Making the most of IEEE vTools

Vera Lee Sharoff

4 August 2014

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Agenda

- vTools Overview
- New eNotice application
- vTools meetings: enabling meeting registration for chapters
- vTools Voting
- Section Vitality Dashboard and how it can be used for Chapters
- Q/A

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vTools Overview

vTools Overview

- vTools are simply Volunteer tools
- Conceived by MGA volunteers and sponsored by IEEE MGA and IEEE IT
  - Toolbox is intended to simplify administration by offering web based applications to manage volunteer activities.
  - Some are “home grown” (Meetings, Voting, Officer Reporting, WebInABox)
  - Some are commercial (WebEx, Surveys)

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http://vtools.ieee.org

http://sites.ieee.org/vtools/products/

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.WebInABox
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.

Section Vitality Dashboard

The Section Vitality Dashboard: Provides a monitoring tool for use by section leaders that provides real-time, top-down status view of their section vitality metrics and key activities.

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vTools eNotice

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New: eNotice Web Application

- eNotice Web application will replace existing form for most eNotice submissions*
- Provides a content management system to create, save and submit requests
- Pilot link has been added to the existing eNotice web page
- Chapter Chairs have automatic access. Others can be easily added as “eNotice Coordinators”
  - Send an email request to vtools@ieee.org

* Conferences coming in a later phase

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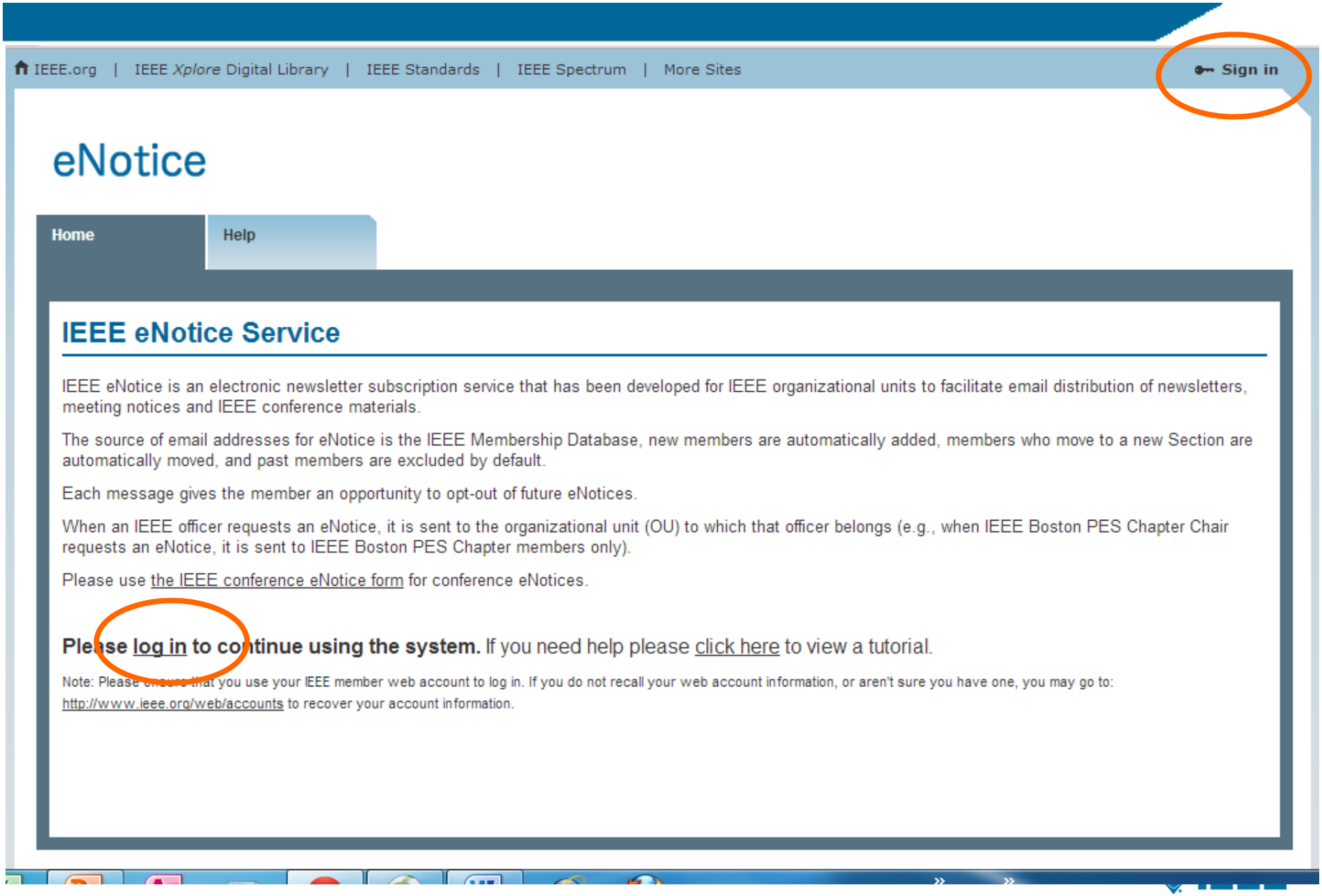

