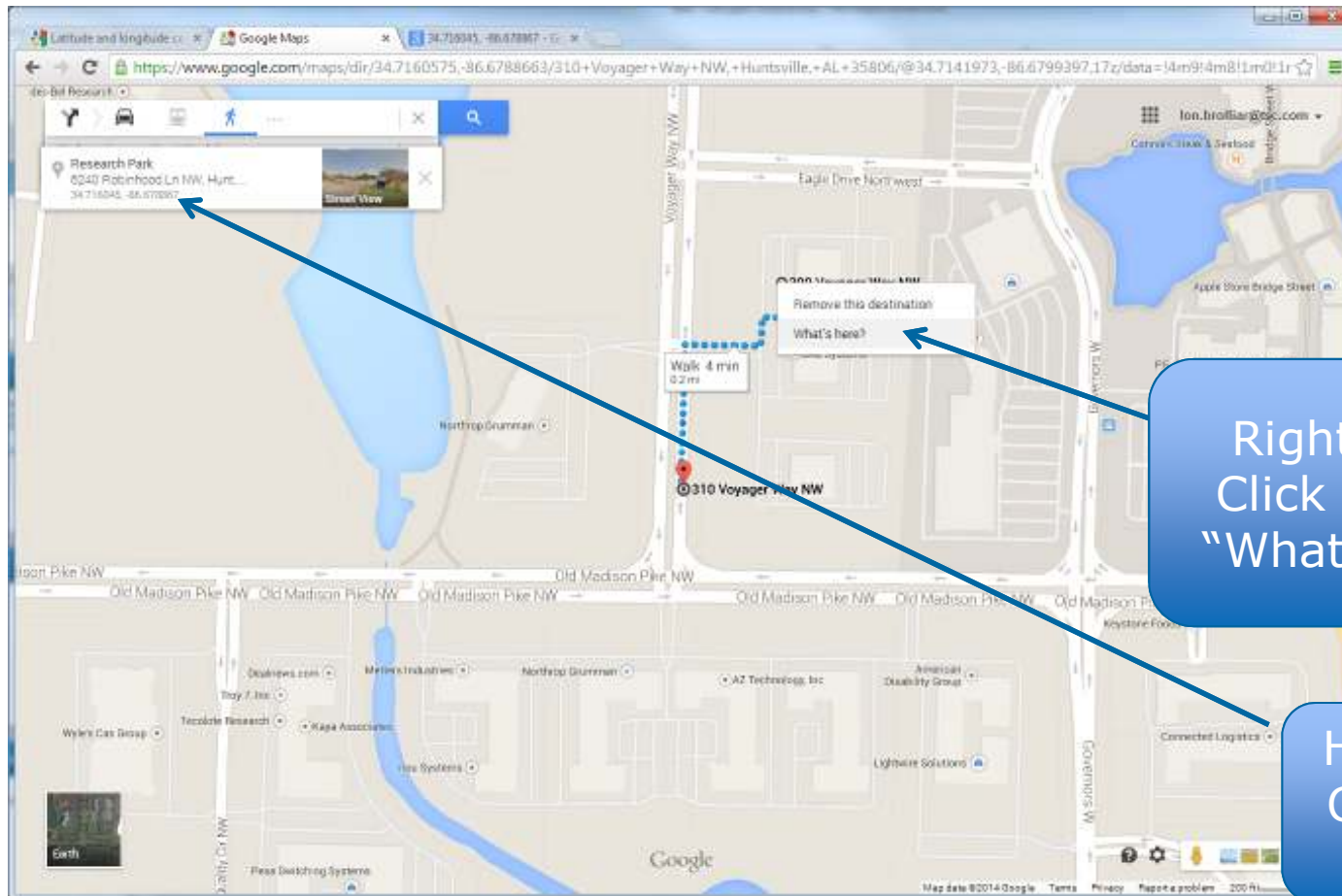
Street Address
Isn't always
Spot On

Click On
"Get Directions"

vTools Meeting Setup – Getting Latitude and Longitude



vTools Meeting Setup – Getting Latitude and Longitude



vTools Meeting Setup (Cont.)

Screenshot of the vTools Meeting Setup form. The form is titled "Schedule Meeting Form" and is located at <https://meetings.vtools.ieee.org/meeting/createfromexisting/24673>. The form includes the following fields:

- Country: United States
- State/Province: Alabama
- Postal Code: (16 chr max): 35806
- Map URL: (512 chr max): <http://www.huntsvilleemc.org/files/2014/01/Map-To-Adtran-East-Tower-Meeting-Faci>
- Override Latitude: 34.724241500000
- Override Longitude: -86.679312800000
- Registration URL: (512 chr max) (Using this field disables built-in registration system)
- Maximum Registrations: (0-999) (built-in registration system only): 50
- Survey URL: (512 chr max)
- Header (HTML): (512 chr max)
- Footer (HTML): (512 chr max)

A blue arrow points from the "Override Latitude" and "Override Longitude" fields to a blue callout box on the right.

CTRL-V to
Paste Latitude
and Longitude

vTools Meeting Setup – Other Items

The screenshot shows a web browser window titled "Schedule Meeting Form" with the URL "https://meetings.vtools.ieee.org/meeting/edit/24665". The form contains several fields and options:

- Maximum Registrations:** (0-999) (bulk or registration system only) with a value of 35. A blue arrow points from a callout box to this field.
- Survey URL:** (512 chr max)
- Header:** (HTML): (512 chr max)
- Footer:** (HTML): (512 chr max)
- Sponsor Name:** (256 chr max) with the value "Technology Service Corporation".
- Meeting Contact E-mail:** (512 chr max) with the value "lan.brollan@ieee.org".
- Meeting Contact Information in Format:** (312 chr max) with a dropdown menu set to "Text" and a "Textile Help" link.
- Buttons:** "Click Here to Show 1st Speaker Information" and "Click Here to Show 2nd Speaker Information".
- Publish Flag:** (Visible to public through websites, myIEEE, and feeds).
- Remotely Accessible:** (This meeting is remotely accessible, i.e., teleconferencing, web conferencing, etc.).
- Cancel Meeting Flag:** (Show meeting as cancelled in all places it could be visible).
- Menu Selection:** (64 chr max) with the value "TBD". A blue arrow points from a callout box to this field. Below the field is a link "add menu selection".

Limit
Number of
Attendees

Make Meeting
Visible to the
Section/World

Add a Menu
Item For
Selection

vTools – Meeting Statistics

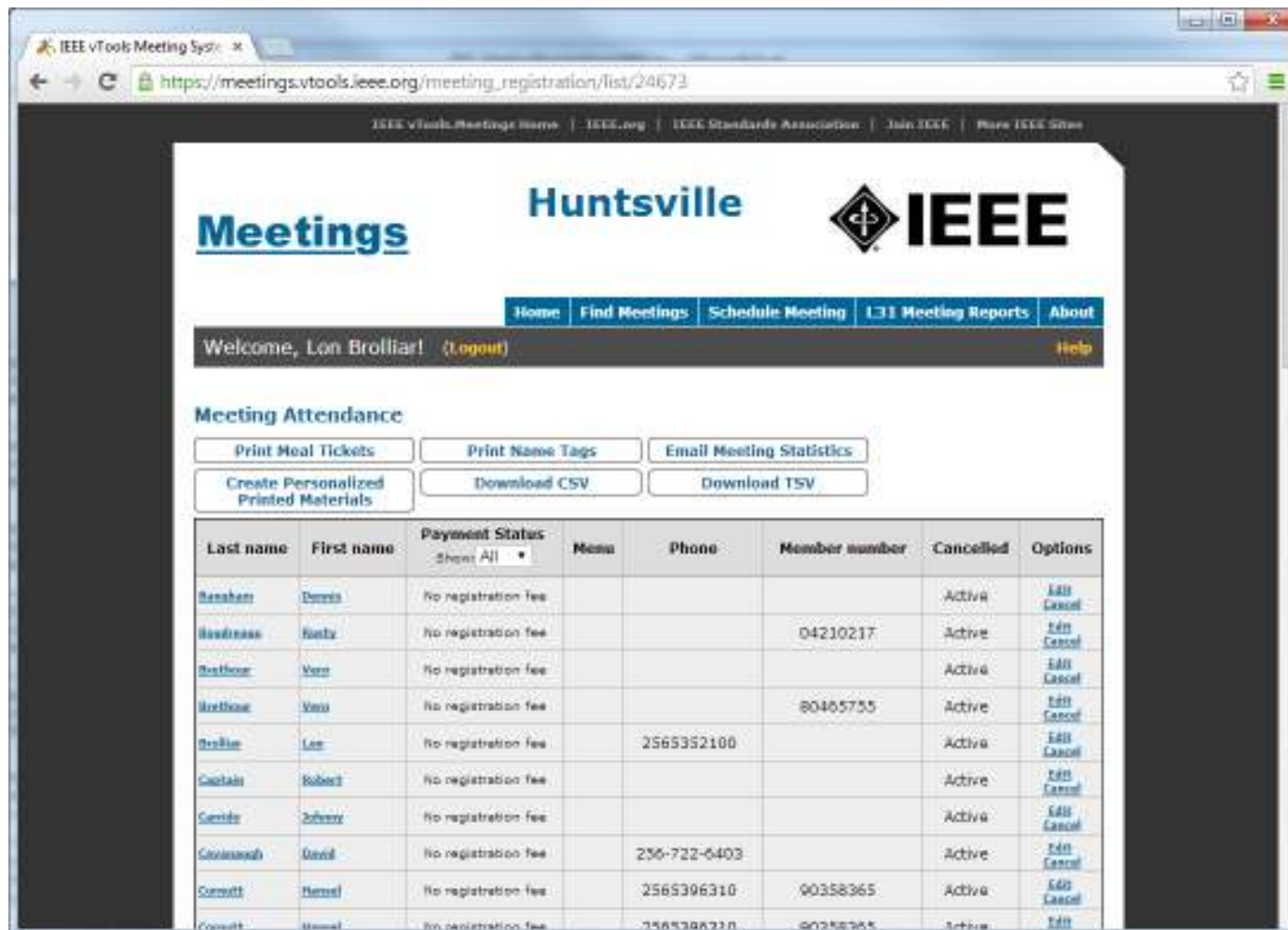
The screenshot displays a web browser window with the URL https://meetings.vtools.ieee.org/meeting_view/list_meeting/24673. The page content includes:

- Meeting Agenda:**
 - 5:30pm - 6:20pm Dinner Sponsored by: Agilent Technologies
 - 6:20pm - 6:25pm EMC Chapter Updates
 - 6:25pm - 7:30pm Speaker & Q/A
 - Southern BBQ Meal:
 - Pulled Pork, BBQ Chicken Quarters, Baked Beans, Potato Salad, Cole Slaw, Buns/Rolls, Apple Cobbler, Sweet/Unsweet Tea and Water
- A map showing a location near a lake and a road labeled "Empire Blvd NW".
- A navigation bar with buttons: "Create from Existing", "Edit", "View Meeting Statistics", and "Create/Edit L31 Report".
- Footer text: "Powered by IEEE vTools", "vTools Meetings Home | Privacy & Opting Out of Cookies | Terms & Conditions | Non-Discrimination Policy", and "© Copyright 2006-2014 IEEE - All Rights Reserved."

View Meeting Statistics to Download Attendance Sheets, Make Name Tags, etc.

Create L31 Report

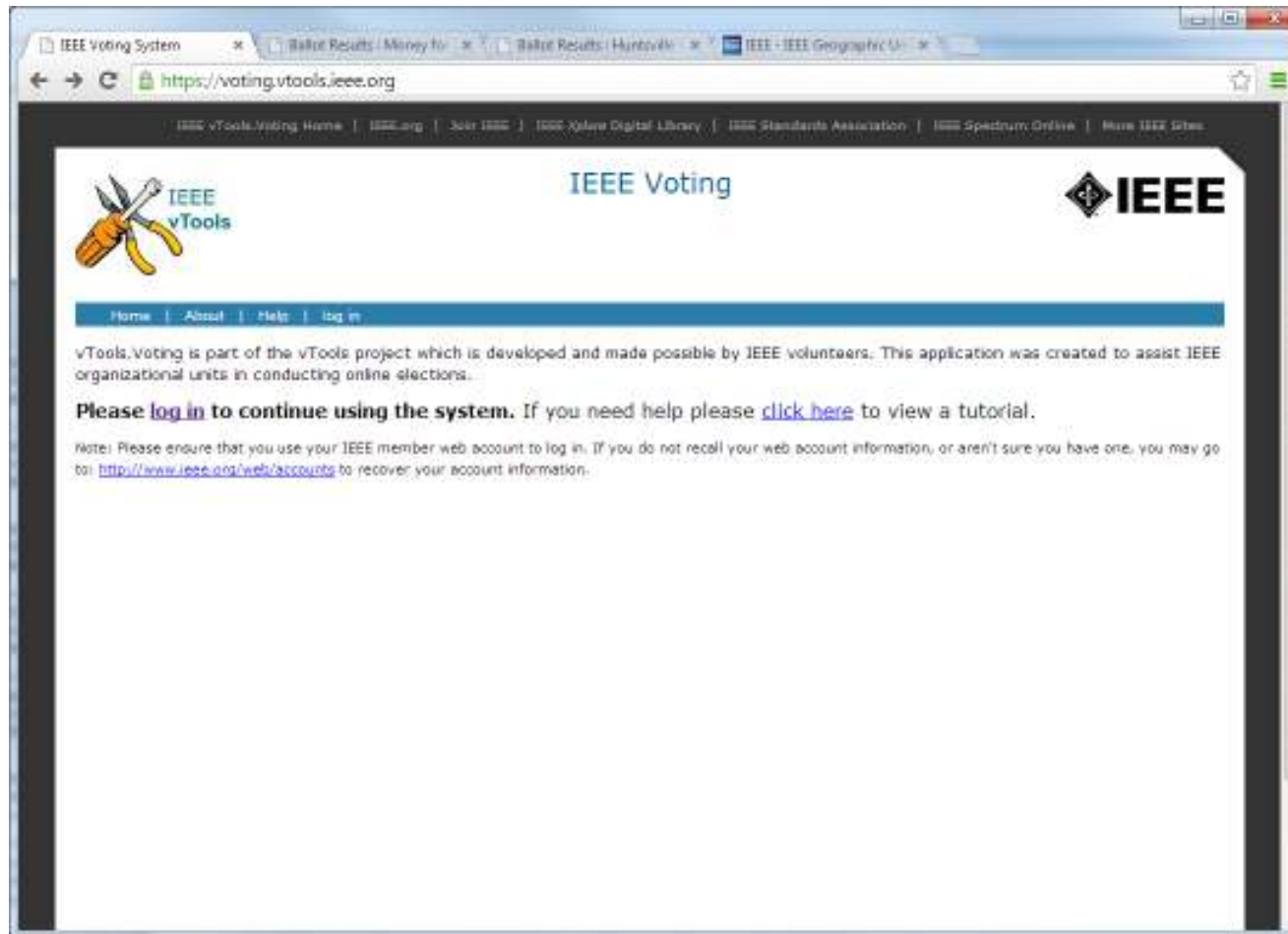
vTools – Meeting Statistics (Cont.)



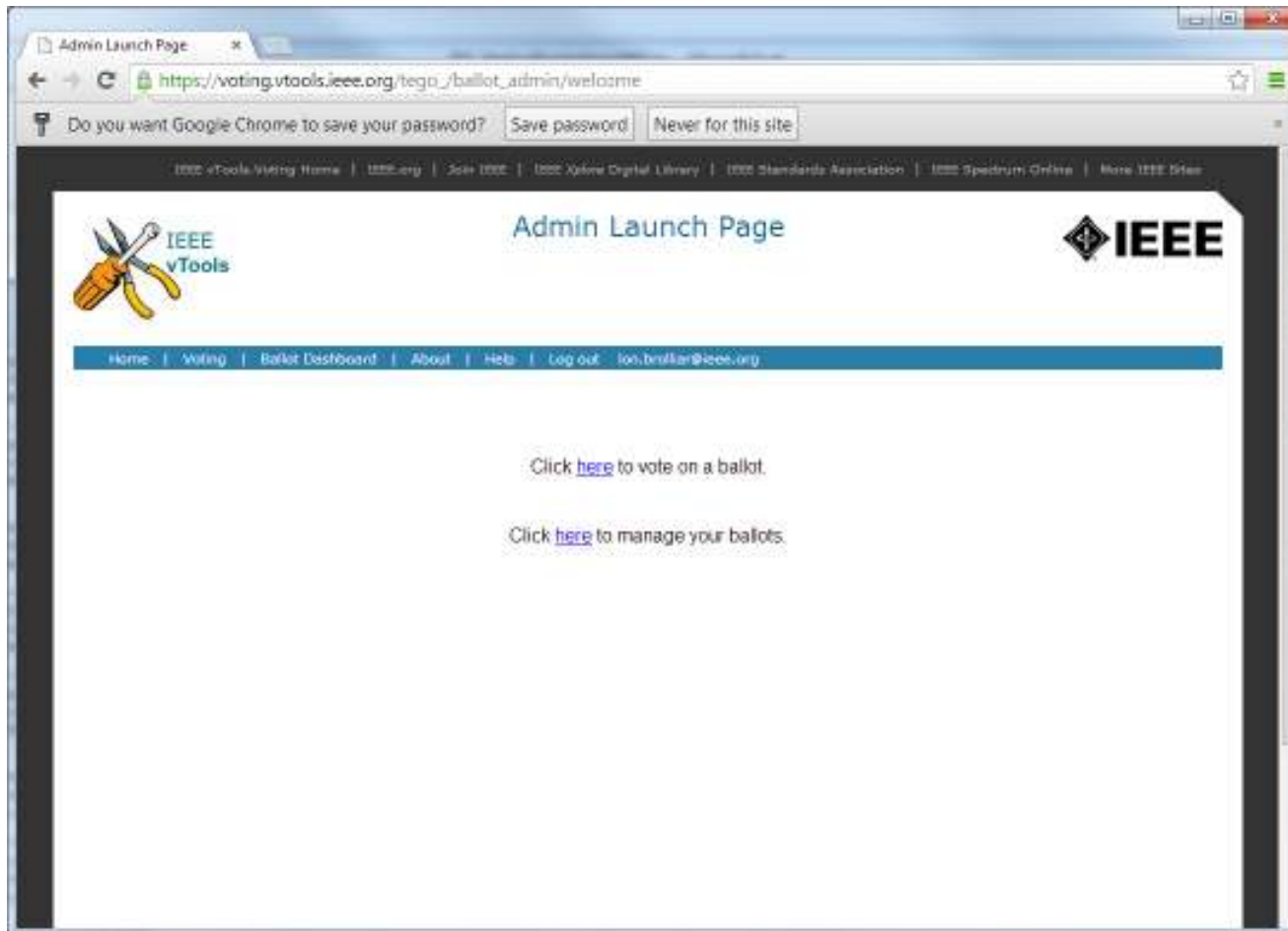
The screenshot shows the IEEE vTools Meeting System interface for the Huntsville meeting. The page title is "Meetings" and the location is "Huntsville". The IEEE logo is prominently displayed. The user is logged in as "Lon Brolliar". The "Meeting Attendance" section includes buttons for "Print Meal Tickets", "Print Name Tags", "Email Meeting Statistics", "Create Personalized Printed Materials", "Download CSV", and "Download TSV". A table lists the attendees with columns for Last name, First name, Payment Status, Menu, Phone, Member number, Cancelled, and Options.

Last name	First name	Payment Status	Menu	Phone	Member number	Cancelled	Options
Banshan	Dennis	No registration fee				Active	Edit Cancel
Beckman	Betsy	No registration fee			04210217	Active	Edit Cancel
Beetham	Vera	No registration fee				Active	Edit Cancel
Beetham	Vera	No registration fee			80465755	Active	Edit Cancel
Beckie	Lee	No registration fee		2565352100		Active	Edit Cancel
Castals	Robert	No registration fee				Active	Edit Cancel
Cesler	John	No registration fee				Active	Edit Cancel
Conaway	David	No registration fee		256-722-6403		Active	Edit Cancel
Connett	Harold	No registration fee		2565396310	00358365	Active	Edit Cancel
Connett	Harold	No registration fee		2565396310	00358365	Active	Edit

vTools - Voting



vTools – Voting Login



vTools – Voting Dashboard

The screenshot shows the 'Ballot Dashboard' interface in a web browser. The address bar displays 'https://voting.vtools.ieee.org/tego/_/ballot_admin'. The navigation menu includes 'Home', 'Voting', 'Ballot Dashboard', 'About', 'Help', and 'Log out'. The user is identified as 'lon.brooker@ieee.org'.

New Ballot

Select organization:

Choose template:

Active Ballots

There are no entries to display.

Saved Ballots

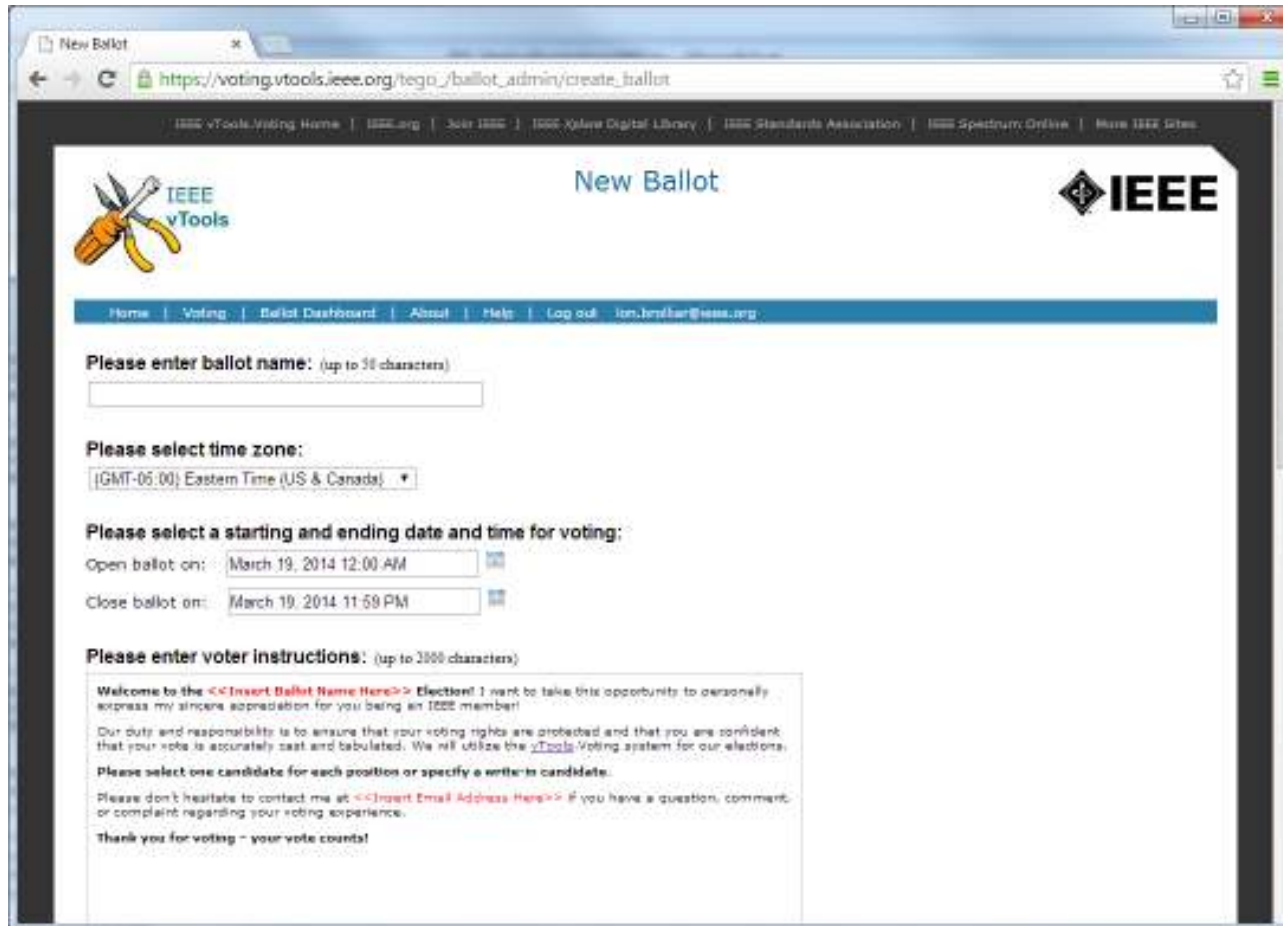
Name	Dates	Organization	Action
	November 23, 2013 00:00 – November 23, 2013 23:59 Eastern Time (US & Canada)	Huntsville Section Chapter,EMC27	preview edit print (pdf) delete
	February 04, 2012 00:00 – February 04, 2012 23:59 Eastern Time (US & Canada)	Huntsville Section Chapter,EMC27	preview edit print (pdf) delete

Past Ballots

Name	Dates	Organization	Action
Huntsville EMC Chapter Officer Election 2014	November 23, 2013 00:00 – December 09, 2013 21:00 Eastern Time (US & Canada)	Huntsville Section Chapter,EMC27	manage report results preview print (pdf) email log
Money for UAH Engineering Students Water Antenna	February 02, 2012 14:55 – February 09, 2012 23:59 Central Time (US & Canada)	Huntsville Section Chapter,EMC27	manage report results preview print (pdf) email log

IEEE vTools Voting Home | Privacy & Security | Terms & Conditions | Board Administration Rules

vTools – Voting Ballot Creation



The screenshot shows a web browser window titled "New Ballot" with the URL https://voting.vtools.ieee.org/tego/_ballot_admin/create_ballot. The page features the IEEE vTools logo (a pair of crossed wrench and screwdriver) and the IEEE logo. A navigation bar includes links for Home, Voting, Ballot Dashboard, About, Help, and Log out (ion.jenlar@ieee.org). The main content area contains the following sections:

- Please enter ballot name:** (up to 30 characters) with an empty text input field.
- Please select time zone:** A dropdown menu showing "(GMT-05:00) Eastern Time (US & Canada)".
- Please select a starting and ending date and time for voting:**
 - Open ballot on: with a calendar icon.
 - Close ballot on: with a calendar icon.
- Please enter voter instructions:** (up to 2500 characters) with a large text area containing the following text:

Welcome to the <<Insert Ballot Name Here>> Election! I want to take this opportunity to personally express my sincere appreciation for you being an IEEE member!

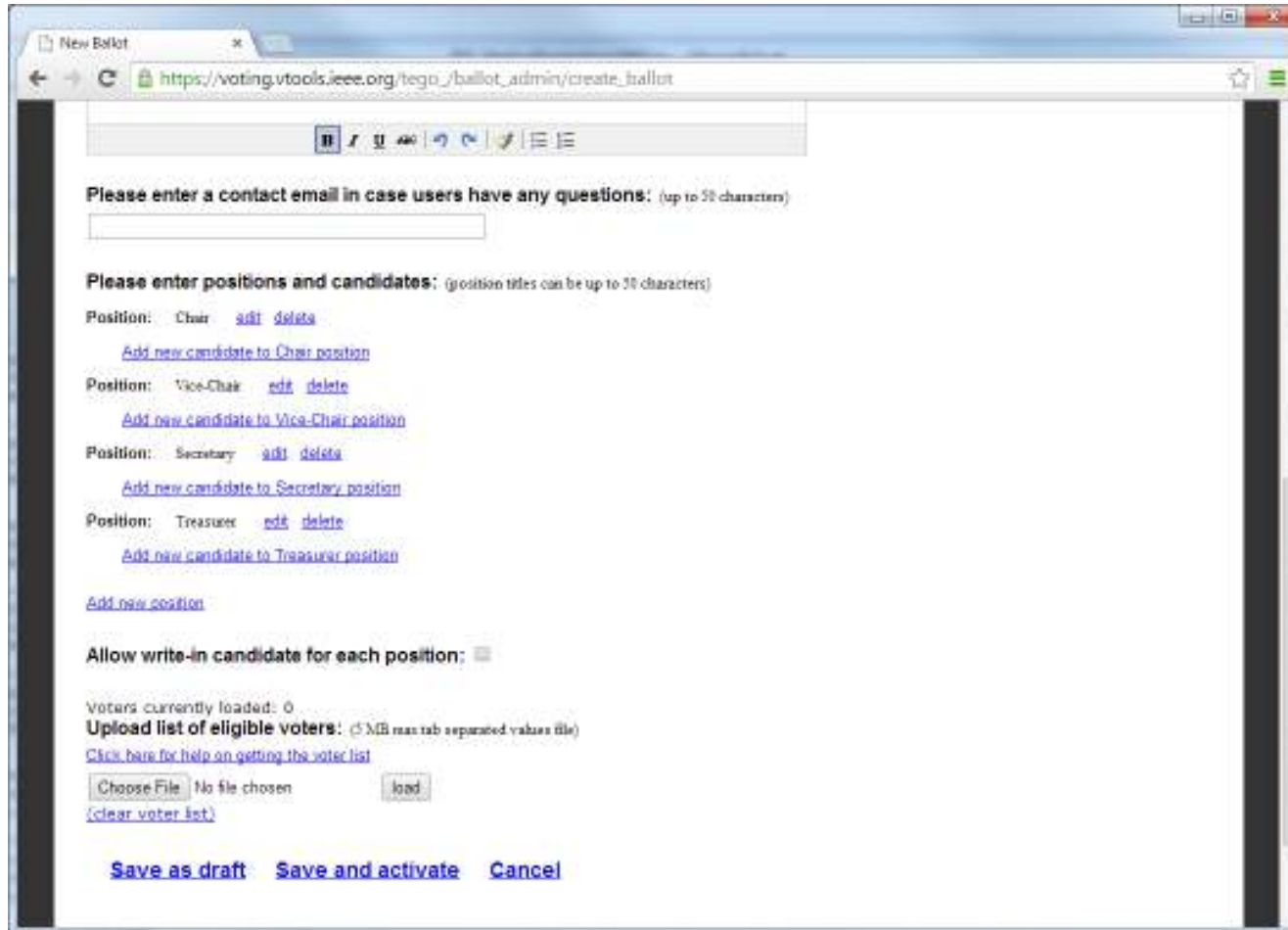
Our duty and responsibility is to ensure that your voting rights are protected and that you are confident that your vote is accurately cast and tabulated. We will utilize the vTools Voting system for our elections.

Please select one candidate for each position or specify a write-in candidate.

Please don't hesitate to contact me at <<Insert Email Address Here>> if you have a question, comment, or complaint regarding your voting experience.

Thank you for voting - your vote counts!

vTools – Voting Ballot Creation (Cont.)



The screenshot shows a web browser window titled "New Ballot" with the URL https://voting.vtools.ieee.org/tego_/ballot_admin/create_ballot. The interface includes a text input field for a contact email, a list of positions (Chair, Vice-Chair, Secretary, Treasurer) with edit and delete links, and a section for uploading a list of eligible voters. At the bottom, there are buttons for "Save as draft", "Save and activate", and "Cancel".

Please enter a contact email in case users have any questions! (up to 50 characters)

Please enter positions and candidates: (position titles can be up to 50 characters)

Position: Chair [edit](#) [delete](#)
[Add new candidate to Chair position](#)

Position: Vice-Chair [edit](#) [delete](#)
[Add new candidate to Vice-Chair position](#)

Position: Secretary [edit](#) [delete](#)
[Add new candidate to Secretary position](#)

Position: Treasurer [edit](#) [delete](#)
[Add new candidate to Treasurer position](#)

[Add new position](#)

Allow write-in candidate for each position:

Voters currently loaded: 0

Upload list of eligible voters! (5 MB max tab separated values file)
[Click here for help on getting the voter list](#)

No file chosen
[\(clear voter list\)](#)

[Save as draft](#) [Save and activate](#) [Cancel](#)

vTools – Voting Email

The screenshot shows a web browser window displaying the IEEE vTools Ballot Dashboard. The URL is https://voting.vtools.ieee.org/lego/_ballot_admin. The page features the IEEE vTools logo on the left and the IEEE logo on the right. A navigation bar includes links for Home, Voting, Ballot Dashboard, About, Help, and Log out. A red message states: "You must wait for at least 1 hour after activating your ballot before sending an email. Please see the user tutorial for details." Below this is a "New Ballot" form with dropdown menus for "Select organization" (set to "Huntsville Section") and "Choose template" (set to "Do not use template"), and a "Create" button. Two tables are present: "Active Ballots" and "Saved Ballots".

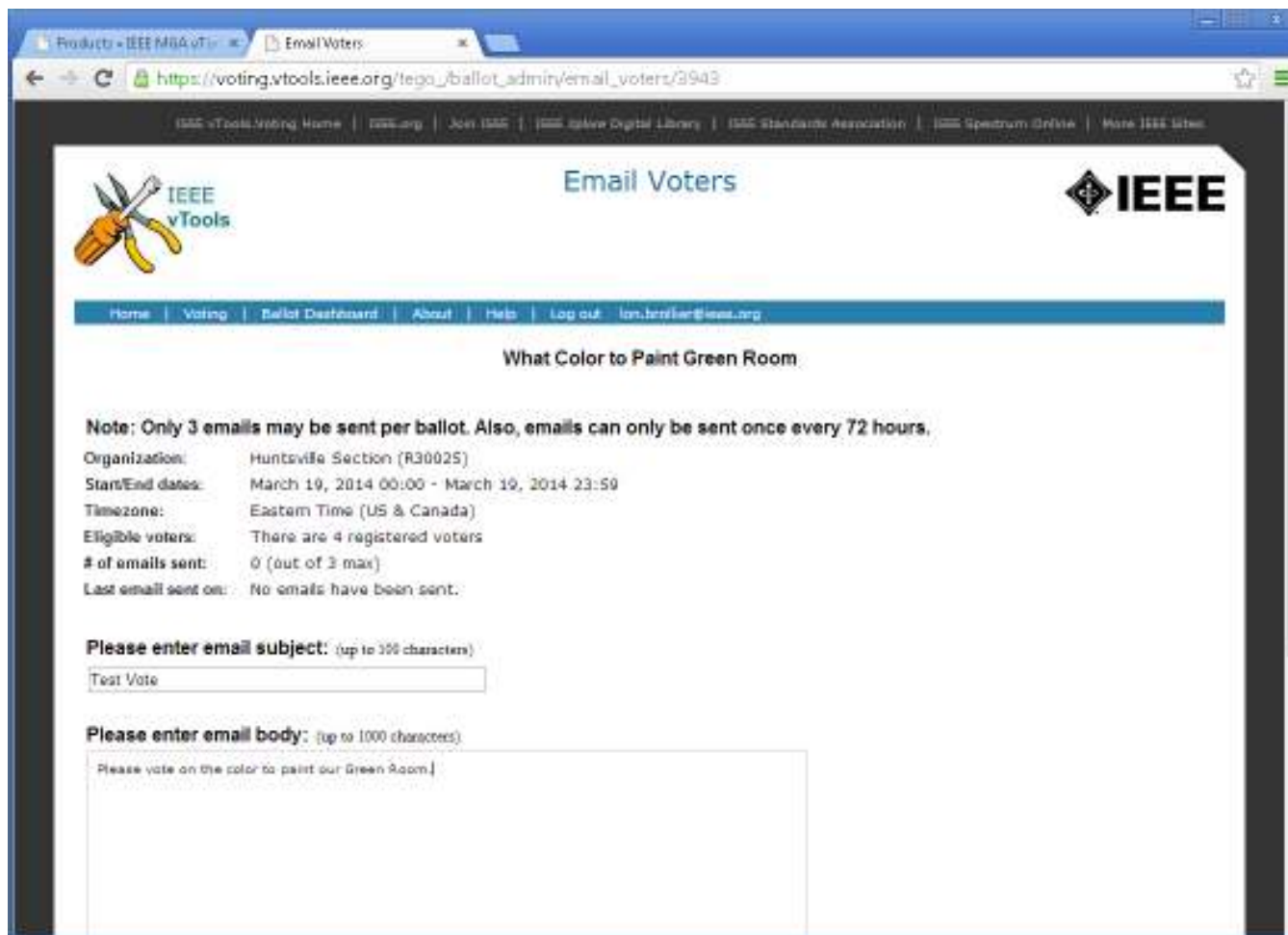
Active Ballots

Name	Dates	Organization	Status	Action
What Color to Paint Green Room	March 19, 2014 00:00 - March 19, 2014 23:59 Eastern Time (US & Canada)	Huntsville Section	0% voted	manage preview print (pdf) email email log

Saved Ballots

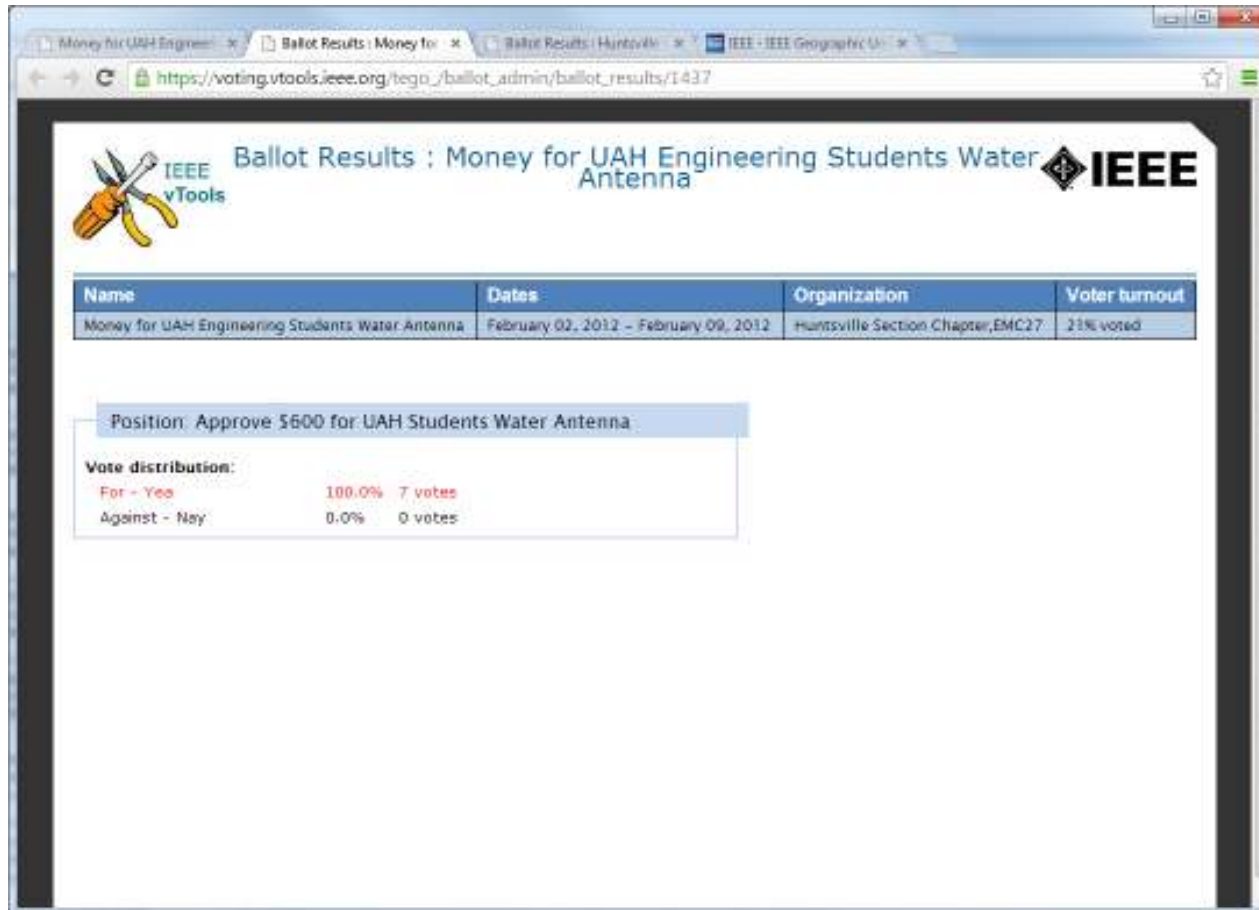
Name	Dates	Organization	Action
	November 23, 2013 00:00 - November 23, 2013 23:59 Eastern Time (US & Canada)	Huntsville Section Chapter, EMC27	preview edit print (pdf) delete
	February 04, 2012 00:00 - February 04, 2012 23:59 Eastern Time (US & Canada)	Huntsville Section Chapter, EMC27	preview edit print (pdf) delete

vTools – Voting Email (Cont.)



The screenshot displays a web browser window with the URL https://voting.vtools.ieee.org/lego_ballot_admin/email_voters/3943. The page features the IEEE vTools logo on the left and the IEEE logo on the right. A navigation bar includes links for Home, Voting, Ballot Dashboard, About, Help, and Log out. The main content area is titled "What Color to Paint Green Room" and includes a note: "Note: Only 3 emails may be sent per ballot. Also, emails can only be sent once every 72 hours." Below the note, a table provides details about the ballot: Organization (Huntsville Section (R30025)), Start/End dates (March 19, 2014 00:00 - March 19, 2014 23:59), Timezone (Eastern Time (US & Canada)), Eligible voters (There are 4 registered voters), # of emails sent (0 (out of 3 max)), and Last email sent on (No emails have been sent). The form includes a text input field for "Please enter email subject: (up to 300 characters)" with the value "Test Vote" and a larger text area for "Please enter email body: (up to 1000 characters)" with the text "Please vote on the color to paint our Green Room."

vTools - Voting Results Example



The screenshot shows a web browser window displaying the vTools voting results page. The page title is "Ballot Results : Money for UAH Engineering Students Water Antenna". The URL is https://voting.vtools.ieee.org/tego/_/ballot_admin/ballot_results/1437. The page features the IEEE vTools logo and the IEEE logo. A table lists the ballot item details, and a section below shows the vote distribution for the position "Approve \$600 for UAH Students Water Antenna".