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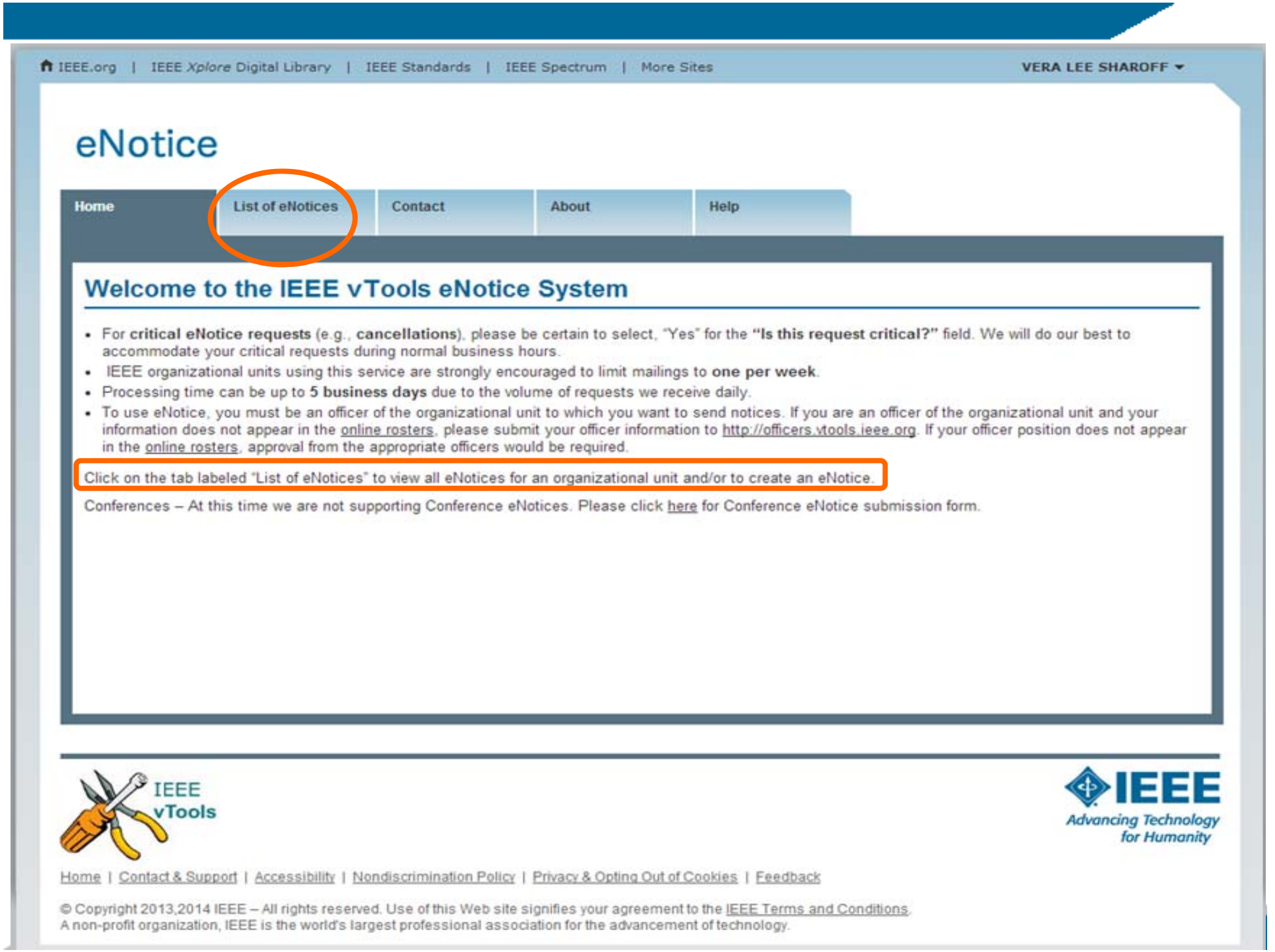
IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites
VERA LEE SHAROFF
eNotice
Home
List of eNotices
Contact
About
Help
Welcome to the IEEE vTools eNotice System
For critical eNotice requests (e.g., cancellations), please be certain to select, "Yes" for the "Is this request critical?" field. 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, please submit your officer information to http://officers.vtools.ieee.org. If your officer position does not appear in the online rosters, approval from the appropriate officers would be required.
Click on the tab labeled "List of eNotices" to view all eNotices for an organizational unit and/or to create an eNotice.
Conferences – At this time we are not supporting Conference eNotices. Please click here for Conference eNotice submission form.
IEEE vTools
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Home | Contact & Support | Accessibility | Nondiscrimination Policy | Privacy & Opting Out of Cookies | Feedback
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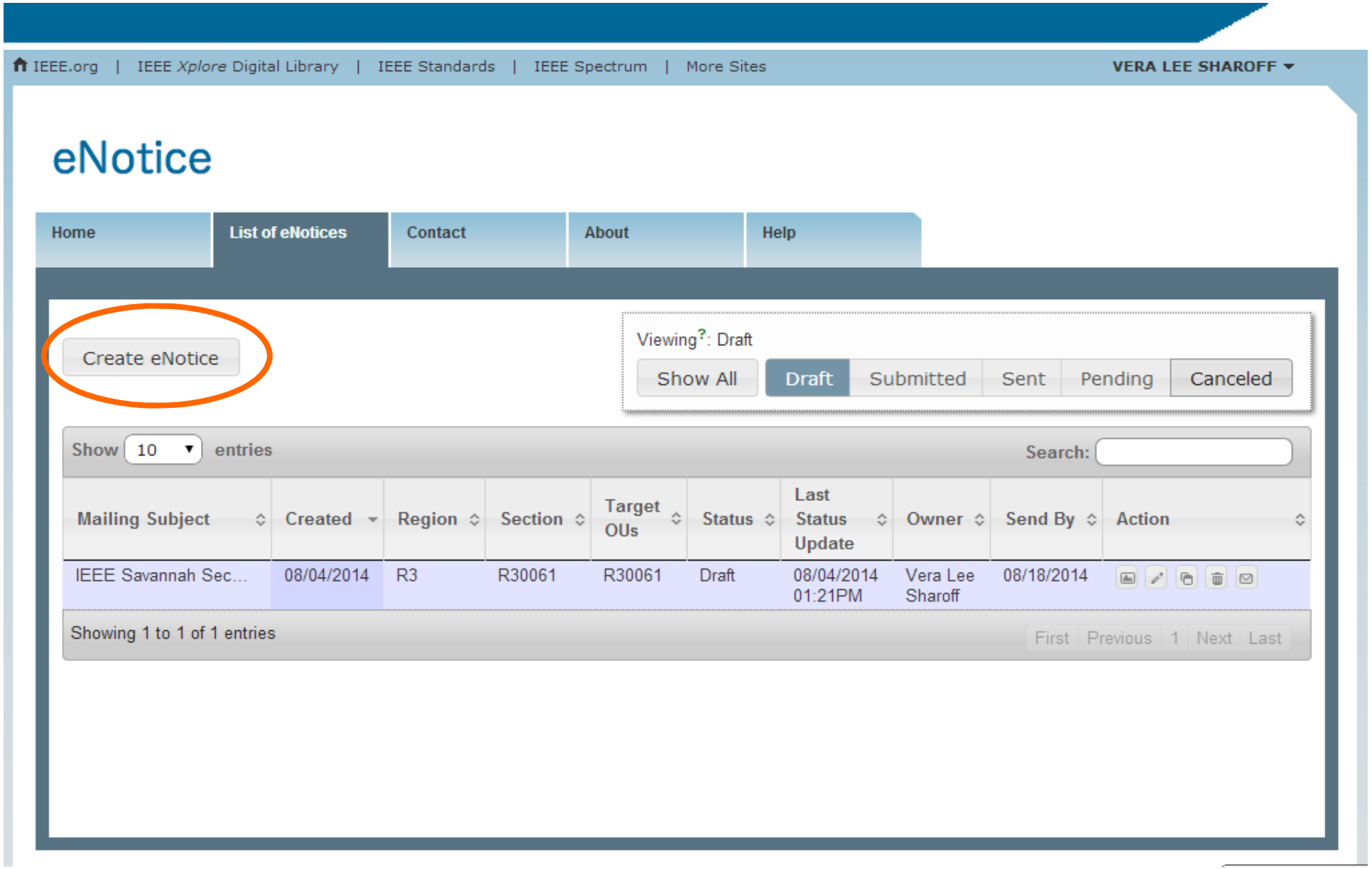
A non-profit organization, IEEE is the world's largest professional association for the advancement of technology.



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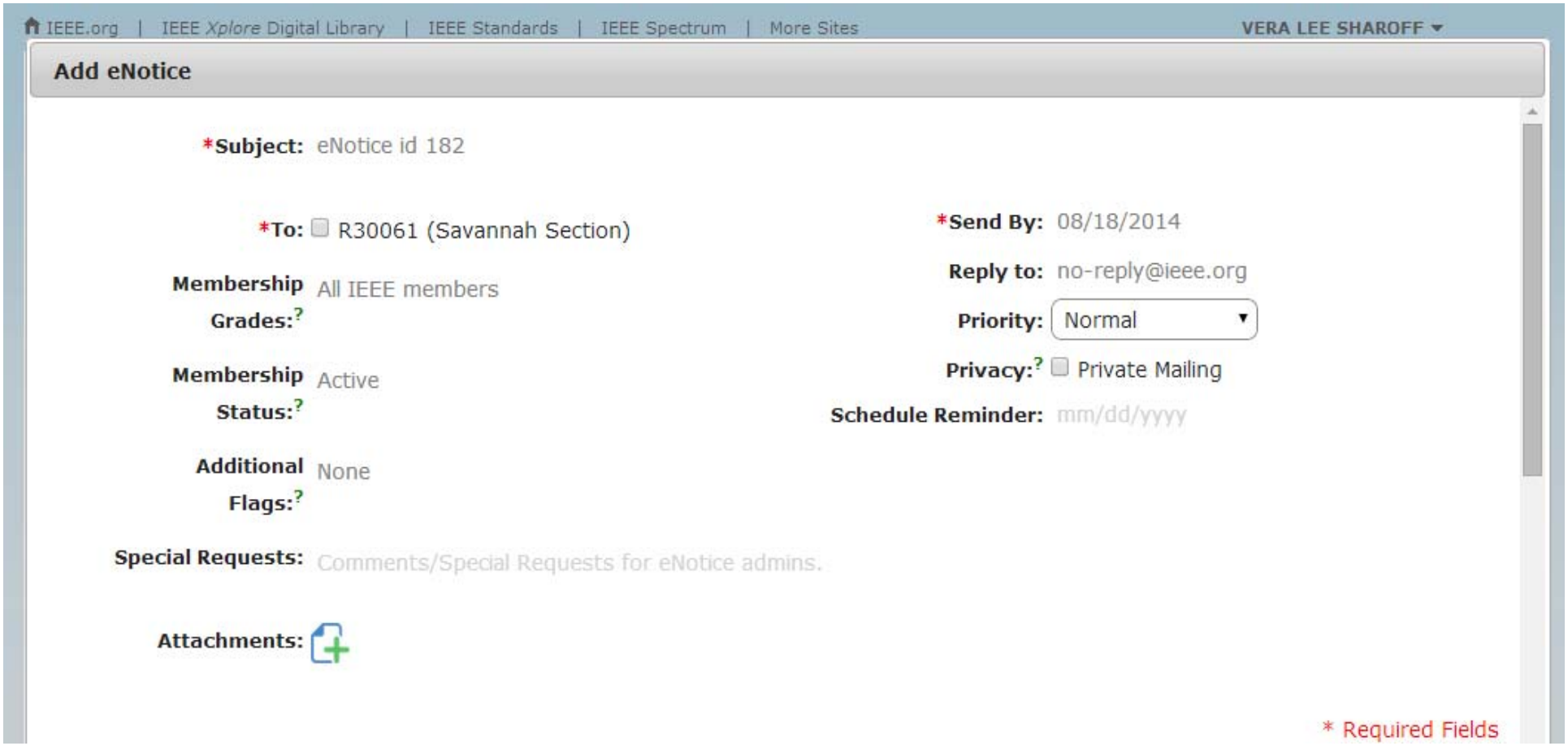