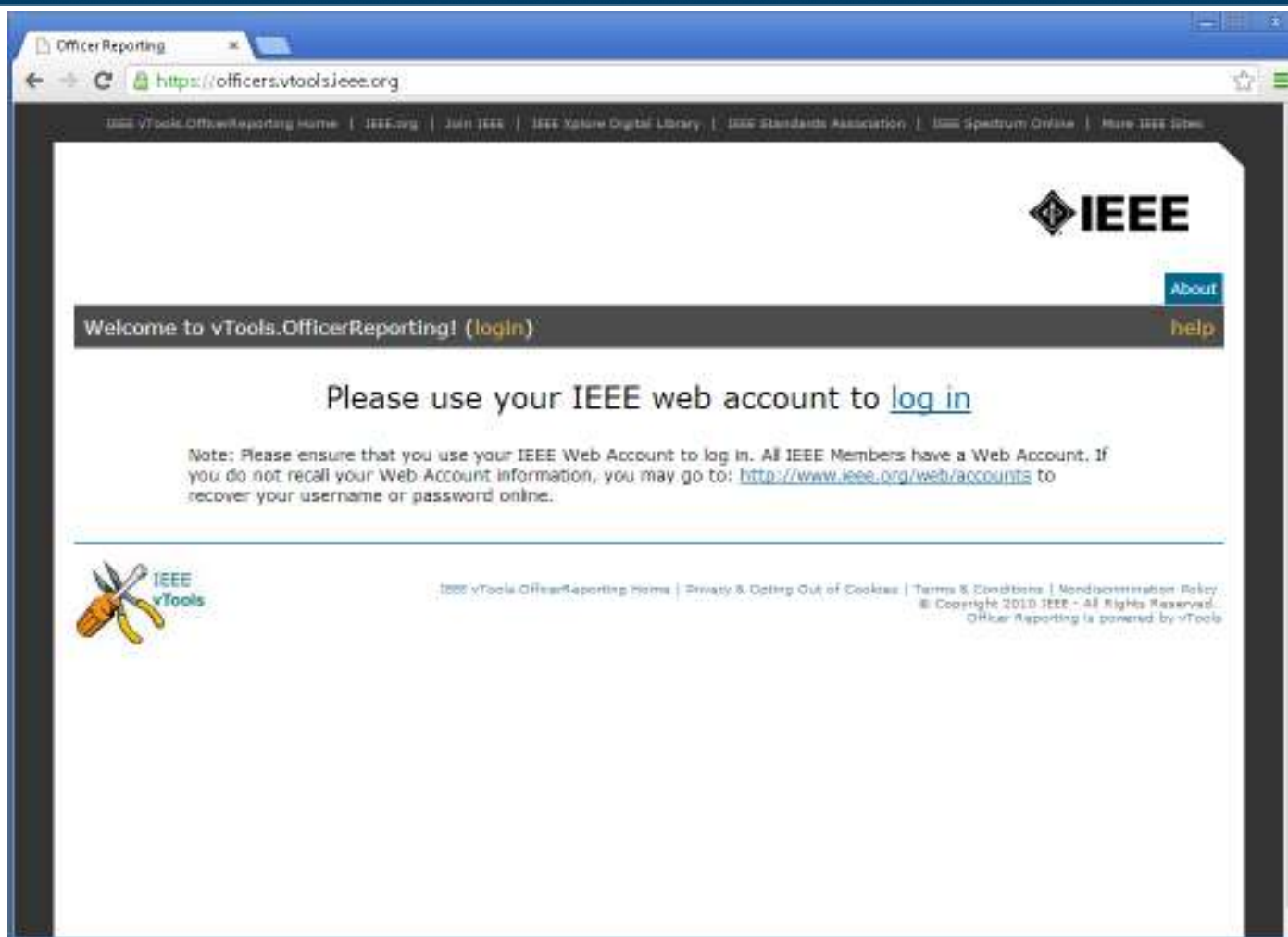
Name	Dates	Organization	Voter turnout
Money for UAH Engineering Students Water Antenna	February 02, 2012 - February 09, 2012	Huntsville Section Chapter, EMC27	21% voted

Position: Approve \$600 for UAH Students Water Antenna

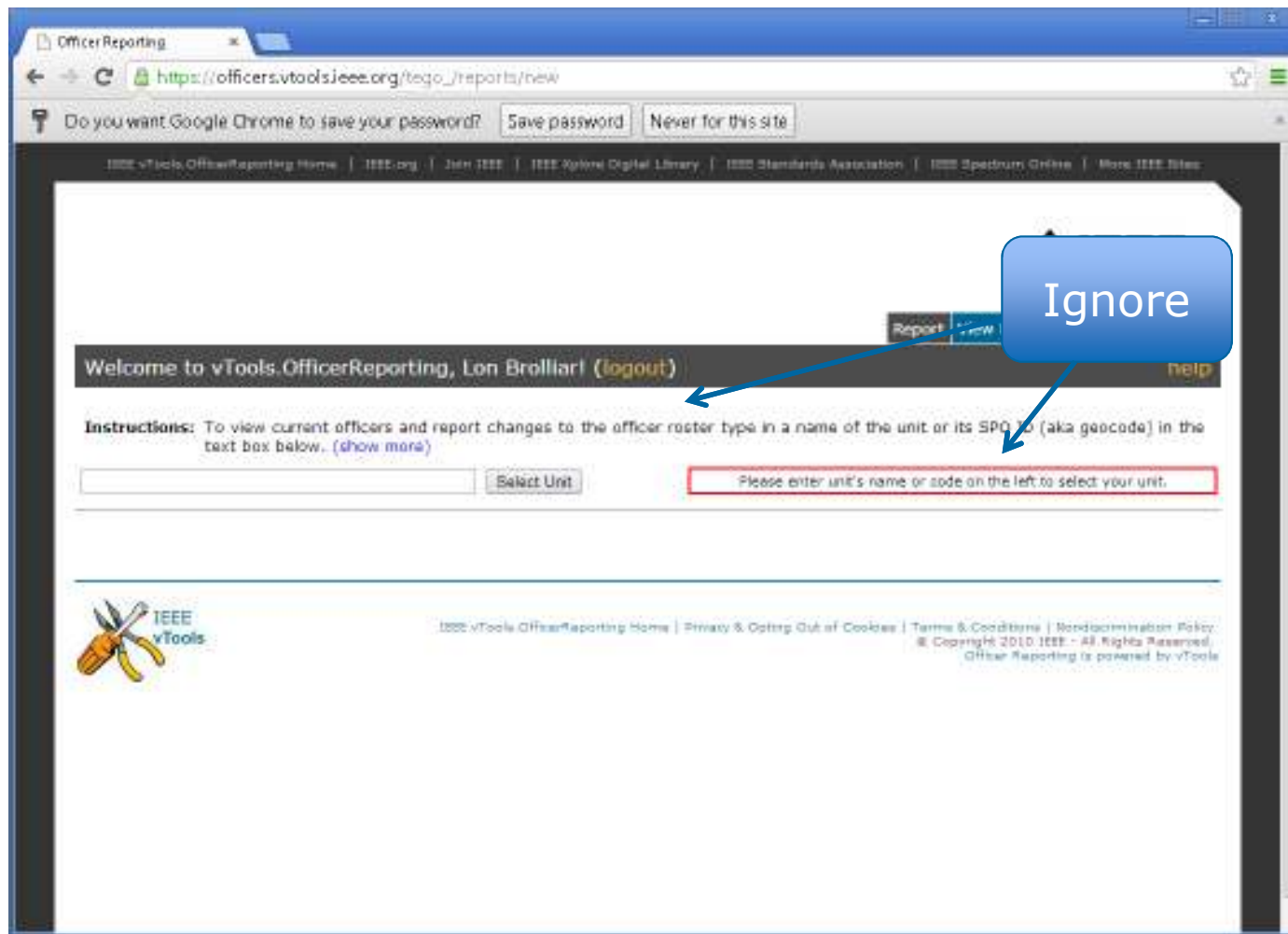
Vote distribution:

For - Yes	100.0%	7 votes
Against - Nay	0.0%	0 votes

vTools – Officer Reporting Login



Vtools – Officer Reporting Login



vTools – Officer Reporting (Cont.)

The screenshot shows a web browser window with the URL http://officers.vtools.ieee.org/tego_reports/new. The page title is "Officer Reporting". A navigation bar at the top right contains "IEEE", "Contact staff", "About", and "help". A welcome message reads "Welcome to vTools, OfficerReporting, Lon Broliar! (logout)".

Below the welcome message, instructions state: "To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. (show more)".

A search input field contains the text "Huntsville". A dropdown menu is open, listing various unit categories and names:

- AFFINITIES**
 - GD30025 - Huntsville Section Affinity Group, GOLD
 - HKN151 - Univ of Alabama-Huntsville, Theta Eta
- CHAPTERS**
 - CH03035 - Huntsville Section Chapter, AES10
 - CH03037 - Huntsville Section Chapter, C16
 - CH03192 - Huntsville Section Chapter, EMC27
 - CH03196 - Huntsville Section Chapter, TM14
- JOINT CHAPTERS**
 - CH03038 - Huntsville Section Jt. Chapter, CS23/RA24
 - CH03185 - Huntsville Section Jt. Chapter, AP03/MTT17/COM19
- SECTIONS**
 - R30025 - Huntsville Section
- STUDENT BRANCHES**
 - STB11881 - Univ of Alabama-Huntsville

A red-bordered box contains the text "Please enter unit's name or code on the left to select your unit." A blue callout box with the text "Just Start Typing 'Huntsville'" has an arrow pointing to the search input field.

vTools – Officer Reporting (Cont.)

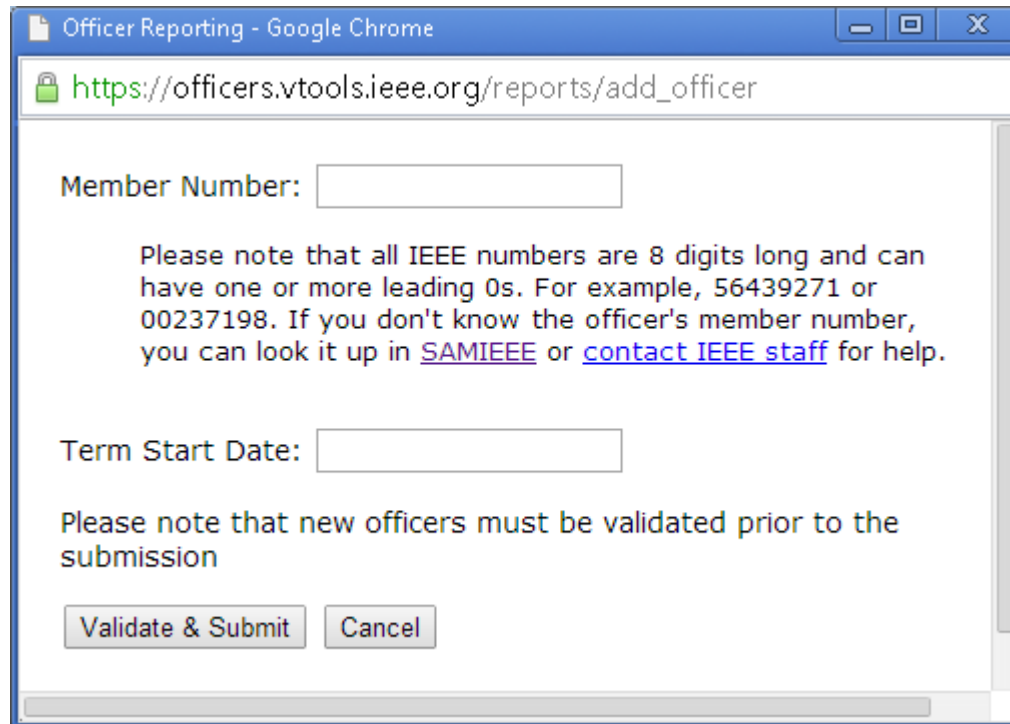
The screenshot shows a web browser window with the URL https://officers.vtools.ieee.org/tego_/reports/new. The page features the IEEE logo and a navigation menu with links for Report, View Logs, Contact staff, and About. A user greeting reads "Welcome to vTools.OfficerReporting, Lon Brolliar! (logout) help". A green message box states "Successfully changed organizational unit". Below this, instructions explain that users can view current officers and report changes by entering a unit name or SPO ID in a text box. The text box contains "CH03192 - Huntsville Section Chapter,EMC27" and is highlighted with a red border. There are buttons for "Add Officer" and "Vacate Position", and a link for "Request a new officer position".

	Position Title	Current and Newly Elected Volunteers
<input checked="" type="radio"/>	Chapter Chair	Thomas Perry
<input type="radio"/>	Chapter Secretary	Daniel Friche
<input type="radio"/>	Chapter Treasurer	Scott Wenger
<input type="radio"/>	Chapter Vice Chair	Matthew McGrath

End Term:

	Last Name	First Name	Start Date	End Date
<input type="radio"/>	Perry	Thomas	01/01/2014	

vTools – Officer Reporting (Cont.)



Officer Reporting - Google Chrome

https://officers.vtools.ieee.org/reports/add_officer

Member Number:

Please note that all IEEE numbers are 8 digits long and can have one or more leading 0s. For example, 56439271 or 00237198. If you don't know the officer's member number, you can look it up in [SAMIEEE](#) or [contact IEEE staff](#) for help.

Term Start Date:

Please note that new officers must be validated prior to the submission

vTools – Fluid Surveys Example

Products - IEEE MGA vTools - Distinguished Lecture Topic Selection

ieee.fluidsurveys.com/~/HSV_EMC_DL201404/


Distinguished Lecture Topic Selection

0%

Distinguished Lecture Topics
Vincente Rodriguez is the Distinguished Lecturer selected for the April 17, 2014 meeting. Please review his topics and rate the topics you would like to hear. The topic with the highest rating will be selected. The selection process will be open until April 4, 2014.

Name
Please enter your first and last name. (For tracking purposes only.)

Vincente Rodriguez
email: rodriguez@ieee.org
Term 2013-2014



1. Introduction to antenna parameters and Antennas for EMC
This presentation starts with a description of different antenna parameters using movies and graphics to visualize the different features of a radiating antenna. The presentation follows with an overview of the different types of antennas used in EMC to perform EMC measurements

Not Interested Very Interested

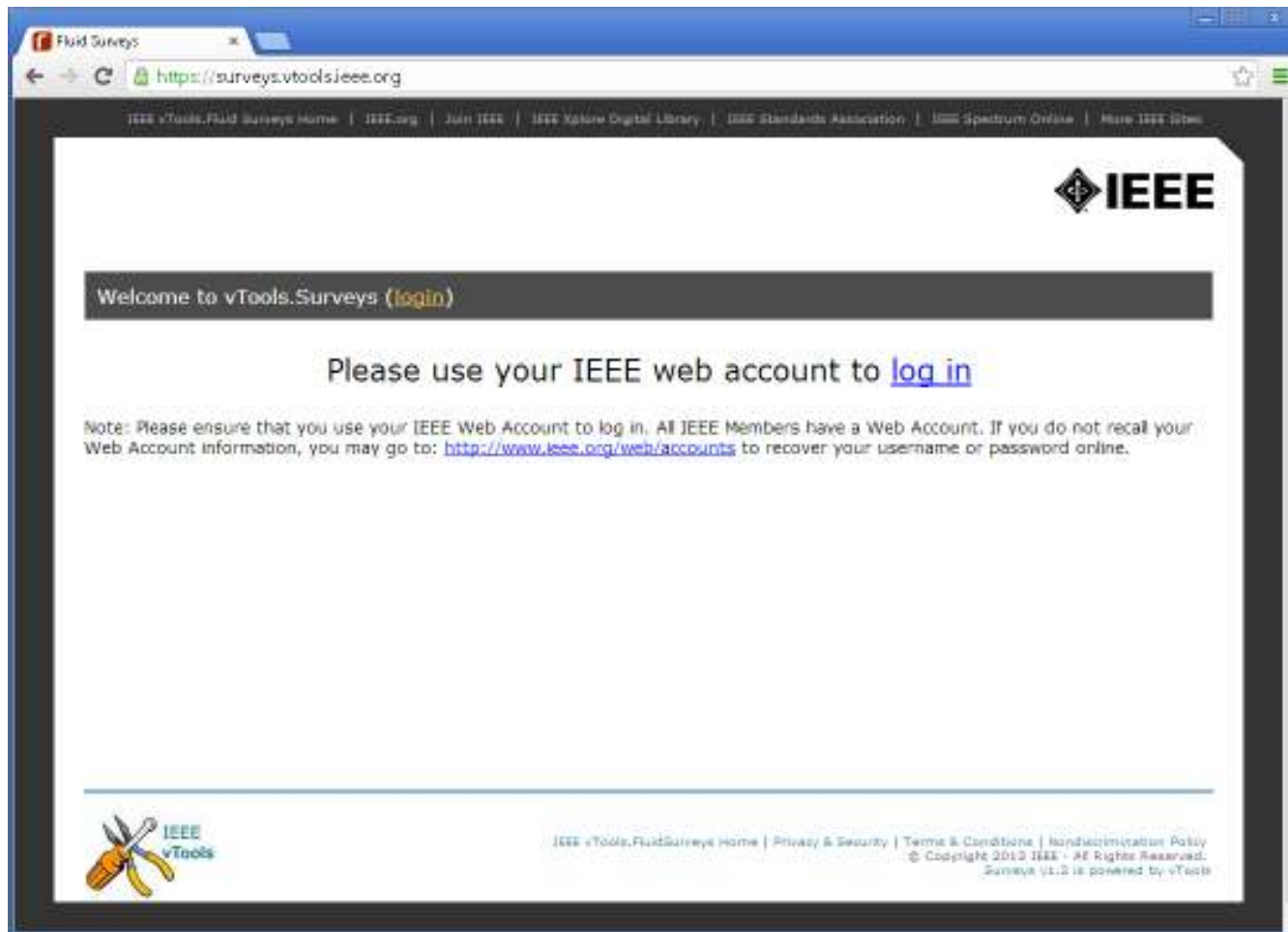
2. Automotive EMC: Components and full vehicle

vTools - Surveys

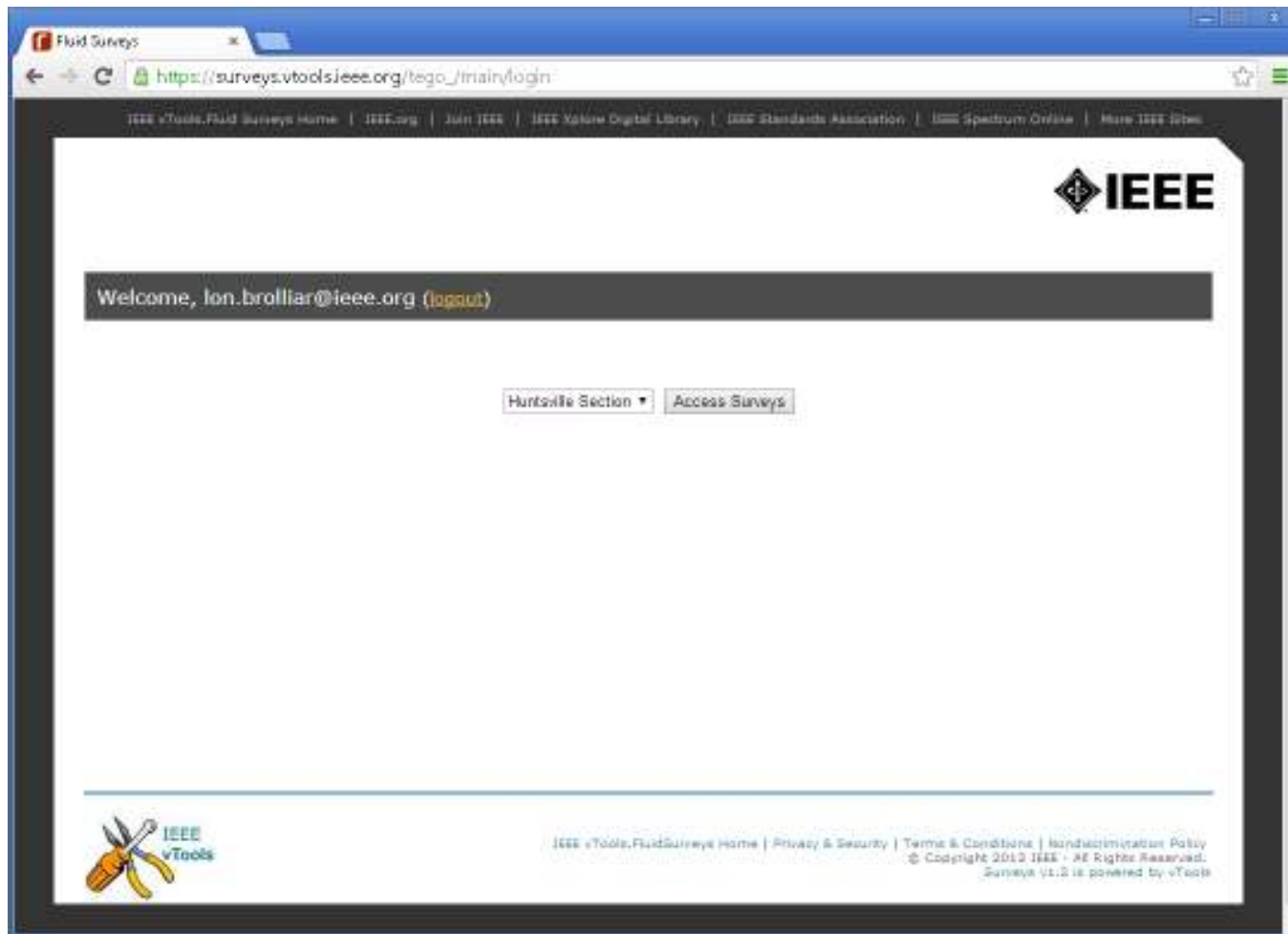


The screenshot shows the IEEE MGA vTools website interface. At the top, there is a navigation bar with links for Home, Products, Tutorials, Blog, FAQ, Contact, and Features. Below this is a search bar labeled "Search IEEE MGA vTools". The main content area is divided into several sections. On the left, there is a "vTools Mission" section with the text "Providing tools to the volunteers and staff who support our members." Below that is a "Quick Links" section containing a list of actions: "Create a WebInABox site", "Report officer changes", "Schedule a Meeting", "Section Vitality Dashboard", "Setup a Survey", "Setup a Web Conference", "Setup an election", "Submit an affidavit request.", "Submit L31 report", and "Vote in an election". A blue callout box with the text "Setup a Survey" is positioned to the right of the "Setup a Survey" link in the Quick Links menu, with a blue arrow pointing from the callout box to the link. The main content area also features a "Home" section with a video player showing a man speaking at a podium. Below the video, there is a paragraph of text: "vTools are developed and made possible by IEEE volunteers. The toolbox simplifies administration by offering web based software, reduces time spent managing activities, and assists in member development. vTools is sponsored by IEEE Membership and Geographic Activities (MGA). MGA serves the needs of IEEE members by supporting IEEE Sections, Chapters, and Branches and is responsible for IEEE membership, and member development."