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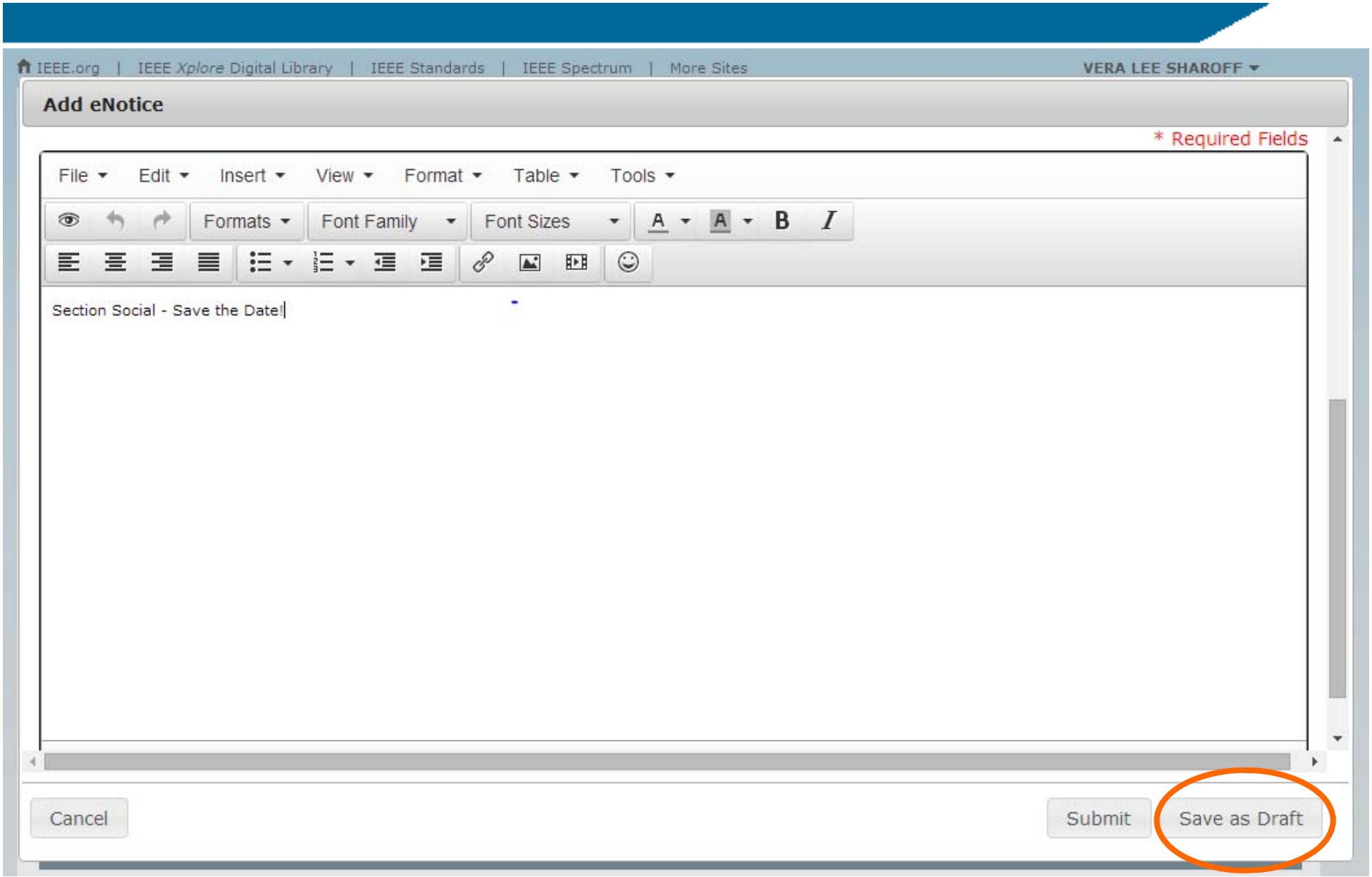

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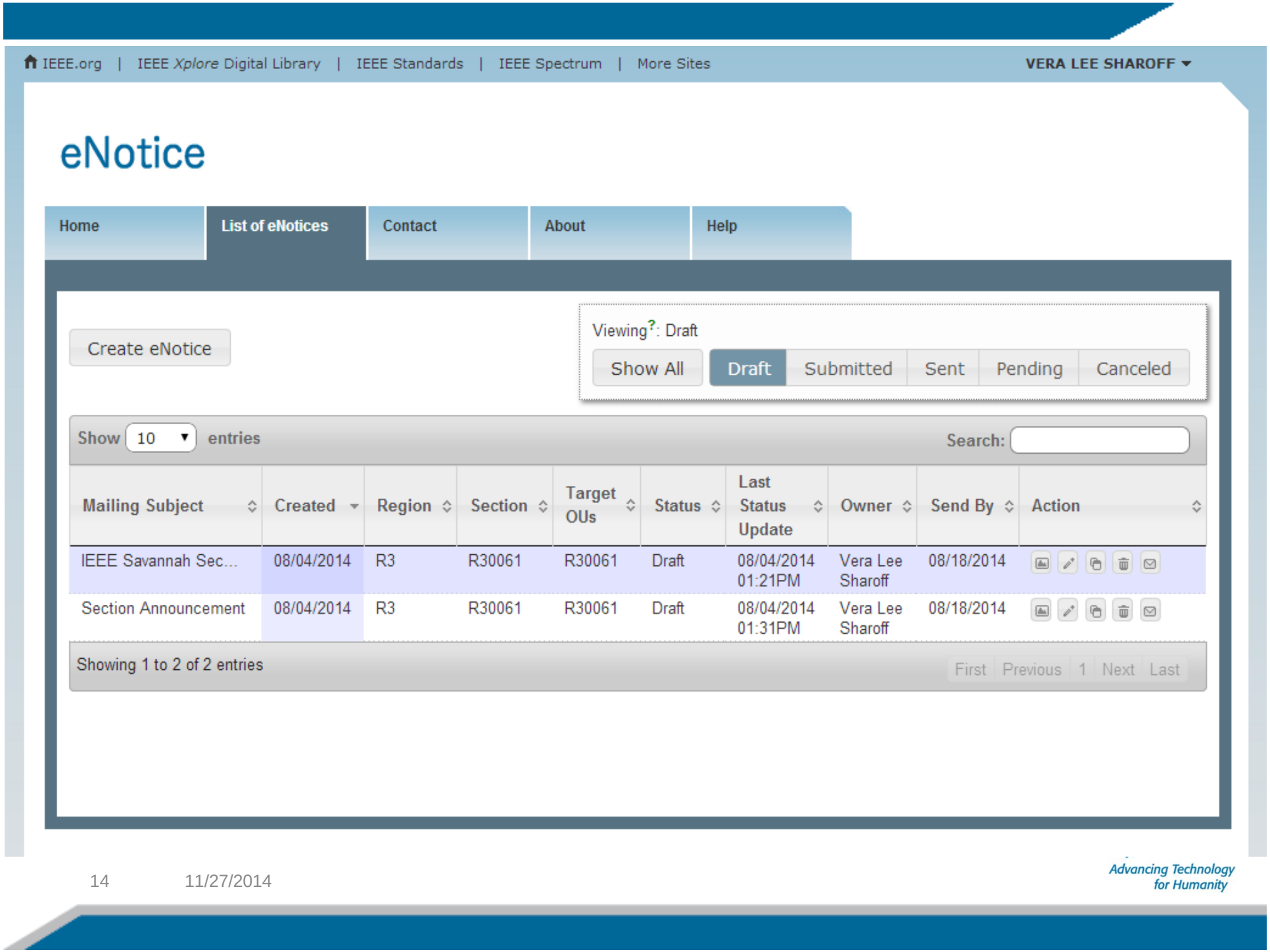

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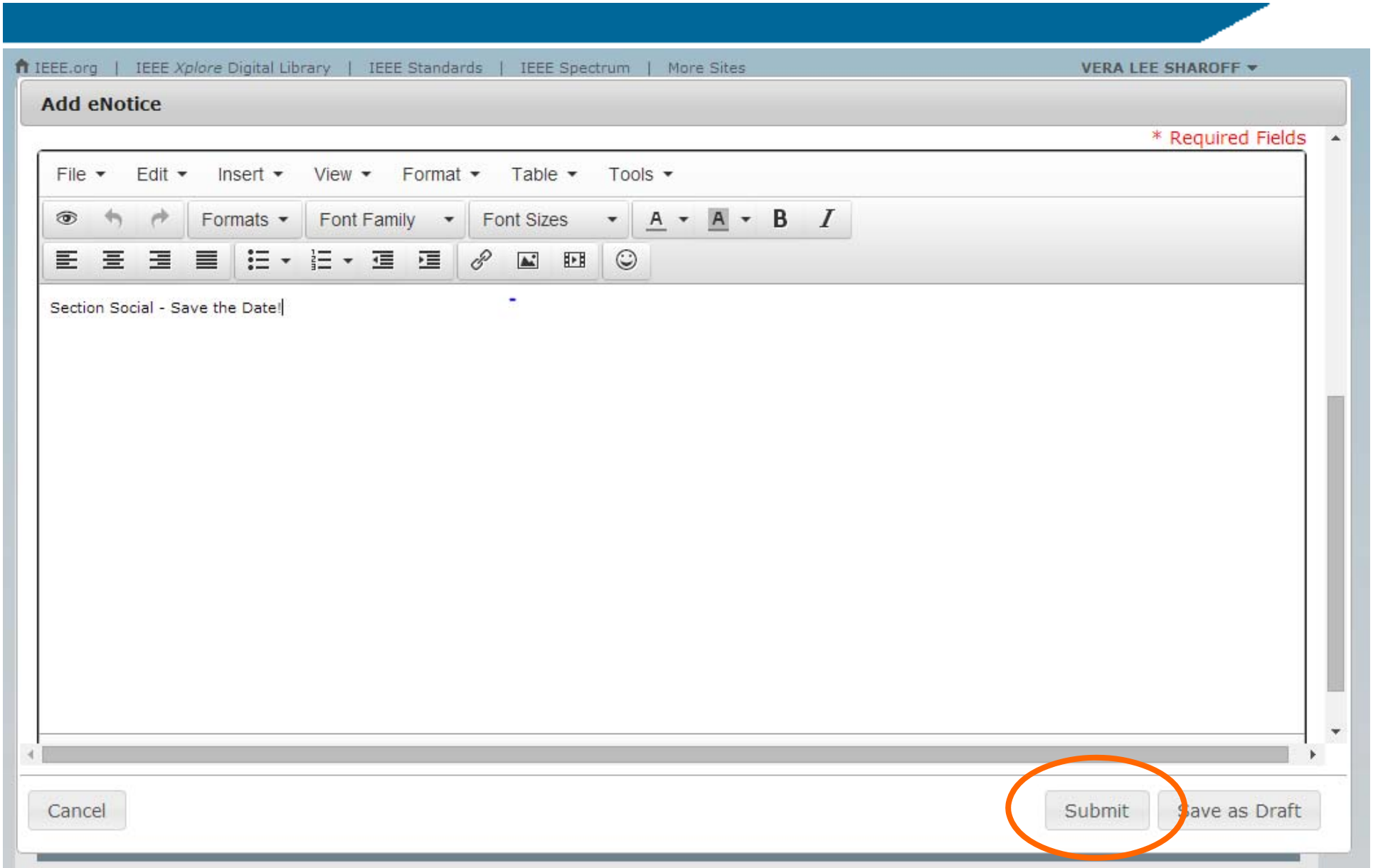