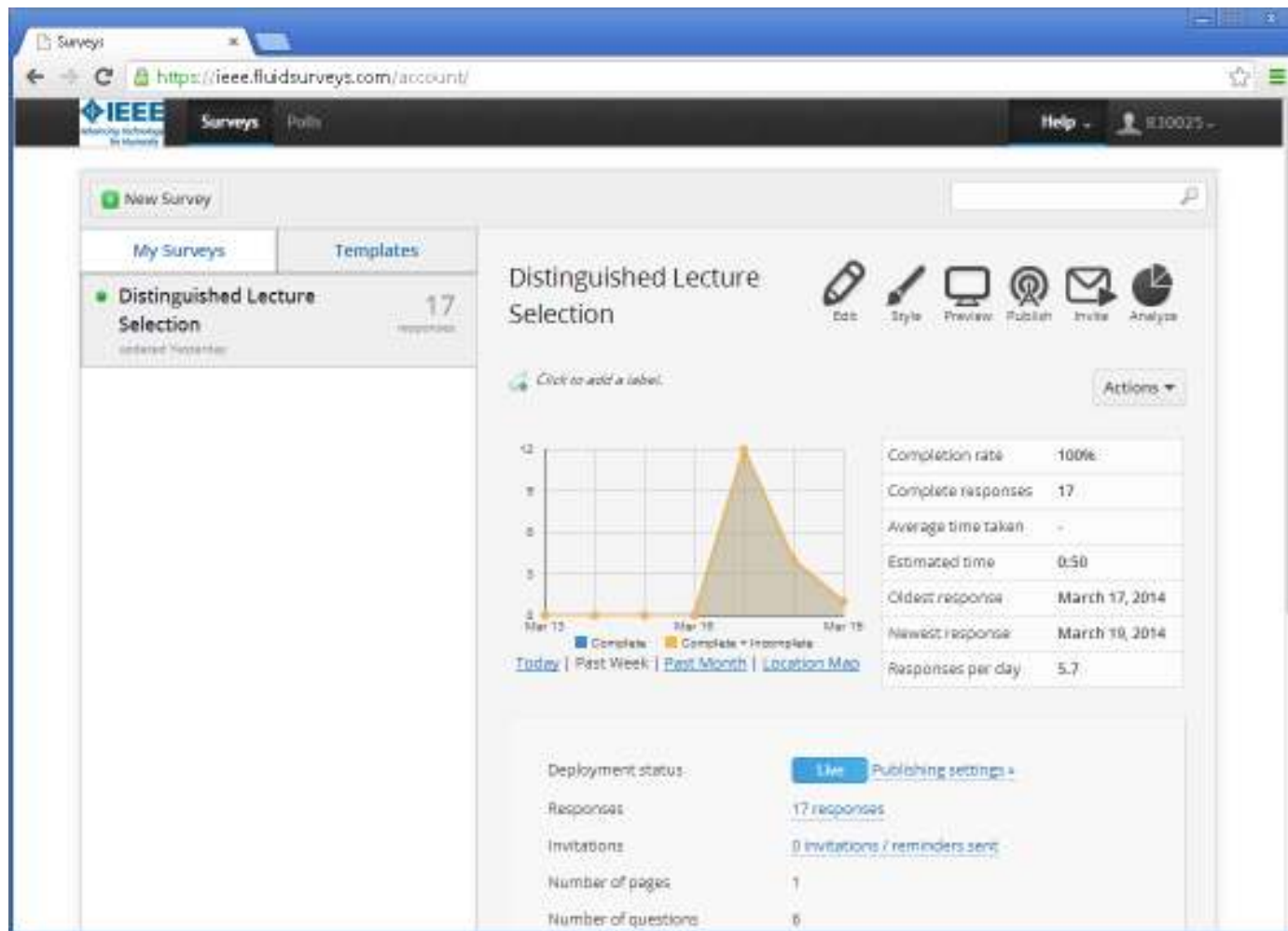
vTools – Survey Login



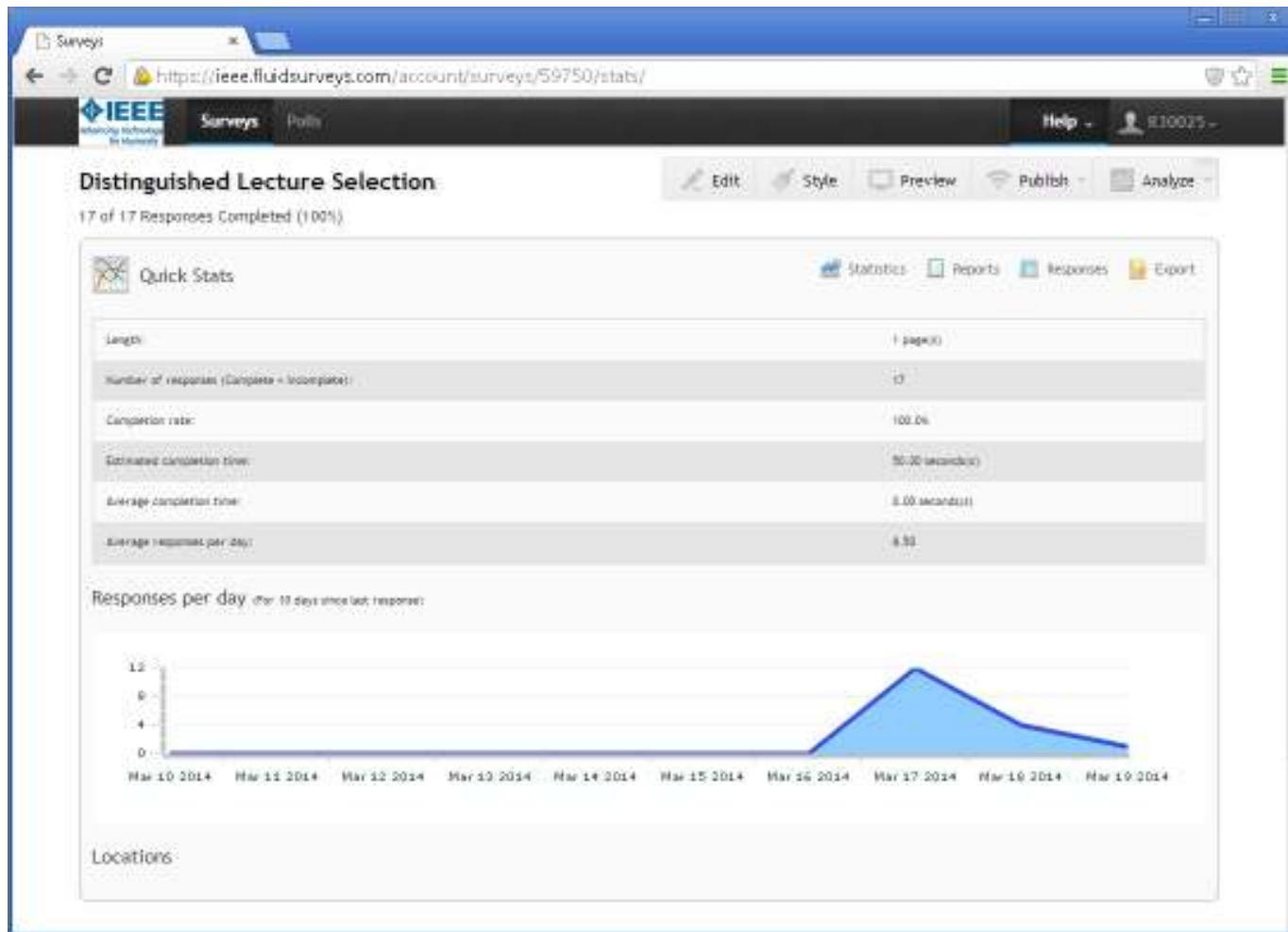
vTools – Survey Login



vTools – Survey Dashboard



vTools – Survey Statistics



vTools – Survey Results Export

DL Responses 2014.txt - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

E20 Average

	A	B	C	D	E	F	G	H	I	J	K
							1. Introduction to antenna parameters and Antennas...	2. Automotive EMC: Components and full vehicle	3. Anechoic Chambers and Absorber		
1	Status	id	Created At	Updated At							
2	Complete	10680311	3/17/2014 19:53	3/17/2014 19:53			10	2	10		
3	Complete	10680402	3/17/2014 19:56	3/17/2014 19:56			10	7	8		
4	Complete	10680423	3/17/2014 19:57	3/17/2014 19:57			3		9		
5	Complete	10680441	3/17/2014 19:58	3/17/2014 19:58			8	4	4		
6	Complete	10680457	3/17/2014 19:59	3/17/2014 19:59			10	8	5		
7	Complete	10680708	3/17/2014 20:08	3/17/2014 20:08			10	5	10		
8	Complete	10680779	3/17/2014 20:11	3/17/2014 20:11			1	10	1		
9	Complete	10680971	3/17/2014 20:18	3/17/2014 20:18			6	10	4		
10	Complete	10681981	3/17/2014 21:00	3/17/2014 21:00			8	7	6		
11	Complete	10682397	3/17/2014 21:18	3/17/2014 21:18			10	1	5		
12	Complete	10682503	3/17/2014 21:22	3/17/2014 21:22			10				
13	Complete	10685795	3/17/2014 23:54	3/17/2014 23:54			4	6	2		
14	Complete	10695663	3/18/2014 12:32	3/18/2014 12:32			10				
15	Complete	10697678	3/18/2014 13:56	3/18/2014 13:56			9	10	8		
16	Complete	10698077	3/18/2014 14:10	3/18/2014 14:10			10	6	8		
17	Complete	10709405	3/18/2014 18:21	3/18/2014 18:21			6	8	5		
18	Complete	10729499	3/19/2014 1:15	3/19/2014 1:15			10	1	5		
19											
20					Average		7.9	6.1	6.0		
21											
22											

DL Responses 2014

Ready Average: 6.670868347 Count: 4 Sum: 20.01260504 100%

vTools – Survey Edit

Drag Questions

Drop Questions In Survey

vTools – Survey Publish Options

The screenshot shows the 'Publish' page for a survey titled 'Distinguished Lecture Selection'. The page is part of the IEEE FluidSurveys interface, with the URL <https://ieeefluidsveys.com/account/surveys/59750/publish/> in the browser address bar. The survey has 17 of 17 responses completed (100%).

The 'Deployment' tab is active, showing various options for publishing the survey:

- Deployment Status:** Live
- Online Deployment URL:** http://ieeefluidsveys.com/s/HSV_EMC_DL201404/ (with a 'Customize this URL' link)
- Embed Code:**

```
<iframe id="fs-survey-iframe" src="http://ieeefluidsveys.com/s/HSV_EMC_DL201404/" frameborder="0" style="border: none; zoom: 1; width: 100%;" ></iframe>
```

 (with a note to insert this code into a website to include the survey within an IFRAME)
- Email Invitations:** [Use our invitation tool to deploy this survey via email >](#)
- Custom Survey Panel:** [Get responses to your survey quickly by using a panel \(Powered by Cint\) >](#)
- Website Popups:** [Create customizable website popups to show this survey on your site >](#)
- Create a 2D Bar Code:** [Create a custom bar code to link mobile devices to your survey >](#)
- Offline Mode:** [Offline mode \(requires modern browser\)](#)
- Triggers:** [Automatically send out surveys based on events >](#)

At the bottom of the page, there is a 'To Portals' dropdown menu.



SAMIEEE

What is SAMIEEE?

How Do I Use It?

Accessing SAMIEEE

The screenshot shows the IEEE SAMIEEE website. The main content area includes a description of SAMIEEE as a web-based ad hoc query tool, a 'De this Page' section with links to 'Access SAMIEEE', 'Vitality Dashboard', 'Current issues; please read', 'Browser information', and 'Training', and an 'Access SAMIEEE' section with instructions and a link to 'Access SAMIEEE'. On the right side, there are sections for 'Upgrade Tools' (with links to 'View what's new with SAMIEEE (MP4, 15.3 MB)' and 'View the powerpoint training slides (PPTX, 975KB)'), 'Additional SAMIEEE Tools' (with a link to 'Join/Log into the SAMIEEE online community'), and 'vTools' (with a link to 'Learn more about vTools').

What is SAMIEEE?

Online Tutorial for More Information

SAMIEEE – Use Statement

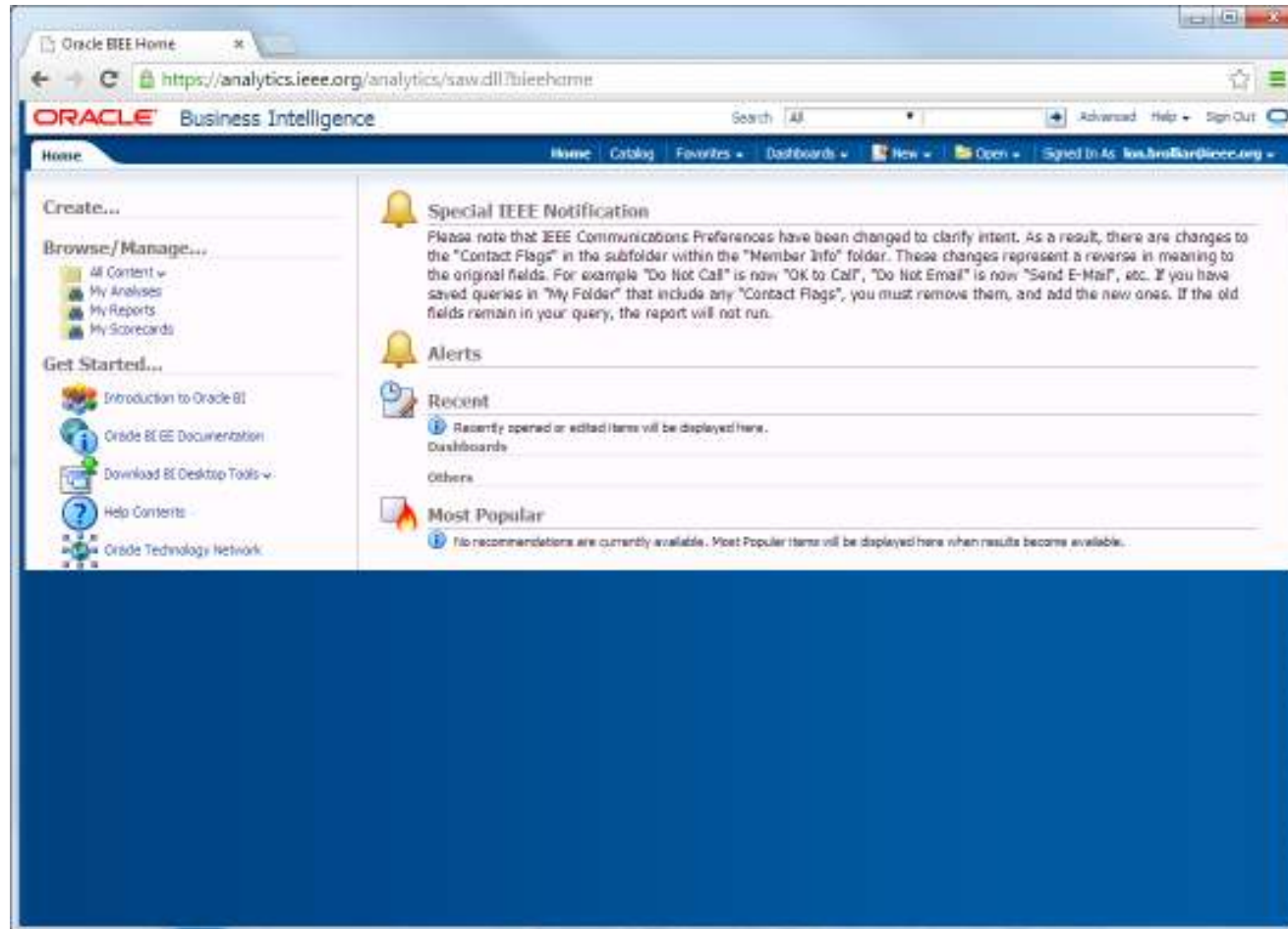
The screenshot shows a web browser window displaying the IEEE SAMIEEE Use Statement page. The URL is www.ieee.org/about/volunteers/samieee/samieee_preaccess_statement.html. The page features the IEEE logo and tagline "Advancing Technology for Humanity" at the top left. A navigation menu includes links for "About IEEE", "Membership & Services", "Societies & Communities", "Publications & Standards", "Conferences & Events", and "Education & Careers". A search bar and social media icons are also present. The main content area is titled "SAMIEEE: Use Statement" and contains a table with the following information:

IEEE SAMIEEE	Please read before entering SAMIEEE tool:
SAMIEEE Home	It has come to our attention that there have been instances or situations where member information obtained from SAMIEEE has been made available and used inappropriately. All volunteers with access to IEEE member data have a responsibility to verify the nature of the request before providing any information.
Terms & Conditions	
Automatic Access Officer Positions	
Reference Materials	
	Access SAMIEEE

Additional SAMIEEE Tools: [Join/Log into the SAMIEEE online community](#)

Footer: © Copyright 2014 IEEE – All rights reserved. Use of this Web site signifies your agreement to the [IEEE Terms and Conditions](#). A not-for-profit organization, IEEE is the world's largest professional association for the advancement of technology.