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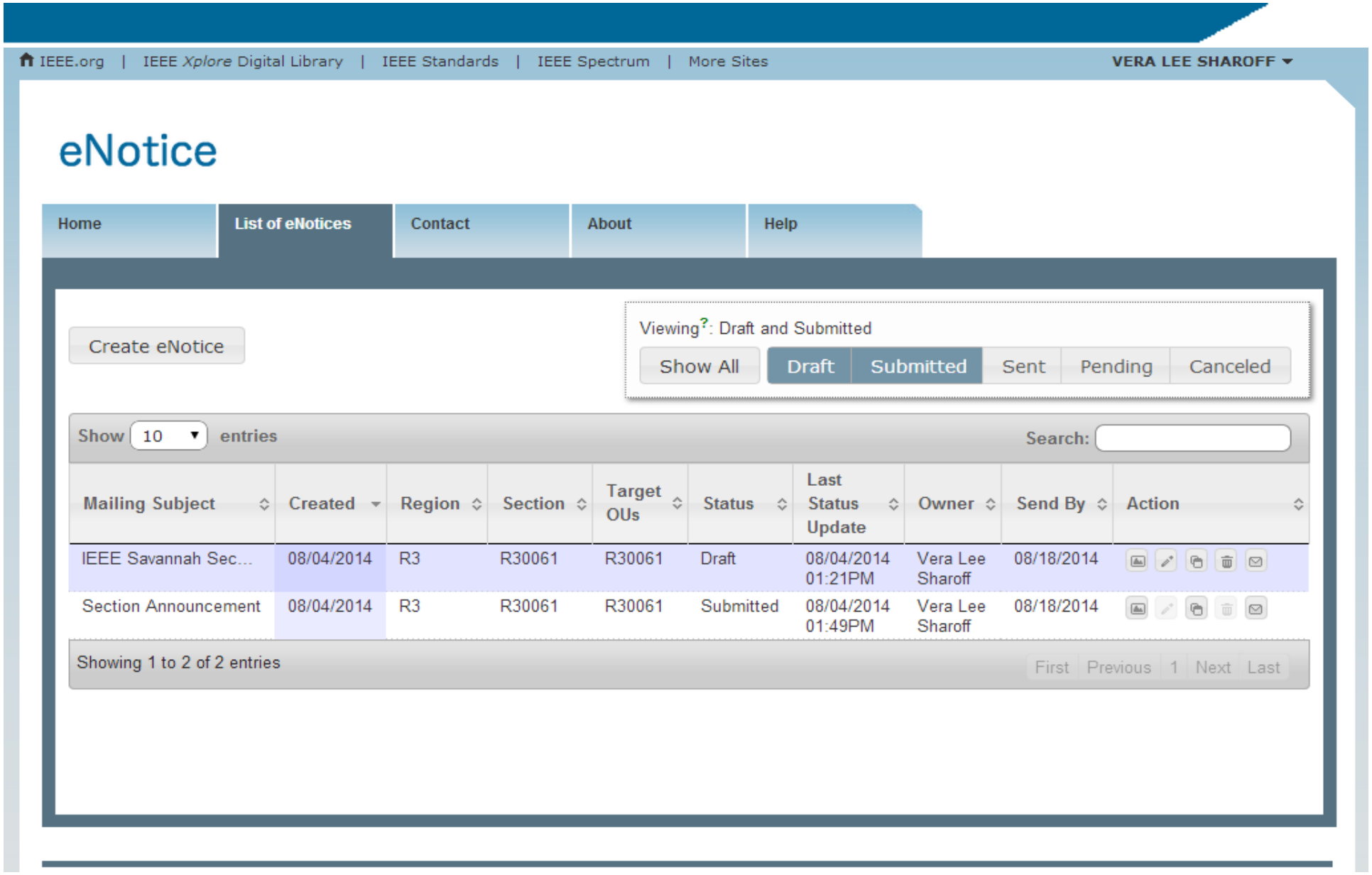

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vTools eNotice

- The eNotice is processed by staff using the IEEE Campaign tool
- Once the emailing is complete, the status will change to “Sent”

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vTools Meetings

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Meetings

Welcome to the IEEE vTools Meeting System

Please select from the following options:

About the vTools Meeting System

Find Meetings

Log in (vTools use IEEE Web Accounts as credentials -- update/create Web Account)

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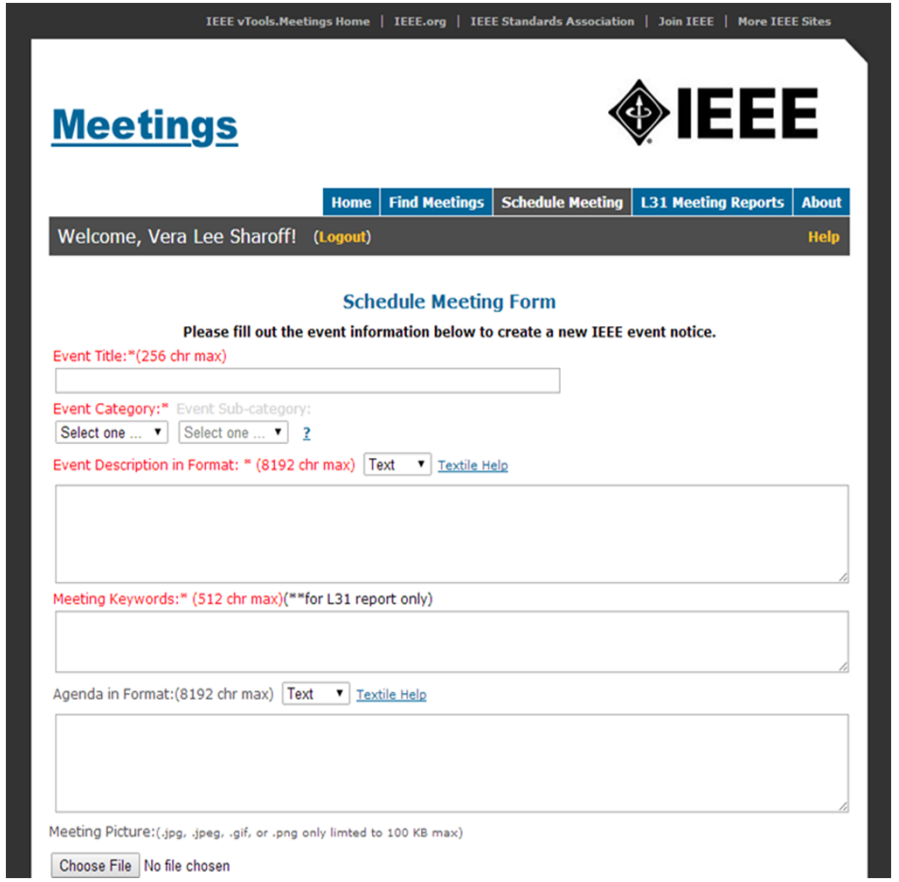
vTools Meetings