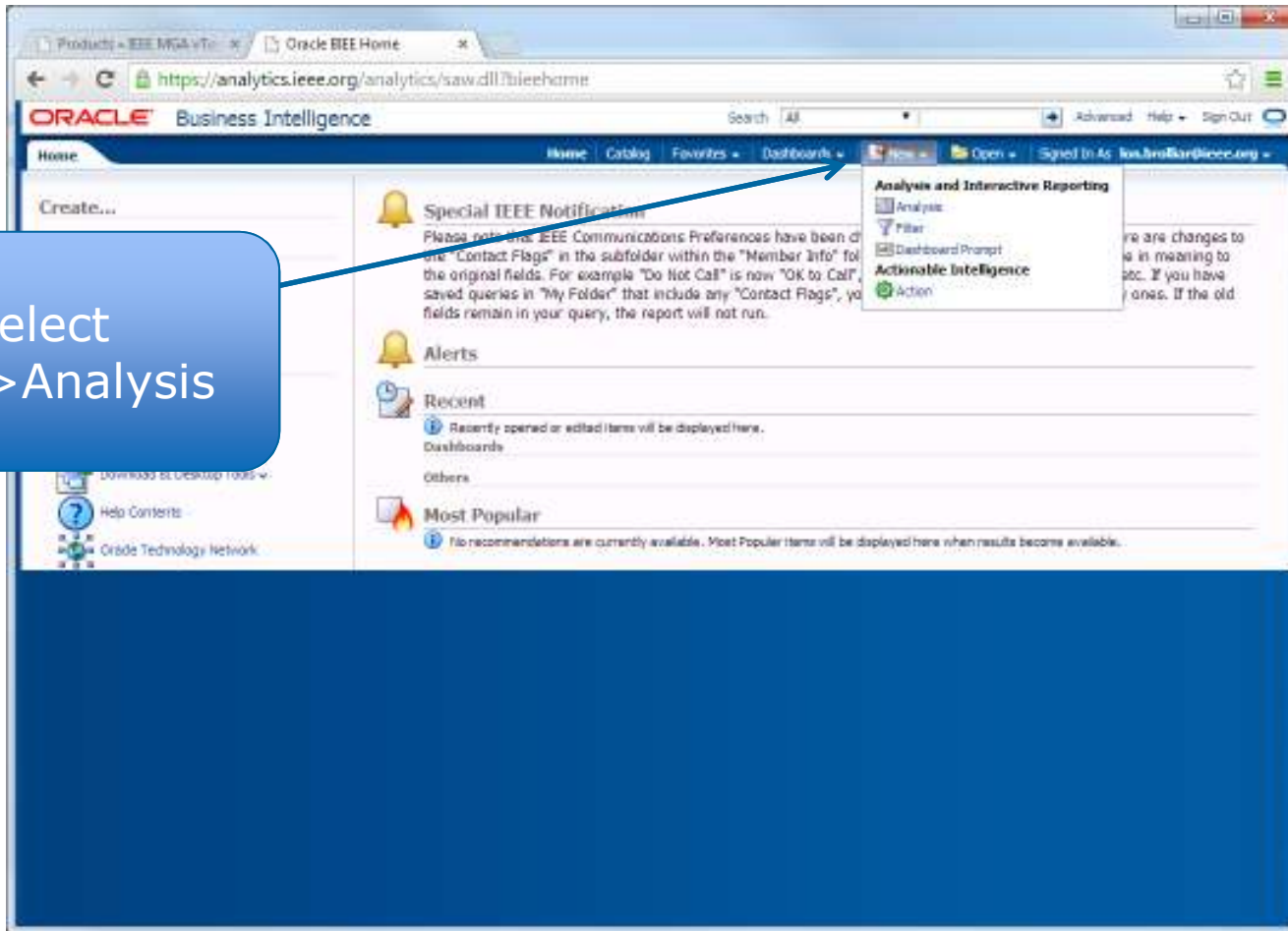
SAMIEEE Home



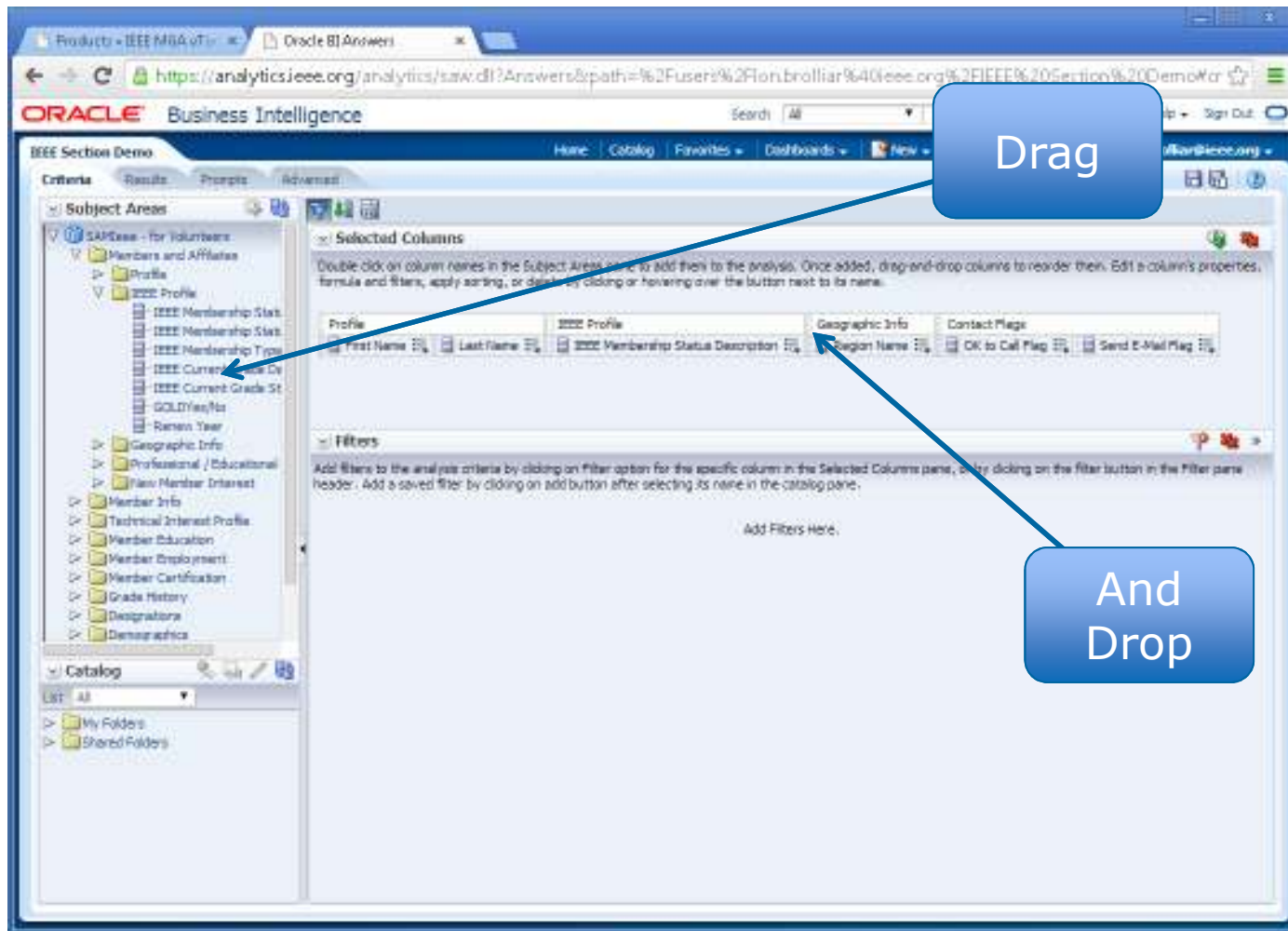
SAMIEEEE

Creating a New Analysis Page

Select
New->Analysis



SAMIEEE – Analysis Creation

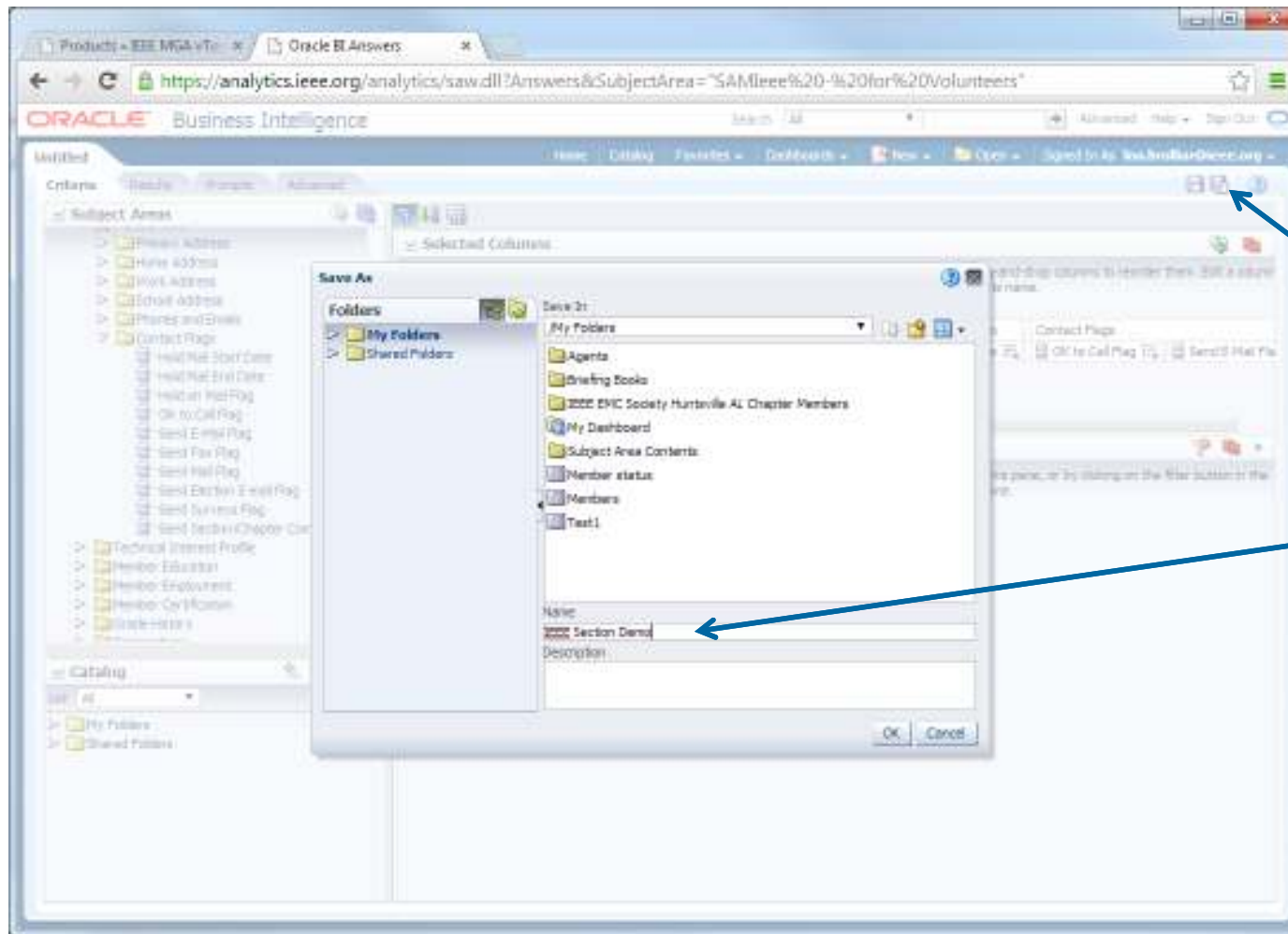


SAMIEEE – View Results

The screenshot displays the Oracle Business Intelligence interface. The browser address bar shows the URL: <https://analytics.ieee.org/analytics/saw.dll?Answers&SubjectArea='SAMIEEE%20-%20for%20Volunteers'#resultsTab144d72e6f24>. The interface includes a navigation pane on the left with a tree view under 'Subject Areas' and a 'Catalog' section. The main content area is titled 'Composite Layout' and contains a table with the following data:

First Name	Last Name	IEEE Membership Status	Description	Region Name	OK to Call Rag	Send E-Mail Rag
Jonathan	Andrews	Inactive		Southeastern USA - Region 3	N	N
Charles	Andrus	Applicant		Southeastern USA - Region 3	Y	Y
Steve	Anthony	Active		Southeastern USA - Region 3	Y	Y
Timothy	Ardey	Active		Southeastern USA - Region 3	Y	Y
Dustin	Anderson	Inactive		Southeastern USA - Region 3	Y	Y
Joshua	Arndt	Active		Southeastern USA - Region 3	N	Y
Matthew	Arnold	Active		Southeastern USA - Region 3	N	Y
Charles	Ashcon	Active		Southeastern USA - Region 3	Y	Y
Cory	Asher	Inactive		Southeastern USA - Region 3	Y	Y
Roshini	Sukanya	Ashok	Munshi	Southeastern USA - Region 3	Y	Y
William	Atkinson	Active		Southeastern USA - Region 3	Y	Y
Venkata	Aduri	Active		Southeastern USA - Region 3	N	Y
N	Audeln	Inactive		Southeastern USA - Region 3	Y	Y
William	Audenaert	Active		Southeastern USA - Region 3	N	Y
David	Austin	Active		Southeastern USA - Region 3	Y	Y
Malikarjun	Avula	Arrears		Southeastern USA - Region 3	N	Y
Hilberto	Avila	Active		Southeastern USA - Region 3	Y	Y
Todd	Aycock	Inactive		Southeastern USA - Region 3	Y	Y
Rameezan	Aygun	Active		Southeastern USA - Region 3	Y	Y
JOE	BOGLE	Active		Southeastern USA - Region 3	Y	Y
STEVEN	BOYER	Inactive		Southeastern USA - Region 3	Y	Y
BRENT	BRZEZINSKI	Active		Southeastern USA - Region 3	N	Y
MARK	BLOMLEW	Active		Southeastern USA - Region 3	N	Y
SATTUMS	BUDAK	Active		Southeastern USA - Region 3	Y	Y

SAMIEEE – Save Analysis/Query



Save As

Enter Name

Huntsville Section Vitality At A Glance

Oracle BI Interactive Dashboards

https://analytics.ieee.org/analytics/saw.dll?dashboard

ORACLE Business Intelligence

Vitality Dashboard

Members Officers Members in Areas/Inactive Pre-Areas Members Additional Member Lists

Section Name: Select Section Apply Reset

Active Member List
New Member List
All Geographic Member Statistics

No Results
The specified criteria didn't result in any data. This is often caused by applying filters and/or selections that are too restrictive or that contain incorrect values. Please check your Analysis Filters and try again. The filters currently being applied are shown below.

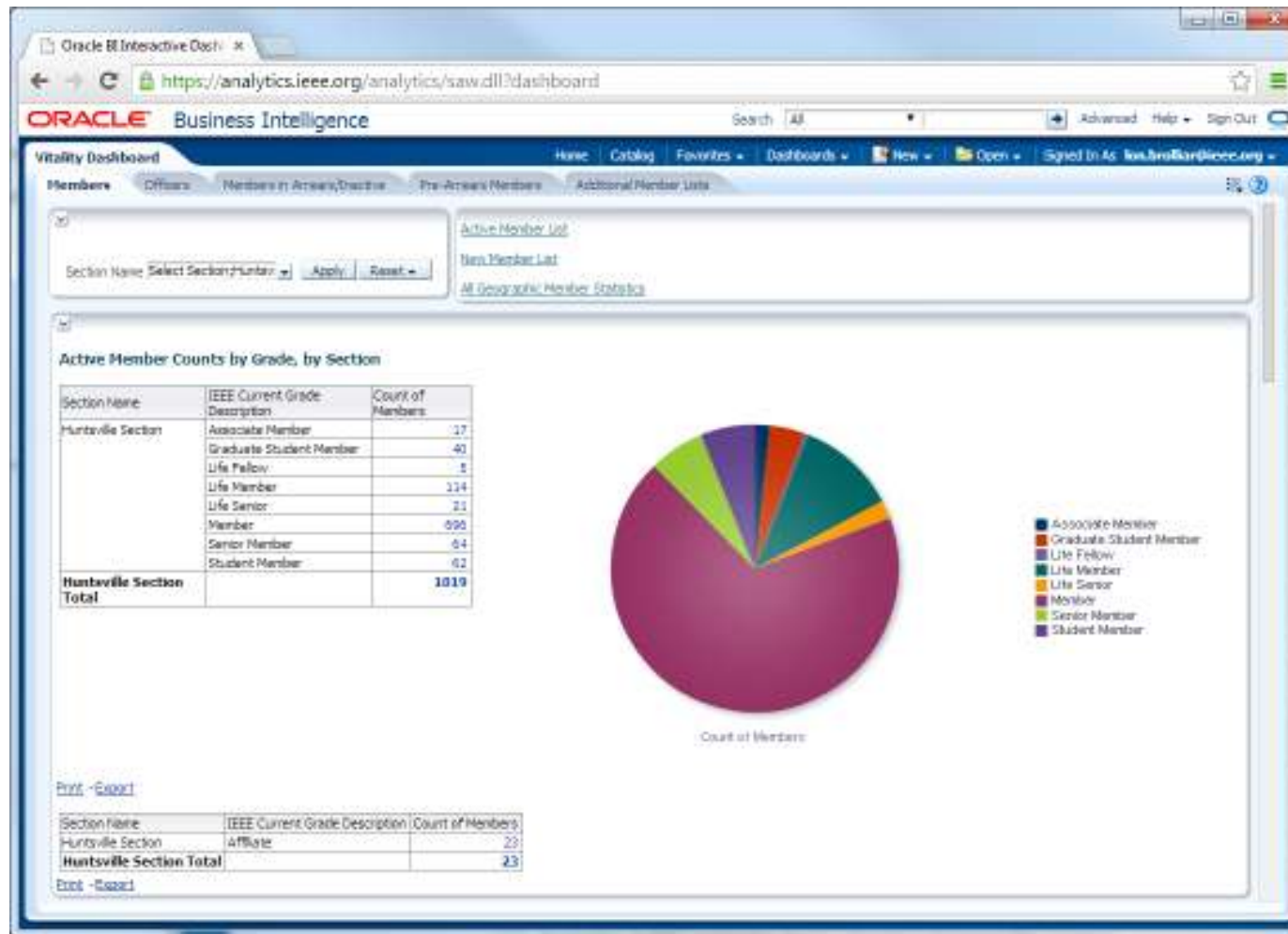
Membership Status Description is equal to / is in Active
and Section Name is equal to Select Section
and Current Grade Description is not equal to / is not in Affiliate, SA Member

No Results
The specified criteria didn't result in any data. This is often caused by applying filters and/or selections that are too restrictive or that contain incorrect values. Please check your Analysis Filters and try again. The filters currently being applied are shown below.

Membership Status Description is equal to / is in Active
and Section Name is equal to Select Section
and Current Grade Description is equal to Affiliate, SA Member

No Results
The specified criteria didn't result in any data. This is often caused by applying filters and/or selections that are too restrictive or that contain incorrect values. Please check your Analysis Filters and try again. The filters currently being applied are shown below.

Huntsville Section Vitality At A Glance



Huntsville Section Vitality At A Glance (Cont.)

Oracle BI Interactive Dash - x
 https://analytics.ieee.org/analytics/saw.dll?Dashboard
 ORACLE Business Intelligence
 Search All
 Home Catalog Favorites Dashboards New Open Signed In As: bob.berrato@ieee.org

Vitality Dashboard
 Members Officers Members in Areas/Divisions The Areas/Divisions Additional Member Lists

Section Name: Select Section:Hunty Apply Reset

Note: All lists currently do not show vacant positions.

Current Section and Subsection Officers

Region Code	Section Name	Sub Section Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
R3	Huntsville Section		Awards & Recognition Committee Chair	1/1/2012		Wille	Fitzpatrick	wfitzpatrick@comcast.net
			Chair	1/1/2013	12/31/2014	Eric	Grigorian	egrigorian@ieee.org
			Educational Activities	1/1/2012		Jennifer	Deang	jennifer.deang@lino.com
			Membership Development	1/1/2010		Woodrow	Williams	wwoodrwi@ieee.org
			Newsletter Editor	1/1/2011		Robert	Robinson	robert.a.robinson@boeing.com
			Nominations and Appointments Chair	1/1/2012		Wille	Fitzpatrick	wfitzpatrick@comcast.net
			Professional Activities	1/1/2011		Sonya	Dillard	sonya.dillard@ieee.org
			SAMIEEE RECIPIENT	5/1/2005		Robert	Robinson	robert.a.robinson@boeing.com
				3/16/2014	12/31/2014	Lon	Brolkar	lon.brolkar@ieee.org
			Secretary	1/1/2013		Jennifer	Deang	jennifer.deang@lino.com
			Student Activities	1/1/2011		Laure	Jones	ljones@ece.uah.edu
			Treasurer	1/1/2013		Wille	Fitzpatrick	wfitzpatrick@comcast.net
			Vice Chair	1/1/2013		Sonya	Dillard	sonya.dillard@ieee.org
			Webmaster	4/27/2005		Robert	Robinson	robert.a.robinson@boeing.com
			vTools Coordinator	1/1/2011		Robert	Robinson	robert.a.robinson@boeing.com
				1/1/2013		Eric	Grigorian	egrigorian@ieee.org

Print - Export

Current Society Chapter Chairs

Organizational Unit Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
Huntsville Section Chapter, AES10	Chapter Chair	1/1/2010		Robert	Berrato	bob.berrato@dynalco.com
Huntsville Section Chapter, C16	Chapter Chair	1/1/2014		Teresa	Colgan	teresa.colgan@nasa.gov
Huntsville Section Chapter, EMC27	Chapter Chair	1/1/2014		Thomas	Ferry	thomas.a.ferry@nasa.gov

SAMIEEEE – Recent and Most Popular

The screenshot shows the Oracle Business Intelligence interface. A dropdown menu is open, displaying two columns: 'Recent' and 'Most Popular'. The 'Most Popular' column lists several analysis queries, including 'Geographic Membership', 'Member Activity Update', and '(GCC) Active Members C'. A blue callout box with white text points to the 'Most Popular' menu, stating: 'The "Most Popular" Analysis Queries is a Good Starting Point for New Queries'. Below the menu, a table displays member information with columns for Position, Start Date, End Date, First Name, Last Name, and Email Address. Below the table, another section titled 'Current Society Chapter Chairs' shows a table with columns for Organizational Unit Name, Position Description, Start Date, End Date, First Name, Last Name, and Email Address.

Position	Start Date	End Date	First Name	Last Name	Email Address
Officer	1/1/2012		Wille	Fitzpatrick	wfitzpatrick@iconcast.net
Officer	1/1/2013	12/31/2014	Eric	Grigorian	egrigorian@ieee.org
Officer	1/1/2012		Jennifer	Deang	jennifer.deang@inco.com
Officer	1/1/2010		Woodrow	Williams	woodrow@ieee.org
Officer	1/1/2011		Robert	Robinson	robert.a.robinson5@boeing.com
Officer	1/1/2012		Wille	Fitzpatrick	wfitzpatrick@iconcast.net
Officer	1/1/2011		Sonva	Ollard	sonva.ollard@ieee.org
Officer	5/1/2005		Robert	Robinson	robert.a.robinson5@boeing.com
Officer	3/10/2014	12/31/2014	Lon	Brolkar	lon.brolkar@ieee.org
Officer	1/1/2013		Jennifer	Deang	jennifer.deang@inco.com
Officer	1/1/2011		Laurie	Joiner	ljoiner@ieee.wash.edu
Officer	1/1/2013		Wille	Fitzpatrick	wfitzpatrick@iconcast.net
Officer	1/1/2013		Sonva	Ollard	sonva.ollard@ieee.org
Officer	4/27/2005		Robert	Robinson	robert.a.robinson5@boeing.com
Officer	1/1/2011		Robert	Robinson	robert.a.robinson5@boeing.com
Officer	1/1/2013		Eric	Grigorian	egrigorian@ieee.org

Organizational Unit Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
Huntsville Section Chapter, AES10	Chapter Chair	1/1/2010		Robert	Bernato	bob.bernato@dynamics.com
Huntsville Section Chapter, C16	Chapter Chair	1/1/2014		Teresa	Colgan	teresa.colgan@nraa.gov
Huntsville Section Chapter, EMC27	Chapter Chair	1/1/2014		Thomas	Perry	thomas.a.perry@nraa.gov

SAMIEEE Advanced/SQL Expert Zone

The screenshot shows the Oracle Business Intelligence SAMIEEE Advanced/SQL Expert Zone interface. The browser address bar displays the URL: <https://analytics.ieee.org/analytics/saw.dll?Answers&path=%2Fusers%2Fon.broliar%40ieee.org%2FIEEE%20Section%20demo%2F>. The page title is "IEEE Section Demo". The interface includes a navigation bar with "Home", "Catalog", "Favorites", "Dashboards", "New", and "Open" buttons. The user is signed in as "on.broliar@ieee.org".

The main content area is divided into several sections:

- Criteria:** A text area containing XML metadata for a query, including columns like "Profile", "Last Name", "IEEE Profile", and "IEEE Membership Status".
- Portal Update:** A dropdown menu set to "Default" and an "Apply XML" button.
- SQL Issued:** A text area containing the SQL query:

```
"SAMIEEE - for Volunteers".- Contact Flags."OK to Call Flag" s_1,
"SAMIEEE - for Volunteers".- Contact Flags."Send E-Mail Flag" s_2,
"SAMIEEE - for Volunteers".- Geographic Info."Region Name" s_3,
"SAMIEEE - for Volunteers".- IEEE Profile."IEEE Membership Status
Description" s_4,
"SAMIEEE - for Volunteers".- Profile."First Name" s_5,
"SAMIEEE - for Volunteers".- Profile."Last Name" s_6
FROM "SAMIEEE - for Volunteers"
ORDER BY 1, 6 ASC NULLS LAST, 7 ASC NULLS LAST, 8 ASC NULLS LAST, 4 ASC NULLS
LAST, 2 ASC NULLS LAST, 3 ASC NULLS LAST
FETCH FIRST 50000 ROWS ONLY.
```
- Important:** A warning message: "Important: If you create a new analysis using this SQL, any hierarchical columns, member selection, groups or formatting will be stripped." Below this is a "New Analysis" button.
- Advanced SQL Clauses:** A section with instructions: "Use the following fields to include additional clauses in the SQL code for this analysis and to change the Subject Area or FROM clause. To add items to the projection list, use the Criteria tab." Below this is another warning: "Important: You cannot use the fields in this section, except for the Prefix field, if the analysis includes hierarchical columns, member selections, or groups." There are input fields for "DISTINCT" (with a checkbox "Issue an explicit Distinct") and "FROM" (with the instruction "Enter the name of the Subject Area").

Email Tools/Services

- ▶ IEEE eNotice
 - <http://sites.ieee.org/vtools/enotice-request/>
- ▶ LISTSERV
- ▶ Mail Chimp (Alternative to LISTSERV)



LISTSERV

What is LISERV?

Huntsville Section Application?