- Use Meetings for L31 (98% Sections)
- Use Meetings to schedule an upcoming meeting



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vTools Meetings

- Automatic feeds into myIEEE, WebInABox, WordPress (coming by end of September) and the upcoming Professional Collaboration project

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IEEE.org | IEEE Xplore Digital Library | IEEE Standards Association | Spectrum Online | More IEEE Sites

myIEEE
Your Personalized Portal to IEEE

Hello, Vera Lee | Account Alerts | My Account | Help | Log Out

IEEE

myDesktop | Volunteer beta | Knowledge | Community | Profession

Online | Who's Online? | myProfile

Last Name, First Name | memberNet | Search

myNetworks

Section
- Savannah Section

Memberships
- IEEE Communications Society Membership

Technical Interests
- Communications And Policies
- General Writing And Editing Techniques
- Electromagnetic Theory

Employer
- IEEE

Student/Alumni
- Harvard Univ
- Providence College

Geography
- R3 -Southeastern USA
- USA

Member-Get-A-Member

Know someone who might be interested in being a member of IEEE? The Member-Get-A-Member program rewards you for recruiting new members!

Invite a friend or colleague to join IEEE

IEEE - Savannah Section

mySection | Meetings | Who's New | Grade Elevations

Post Meeting

No meetings are currently available.

Global Section Activities

03 Sep 2014
September SEM Executive Committee Teleconference Meeting (03 Sep 2014)

03 Sep 2014
September IEEE/EMC Society Chapter Meeting - DL (03 Sep 2014)

IEEE memberNet Spotlight

Massimo Trojani
Member
IT
Italy Section
Launch Full Profile

Education: Master Degree in Electronic Engineering - University of Ancona, 1987 Summary of Experience: In 1980 he co-founded the company Halley Informatica Matelica for production, sales and maintenance of complete computer systems (HW & SW) for business applications, based on DEC PDP11 and Mostek 6502 processors. Its main role was to direct R&D department to develop, on the first, computer hardwa...

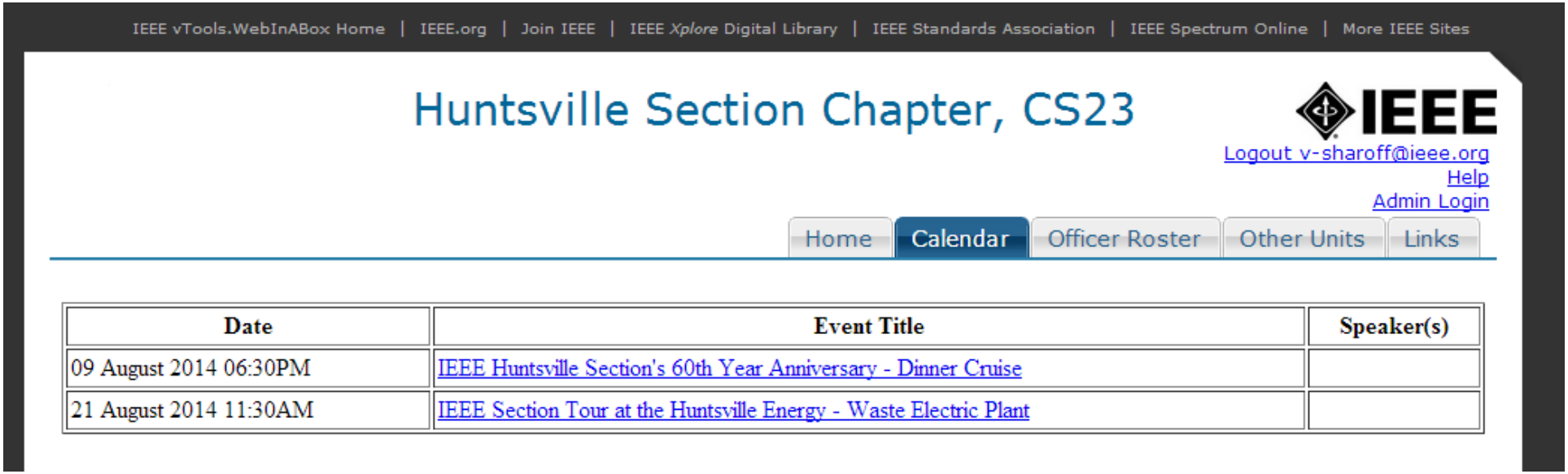
IEEE memberNet

Opt-in your profile today to connect with IEEE members worldwide

Opt-In Preferences

Advanced Search

vTools WebInABox Meetings feed



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vTools Meetings

- If you use vTools Meetings to schedule an upcoming meeting, then almost all of the work is complete for the L31.
- Simply add attendance numbers and you're done.

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vTools Meeting Categories

- We have also added more categories to identify the type of meeting:

Technical
Professional
Non Technical
Administrative

Technical
Professional
- Professional Development
- Continuing Education
- Industry Relations