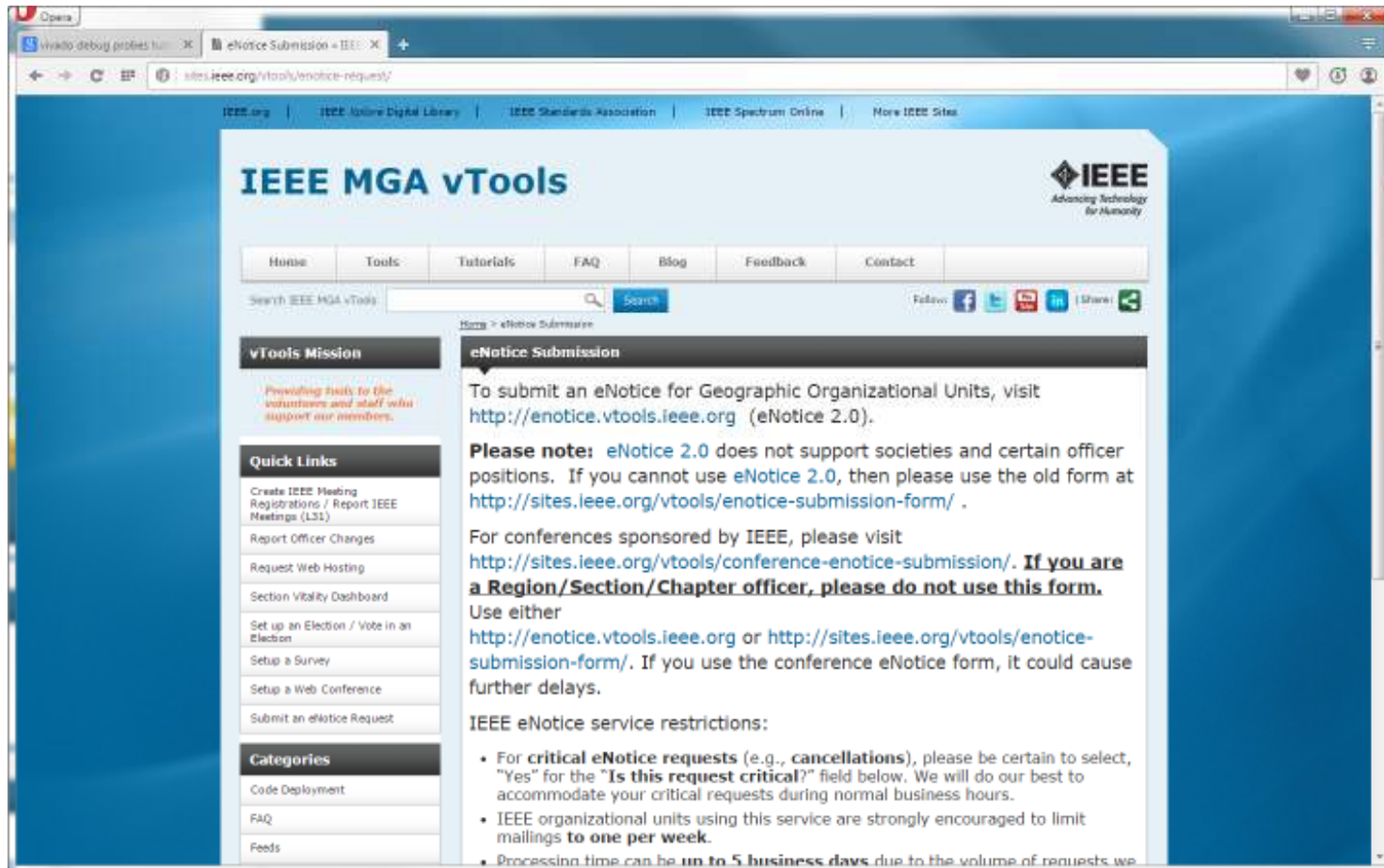
What is LISTSERV?

The term **Listserv** (written by the registered trademark licensee, L-Soft International, Inc., as LISTSERV) has been used to refer to a few early electronic mailing list software applications, allowing a sender to send one [email](#) to the list, and then transparently sending it on to the addresses of the subscribers to the list.

LISTSERV

- ▶ Email Mailing Lists Maintained by the Section
 - r3-huntsville-excom@IEEE.ORG
 - r3-huntsville-news@IEEE.ORG
- ▶ More Information
 - <http://eleccomm.ieee.org/maillist.shtml>
 - Google IEEE Listserv

E-Notice



The screenshot shows a web browser window displaying the IEEE MGA vTools website. The page title is "IEEE MGA vTools" and the URL is "sites.ieee.org/vtools/enotice-request/". The page features a navigation menu with links for Home, Tools, Tutorials, FAQ, Blog, Feedback, and Contact. A search bar is located below the navigation menu. The main content area is titled "eNotice Submission" and contains the following text:

To submit an eNotice for Geographic Organizational Units, visit <http://enotice.vtools.ieee.org> (eNotice 2.0).

Please note: eNotice 2.0 does not support societies and certain officer positions. If you cannot use eNotice 2.0, then please use the old form at <http://sites.ieee.org/vtools/enotice-submission-form/>.

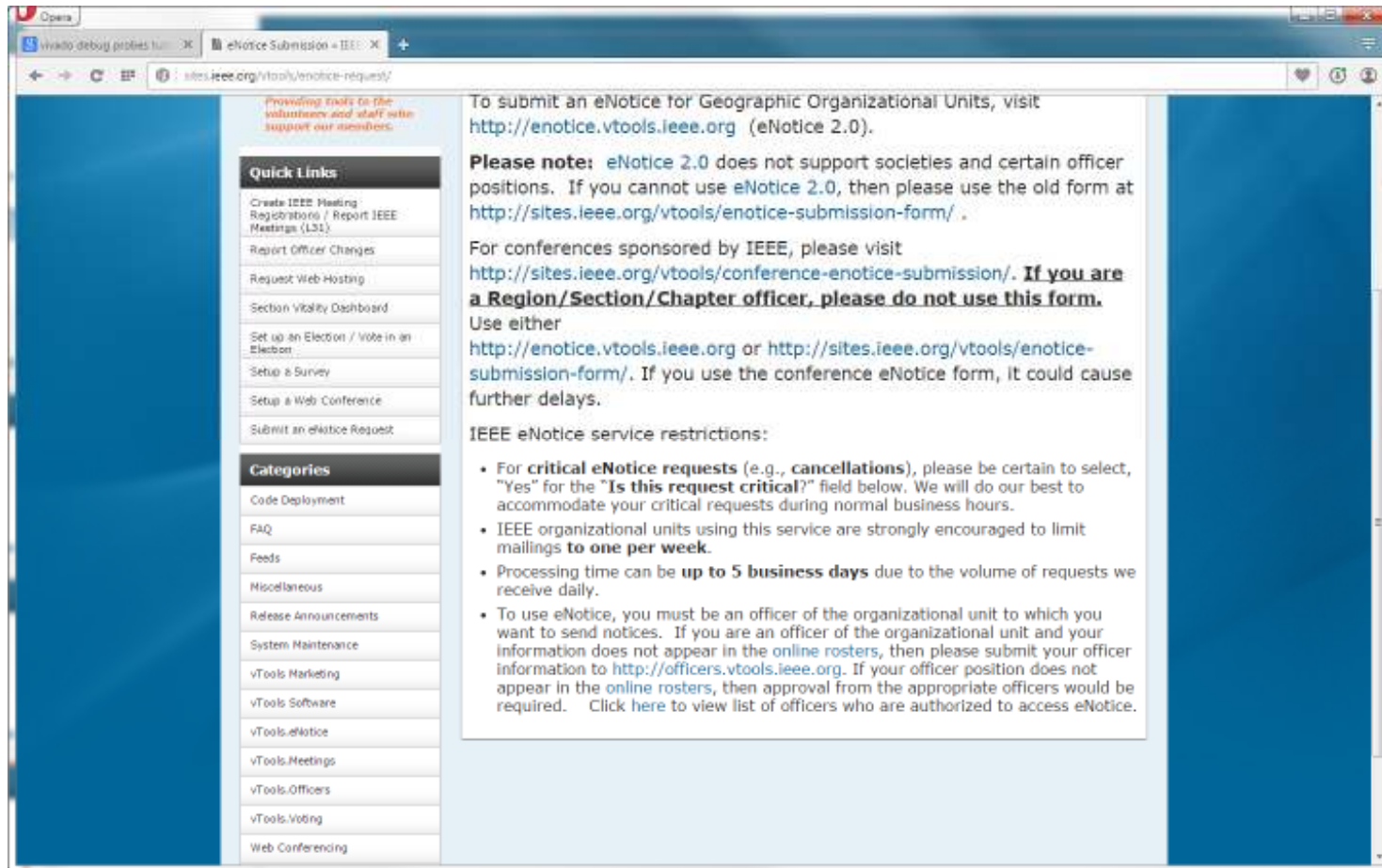
For conferences sponsored by IEEE, please visit <http://sites.ieee.org/vtools/conference-enotice-submission/>. **If you are a Region/Section/Chapter officer, please do not use this form.** Use either <http://enotice.vtools.ieee.org> or <http://sites.ieee.org/vtools/enotice-submission-form/>. If you use the conference eNotice form, it could cause further delays.

IEEE eNotice service restrictions:

- For **critical eNotice requests** (e.g., **cancellations**), please be certain to select, "Yes" for the "Is this request critical?" field below. We will do our best to accommodate your critical requests during normal business hours.
- IEEE organizational units using this service are strongly encouraged to limit mailings to **one per week**.
- Processing time can be **up to 5 business days** due to the volume of requests we

The left sidebar contains sections for "vTools Mission", "Quick Links", and "Categories". The "Quick Links" section includes links for "Create IEEE Meeting Registrations / Report IEEE Meetings (L31)", "Report Officer Changes", "Request Web Hosting", "Section Vitality Dashboard", "Set up an Election / Vote in an Election", "Setup a Survey", "Setup a Web Conference", and "Submit an eNotice Request". The "Categories" section includes "Code Deployment", "FAQ", and "Feeds".

E-Notice



The screenshot shows a browser window with the URL sites.ieee.org/vtools/enotice-request/. The page features a navigation sidebar on the left with sections for "Quick Links" and "Categories". The main content area contains instructions for submitting eNotices, including links for Geographic Organizational Units, a "Please note" section regarding form support, and a list of service restrictions.

Providing Tools to the volunteers and staff who support our members.

Quick Links:

- Create IEEE Meeting Registrations / Report IEEE Meetings (LSI)
- Report Officer Changes
- Request Web Hosting
- Section Viability Dashboard
- Set up an Election / Vote in an Election
- Setup a Survey
- Setup a Web Conference
- Submit an eNotice Request

Categories:

- Code Deployment
- FAQ
- Feeds
- Miscellaneous
- Release Announcements
- System Maintenance
- vTools Marketing
- vTools Software
- vTools.eNotice
- vTools.Meetings
- vTools.Officers
- vTools.Voting
- Web Conferencing

To submit an eNotice for Geographic Organizational Units, visit <http://enotice.vtools.ieee.org> (eNotice 2.0).

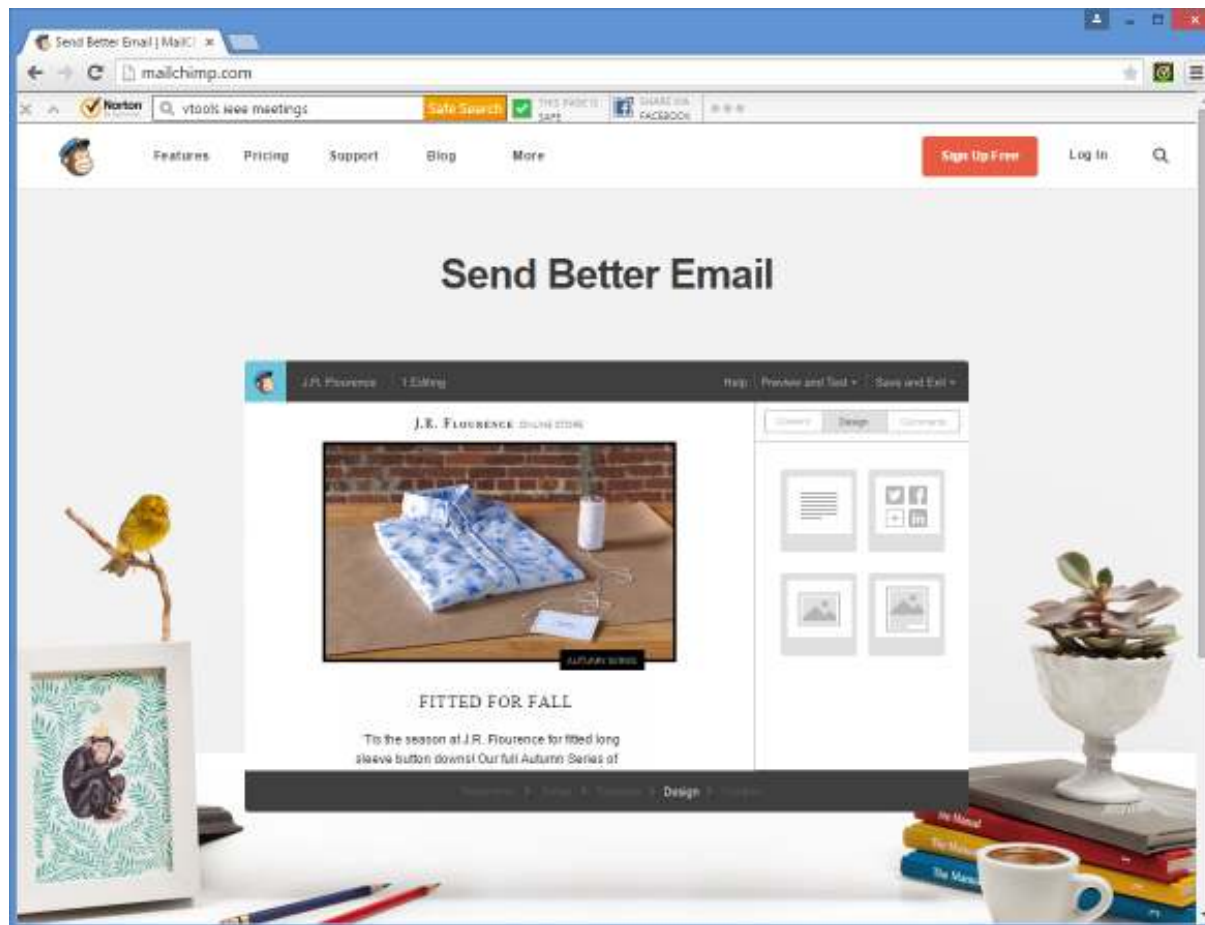
Please note: eNotice 2.0 does not support societies and certain officer positions. If you cannot use eNotice 2.0, then please use the old form at <http://sites.ieee.org/vtools/enotice-submission-form/>.

For conferences sponsored by IEEE, please visit <http://sites.ieee.org/vtools/conference-enotice-submission/>. **If you are a Region/Section/Chapter officer, please do not use this form.** Use either <http://enotice.vtools.ieee.org> or <http://sites.ieee.org/vtools/enotice-submission-form/>. If you use the conference eNotice form, it could cause further delays.

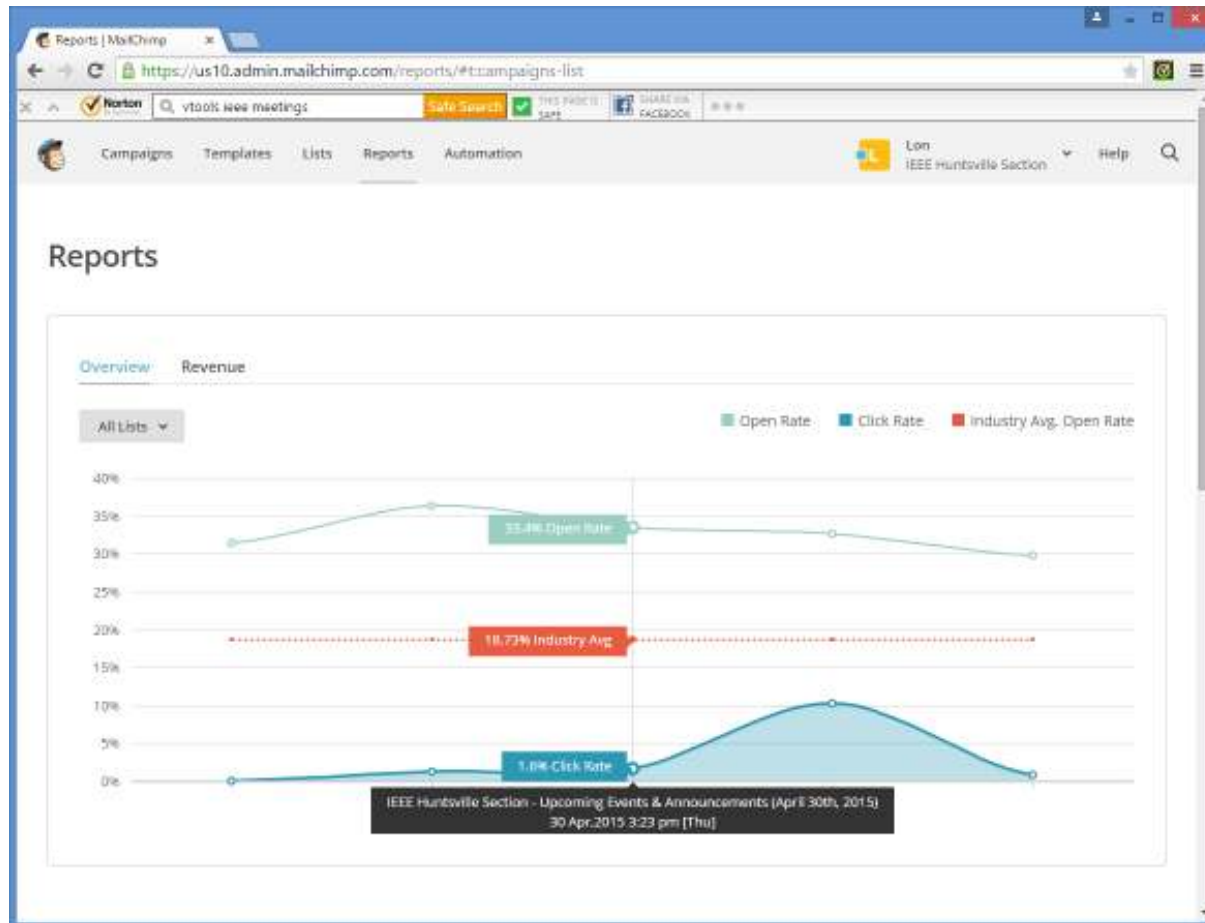
IEEE eNotice service restrictions:

- For **critical eNotice requests** (e.g., **cancellations**), please be certain to select, "Yes" for the "Is this request critical?" field below. We will do our best to accommodate your critical requests during normal business hours.
- IEEE organizational units using this service are strongly encouraged to limit mailings **to one per week**.
- Processing time can be **up to 5 business days** due to the volume of requests we receive daily.
- To use eNotice, you must be an officer of the organizational unit to which you want to send notices. If you are an officer of the organizational unit and your information does not appear in the **online rosters**, then please submit your officer information to <http://officers.vtools.ieee.org>. If your officer position does not appear in the **online rosters**, then approval from the appropriate officers would be required. [Click here](#) to view list of officers who are authorized to access eNotice.

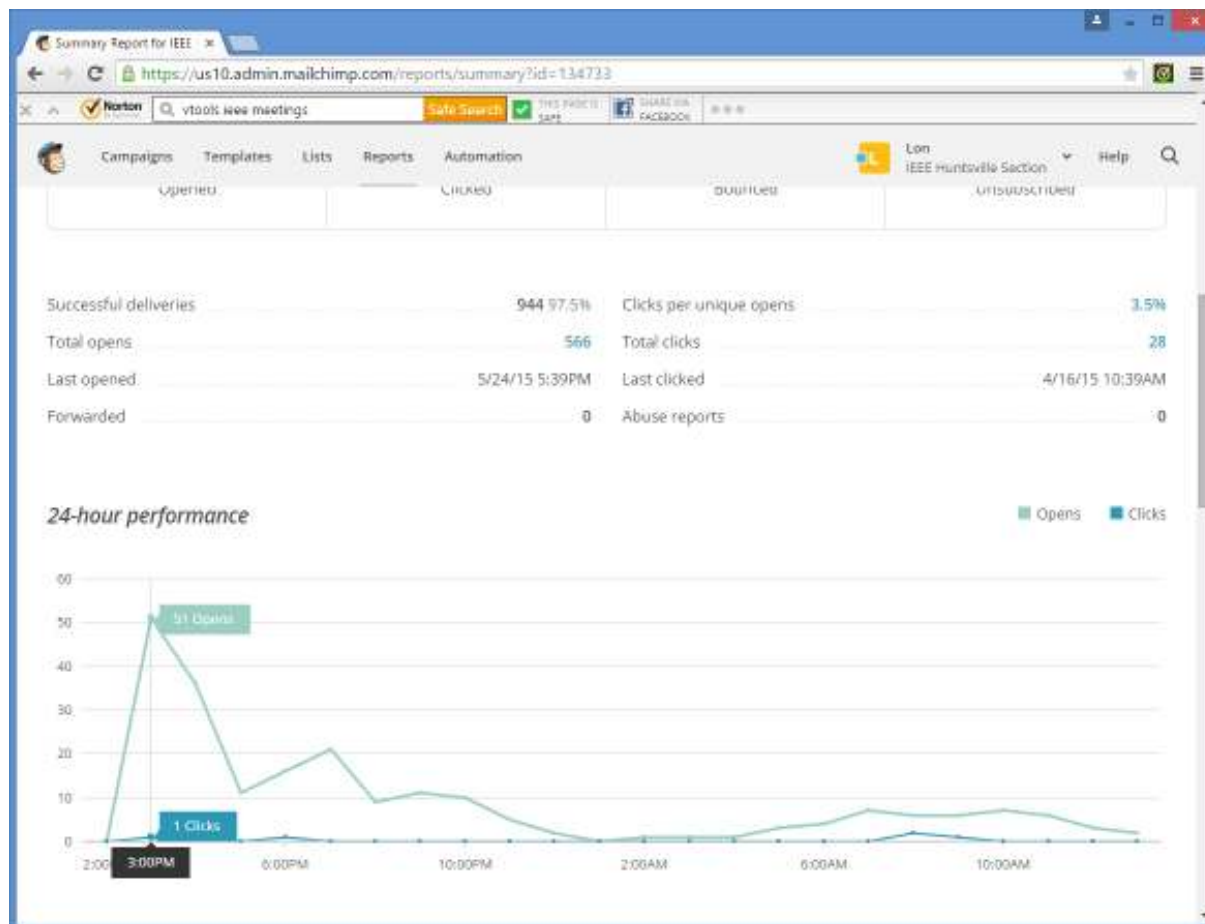
MailChimp



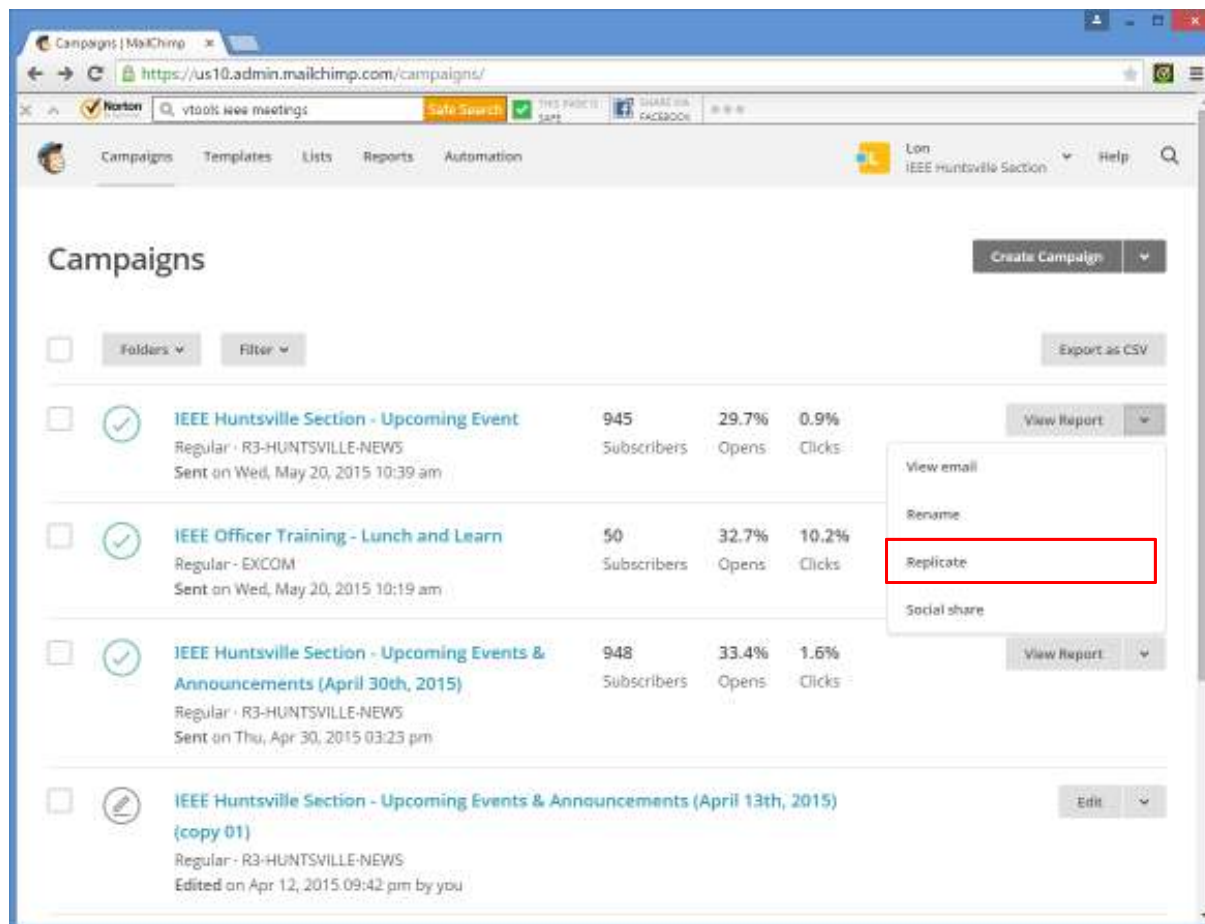
MailChimp Stats



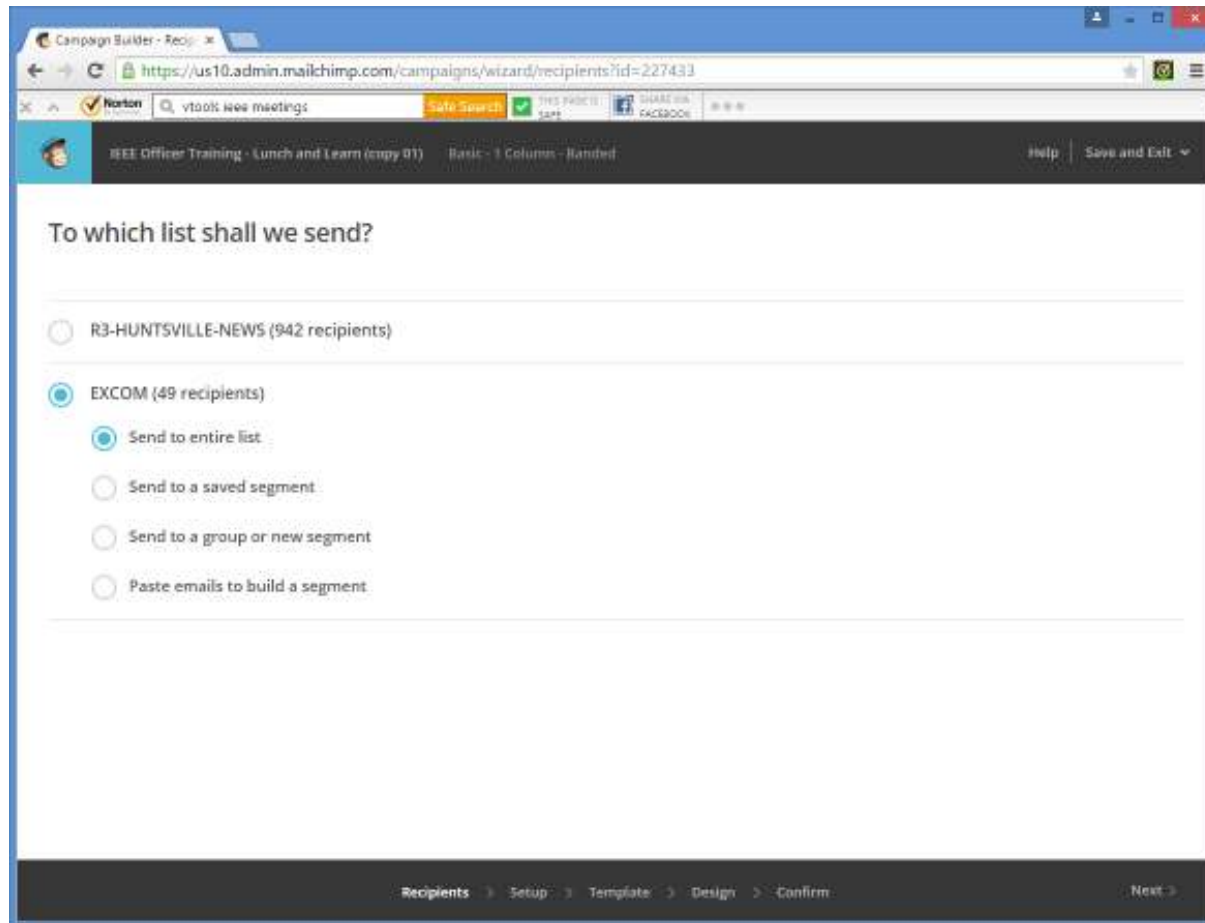
MailChimp Stats



MailChimp Copy



MailChimp Select Recipients



MailChimp Select Recipients

Campaign Builder - Setup

https://us10.admin.mailchimp.com/campaigns/wizard/setup?id=227433

IEEE Officer Training - Lunch and Learn (copy 01) Rank: 1 Column - Banded

Campaign Info

Name your campaign

IEEE Officer Training - Lunch and Learn (copy 01)

Internal use only. Ex: "Newsletter TestA"

Email subject 111 characters remaining

IEEE Officer Training - Lunch and Learn

How do I write a good subject line? • Email support

From name 88 characters remaining

Lon Brolliar

Use something subscribers will instantly recognize, like your company name.

From email address

lon.brolliar@ieee.org

Use Conversations to manage replies Paid accounts only

When enabled, we'll generate a special reply-to address for your campaign. We'll filter "out of office" replies, then thread conversations into your subscribers' profiles and display them in reports.

Personalize the "To:" field

Include the recipient's name in the message using [merge tags](#) to make it more personal and help avoid spam filters. For example, *|FNAME|* *|LNAME|* will show "To: Bob Smith" in the email instead of "To: bob@example.com". This is more personal and may help avoid spam filters.

Specify *|MERGETAGS|* for recipient name

|NAME|

Tracking

Track opens Discover who opens your campaign by tracking the number of times

eCommerce360 link tracking Track visitors to your website from your MailChimp campaigns

< Back Recipients > Setup > Template > Design > Confirm Next >

MailChimp Select Recipients

Campaign Builder - Setup

https://us10.admin.mailchimp.com/campaigns/wizard/setup?id=227433

IEEE Officer Training - Lunch and Learn (copy 01) Rank: 1 Column - Banded

Campaign Info

Name your campaign

Internal use only. Ex: "Newsletter Test#4"

Email subject 127 characters remaining

How do I write a good subject line? • Emoji support

From name 88 characters remaining

Use something subscribers will instantly recognize, like your company name.

From email address

Use Conversations to manage replies Paid accounts only

When enabled, we'll generate a special reply-to address for your campaign. We'll filter "out of office" replies, then thread conversations into your subscribers' profiles and display them in reports.

Personalize the "To:" field

Include the recipient's name in the message using [merge tags](#) to make it more personal and help avoid spam filters. For example, *|FNAME|* *|LNAME|* will show "To: Bob Smith" in the email instead of "To: bob@example.com". This is more personal and may help avoid spam filters.

Specify *|MERGETAGS|* for recipient name

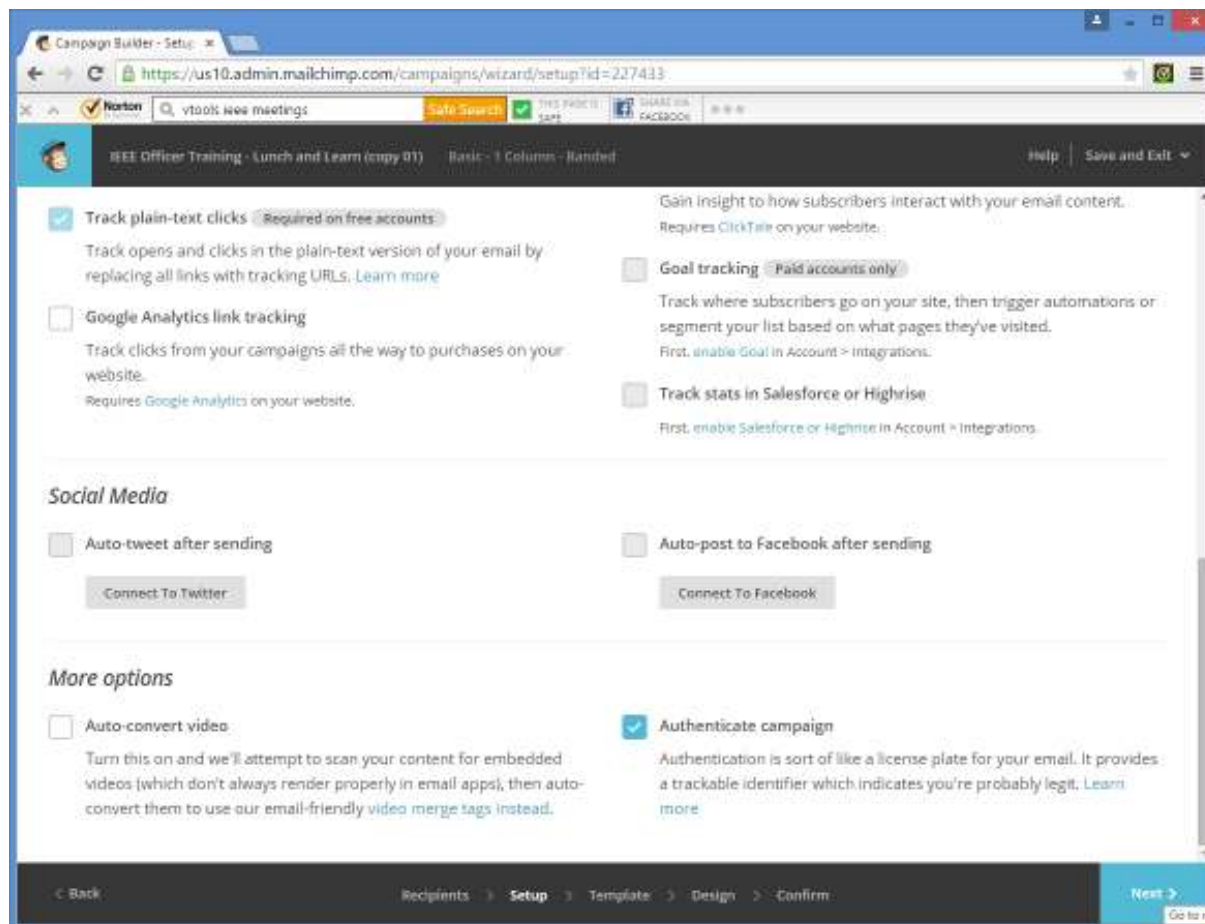
Tracking

Track opens Discover who opens your campaign by tracking the number of times

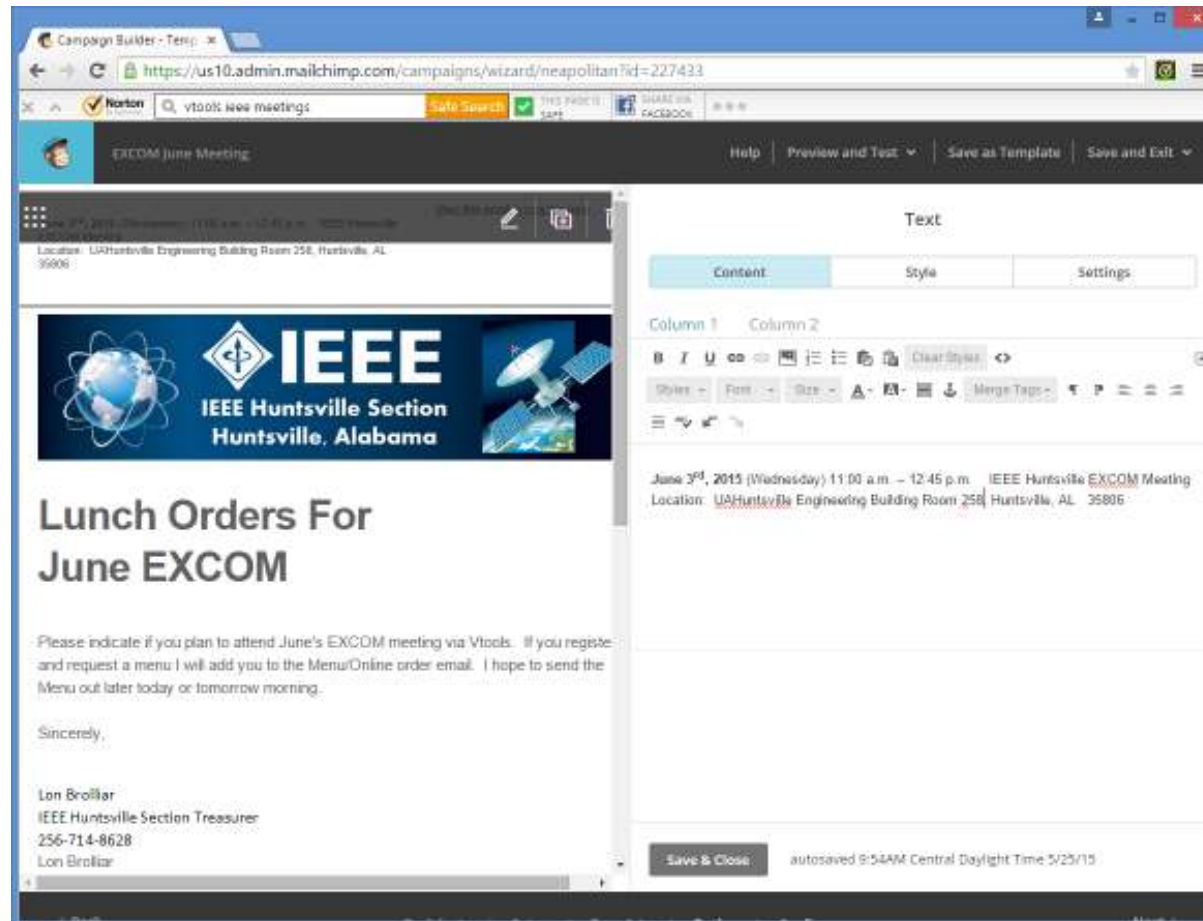
eCommerce360 link tracking Track visitors to your website from your MailChimp campaigns

< Back Recipients > Setup > Template > Design > Confirm Next >

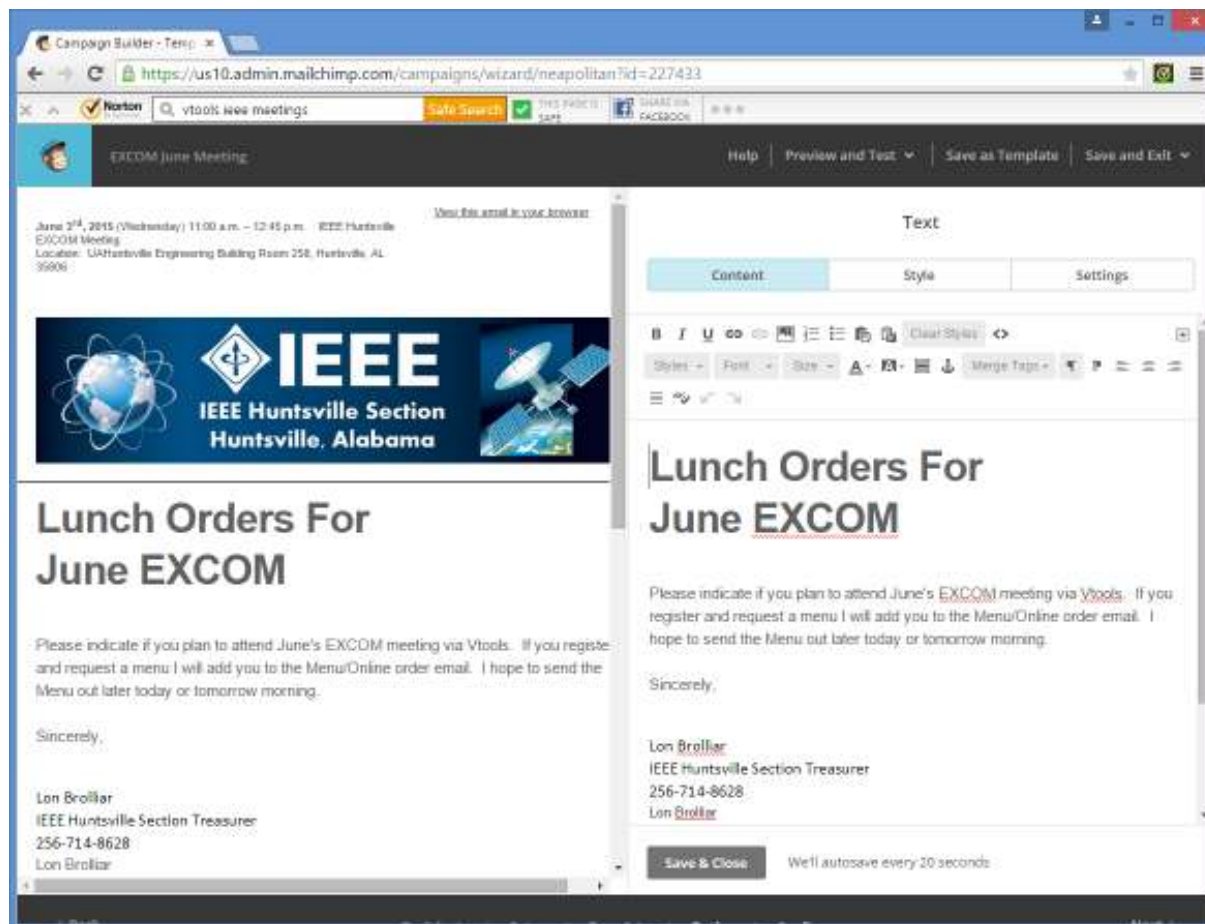
MailChimp Select Recipients



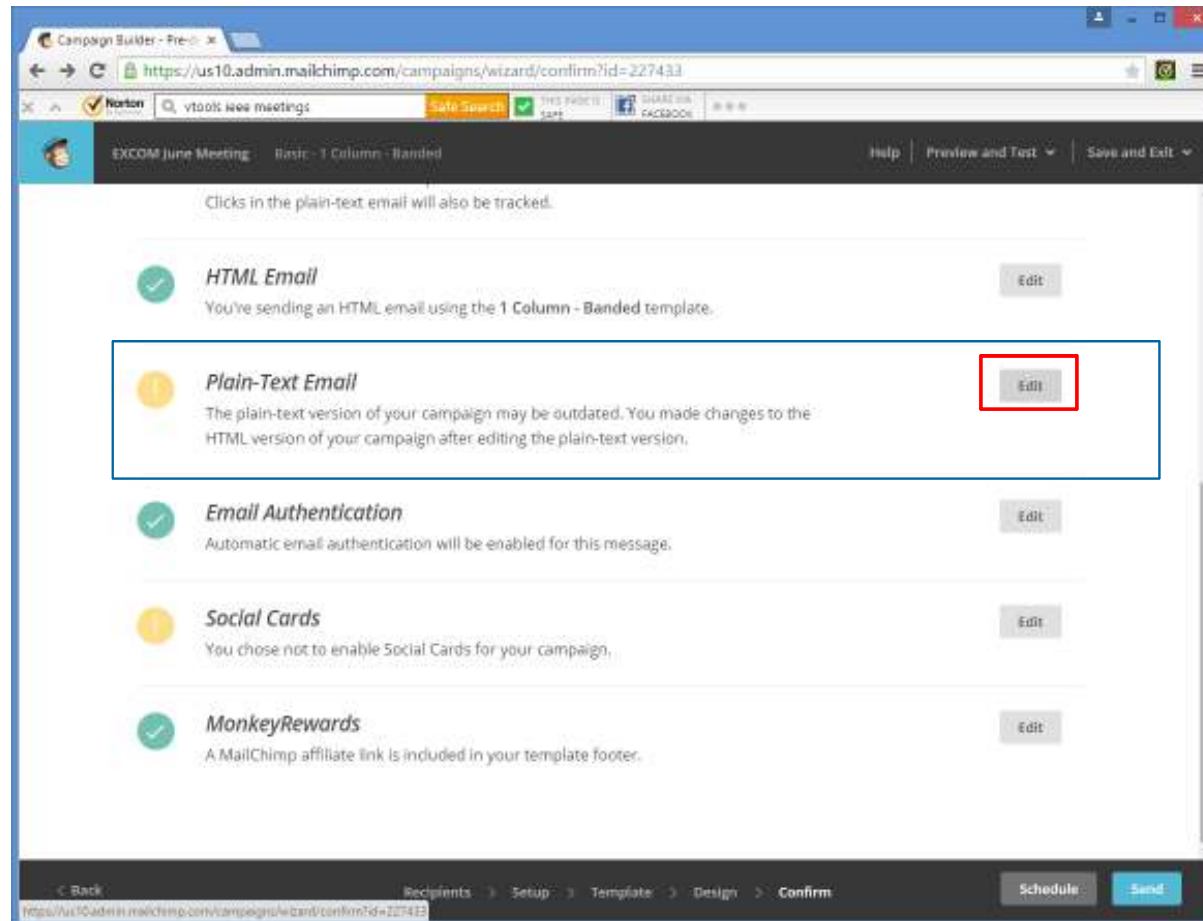
MailChimp Header



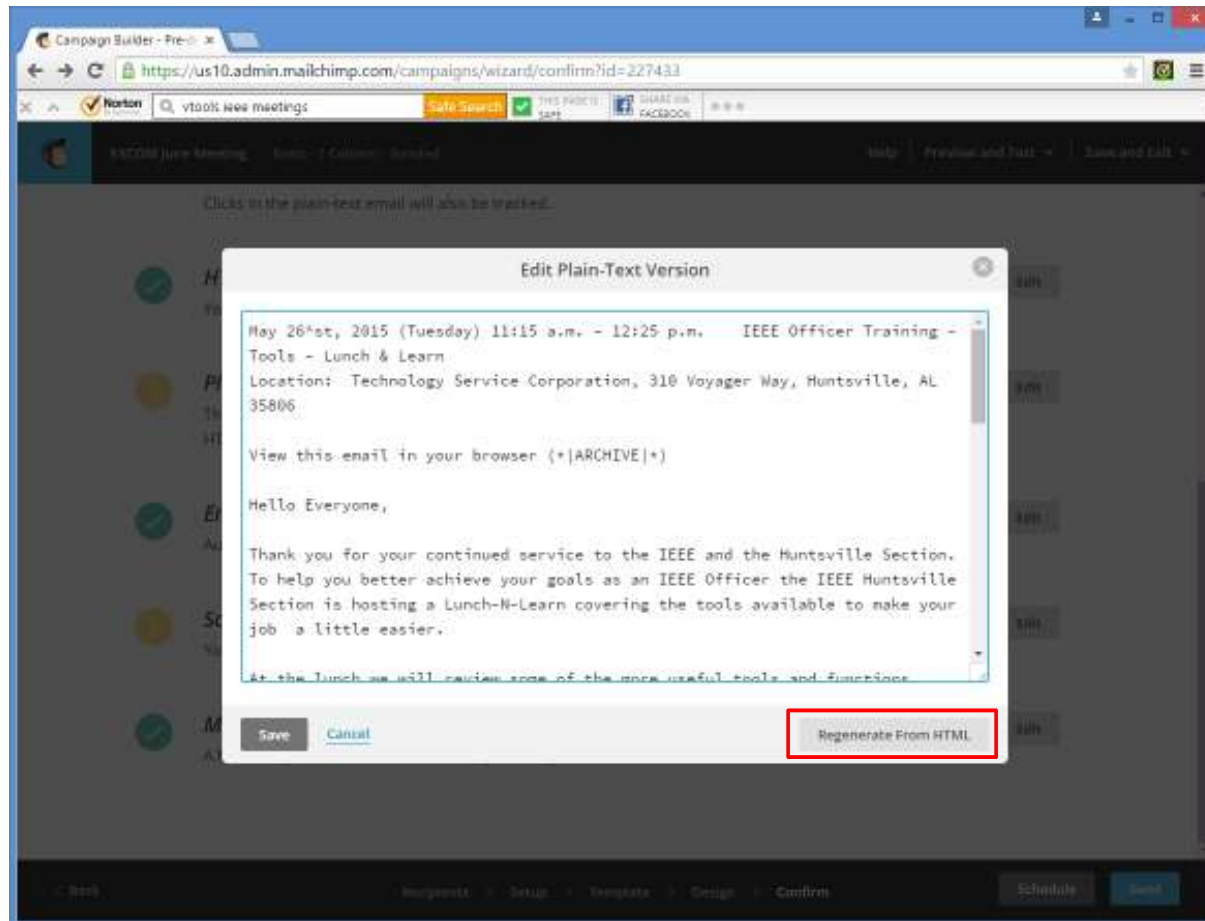
MailChimp Message Body



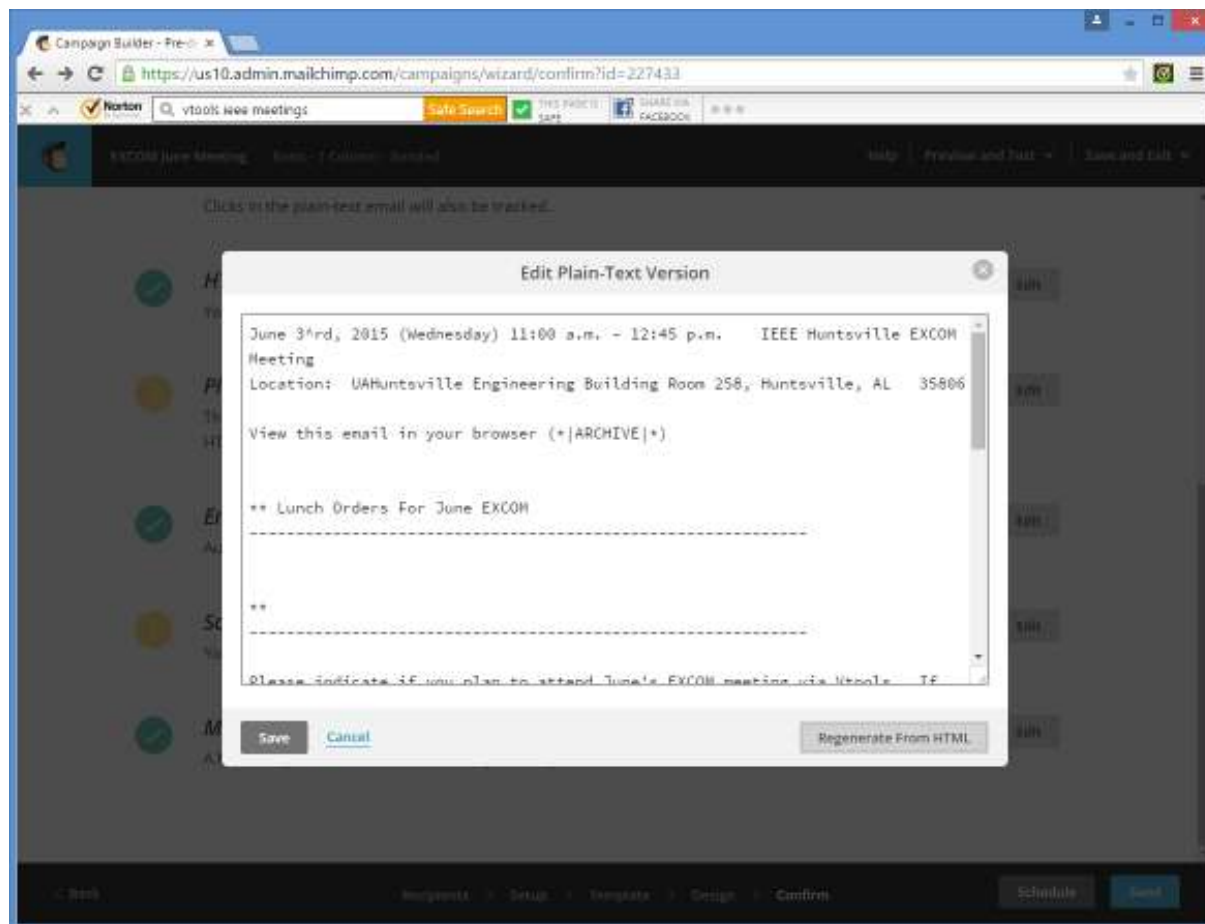
MailChimp Plain Text



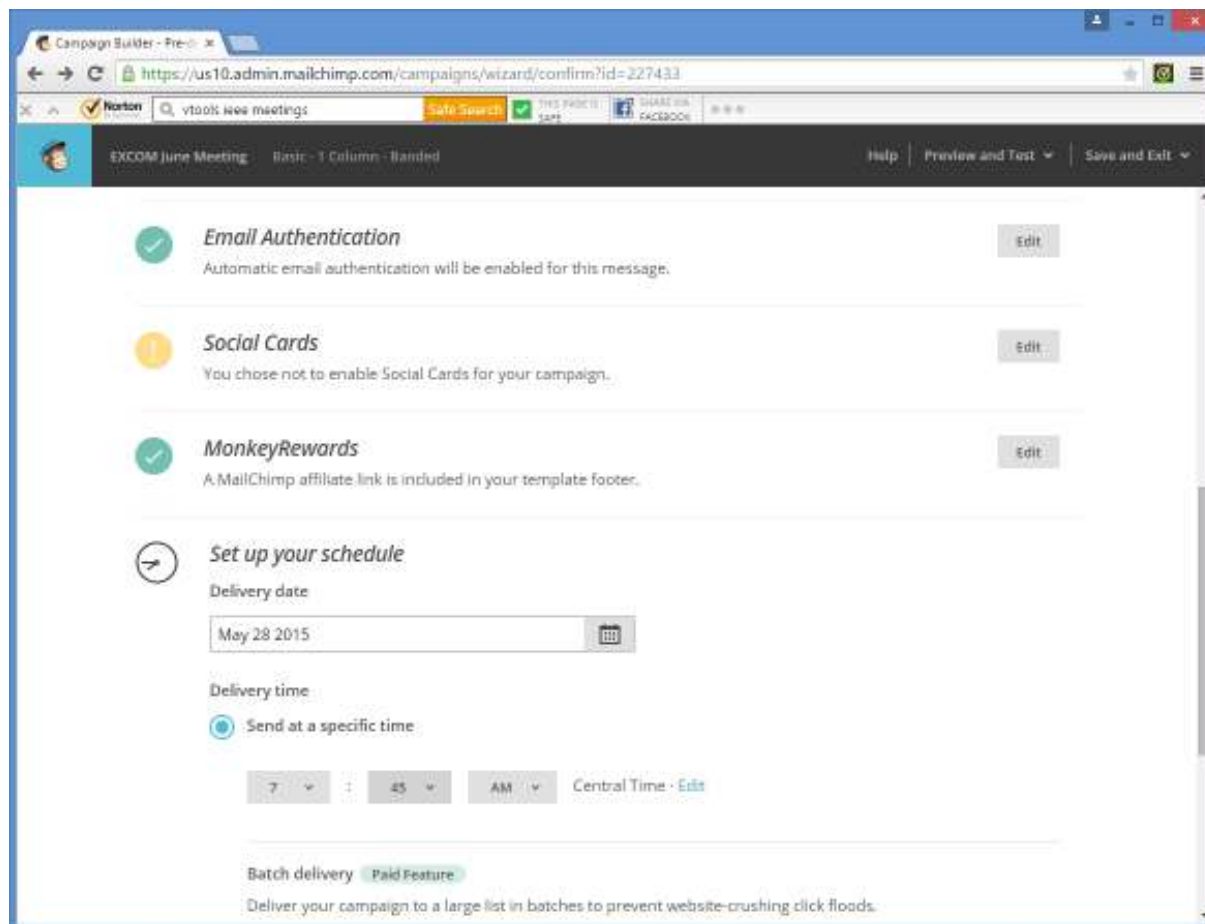
MailChimp Plain Text



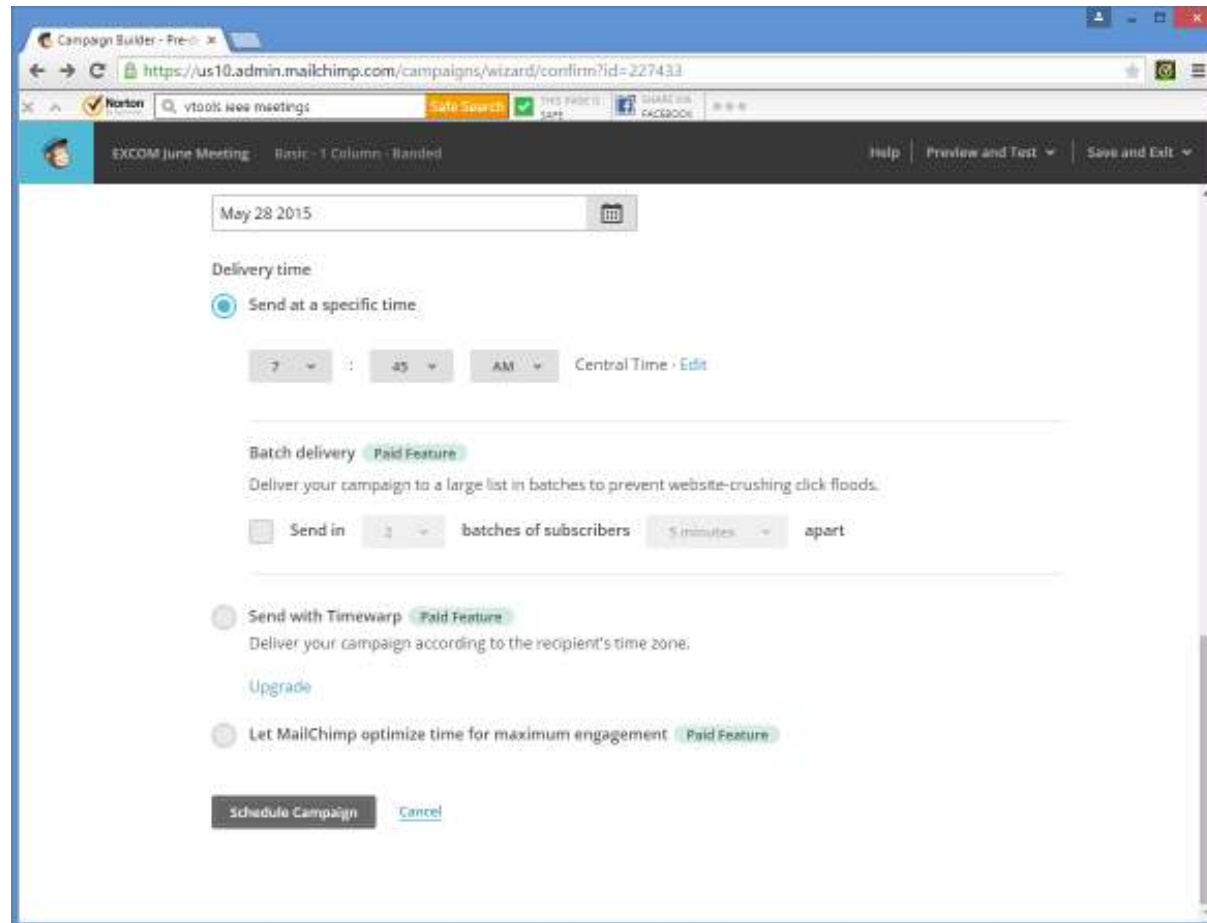
MailChimp Plain Text



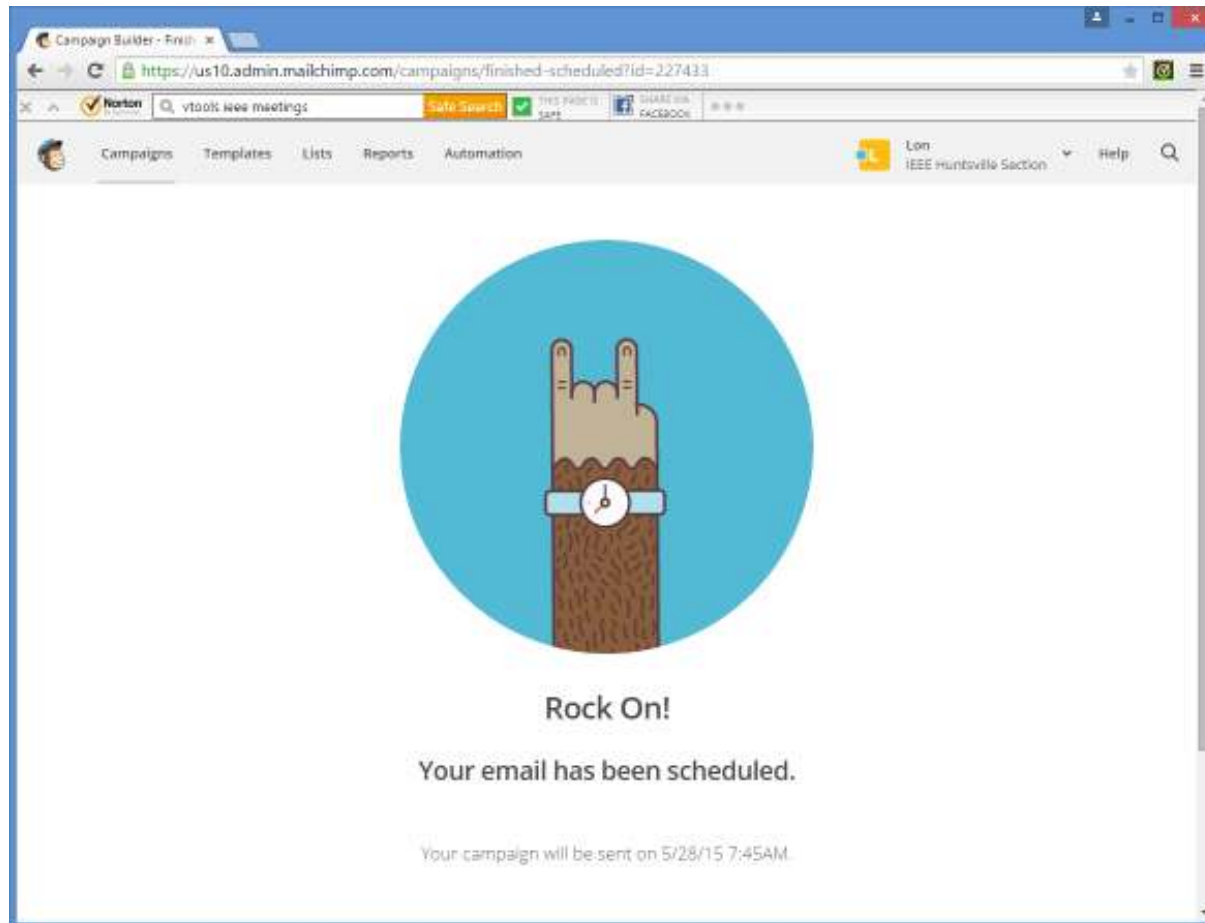
MailChimp Message Scheduling



MailChimp Message Scheduling



MailChimp Message Scheduled



MailChimp Campaigns

The screenshot displays the MailChimp Campaigns page. The browser address bar shows the URL <https://us10.admin.mailchimp.com/campaigns/>. The page title is "Campaigns | MailChimp". The navigation menu includes "Campaigns", "Templates", "Lists", "Reports", and "Automation". The user profile is "Lon IEEE Huntsville Section".

The main content area is titled "Campaigns" and features a "Create Campaign" button. Below this, there are filters for "Folders" and "Filter", and an "Export as CSV" button. The campaign list includes:

- EXCOM June Meeting (Scheduled) - Regular - EXCOM - Scheduled for Thu, May 28, 2015 07:45 am
- IEEE Huntsville Section - Upcoming Event (945 Subscribers, 29.7% Opens, 0.9% Clicks) - Regular - R3-HUNTSVILLE-NEWS - Sent on Wed, May 20, 2015 10:39 am
- IEEE Officer Training - Lunch and Learn (50 Subscribers, 32.7% Opens, 10.2% Clicks) - Regular - EXCOM - Sent on Wed, May 20, 2015 10:19 am
- IEEE Huntsville Section - Upcoming Events & Announcements (April 30th, 2015) (948 Subscribers, 33.4% Opens, 1.6% Clicks) - Regular - R3-HUNTSVILLE-NEWS - Sent on Thu, Apr 30, 2015 03:23 pm
- IEEE Huntsville Section - Upcoming Events & Announcements (April 13th, 2015) (Edit)