Administrative
- Volunteer Training
- EXCOM meetings

Non Technical
- Social
- Awards
- Pre University Activities

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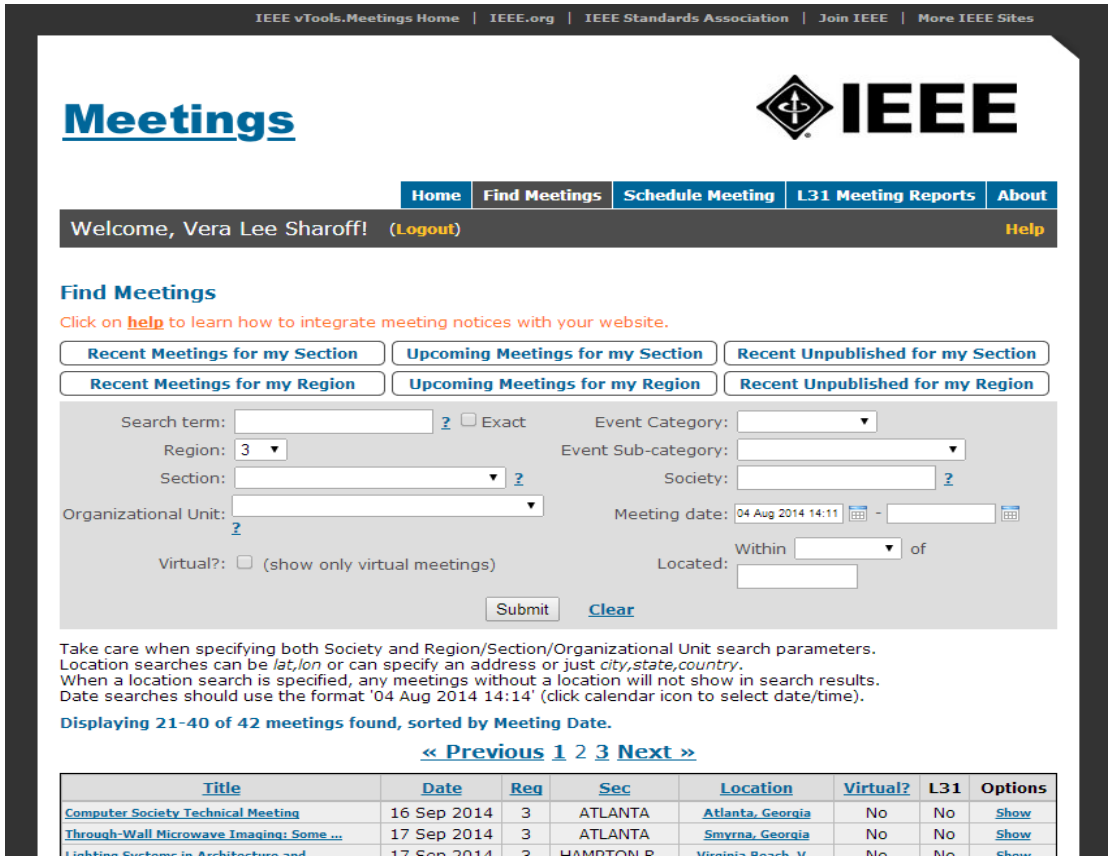
Find Meetings

- Actively working to promote the use of the "Find Meetings" feature in vTools.Meetings



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Find Meetings: Distance Selection

Organizational Unit: ▼
?

Meeting date: 04 Aug 2014 14:11 -

Virtual?: (show only virtual meetings)

Located: Within 10 miles ▼ of Boston

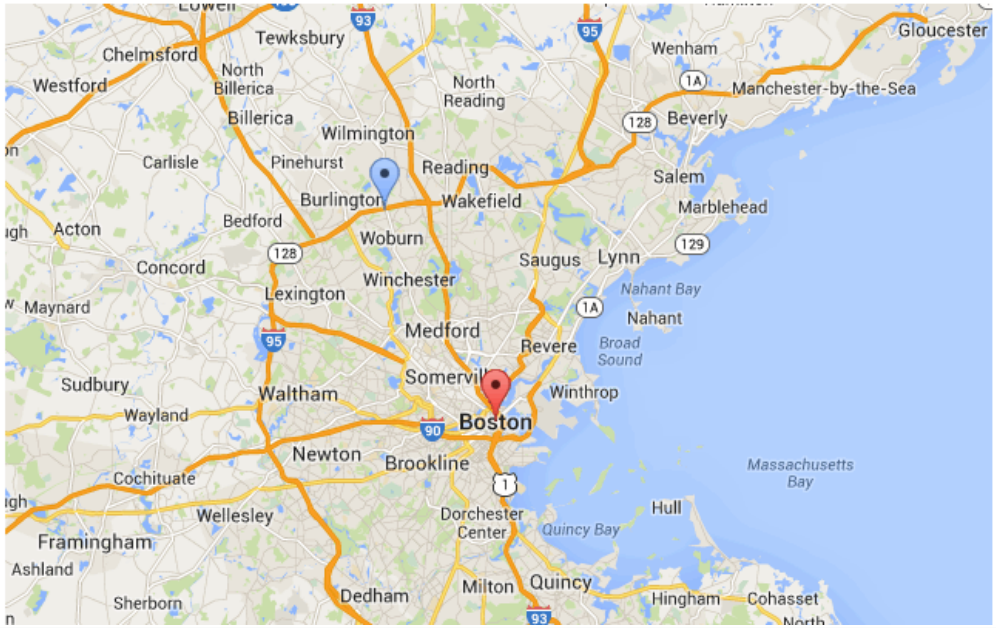
Submit Clear

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 '04 Aug 2014 14:29' (click calendar icon to select date/time).

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

Title	Date	Reg	Sec	Location	Virtual?	Distance	L31	Options
IEEE Boston Section Executive Committ...	18 Aug 2014	1	BOSTON	Woburn, Massachus...	No	10.82 miles	No	Show

Download results as CSV



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vTools Meetings

- Meetings for registration?
  - now supports chapters deposit to chapter concentration banking account*
  - New Short URL is provided to the meeting description to allow you add a link to your website or eNotice

https://meetings.vtools.ieee.org/m/27547

* Requires chapter concentration banking account

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Meetings

Boston

Welcome, Vera Lee Sharoff! (Logout)

IEEE Boston Section Executive Committee Meeting - August 18, 2014

The next IEEE Boston Section Executive Committee meeting will
held on Monday, August, 2014 at 6:00PM at the Crowne Plaza, 15 Middlesex Canal Park Road, Woburn, MA.

Location:
Building: Crowne Plaza
15 Middlesex Canal Park
Woburn, Massachusetts
United States 01801

Date: 18-August-2014
Time: 06:00PM to 08:00PM (2.00 hours) **All times are:** US/Eastern

Add Meeting to Calendar

Email meeting contact... Contact Linda or Bob Alongi at r.alongi@ieee.org

No Admission Charge.

Click Here to Register

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vTools Voting

vTools Voting

- Enables online officer elections for Sections, Chapters and Affinity Groups
  - Functionality recently expanded to accommodate Technical Committees and Technical Councils
  - As of the end of August, the voter list will be created automatically

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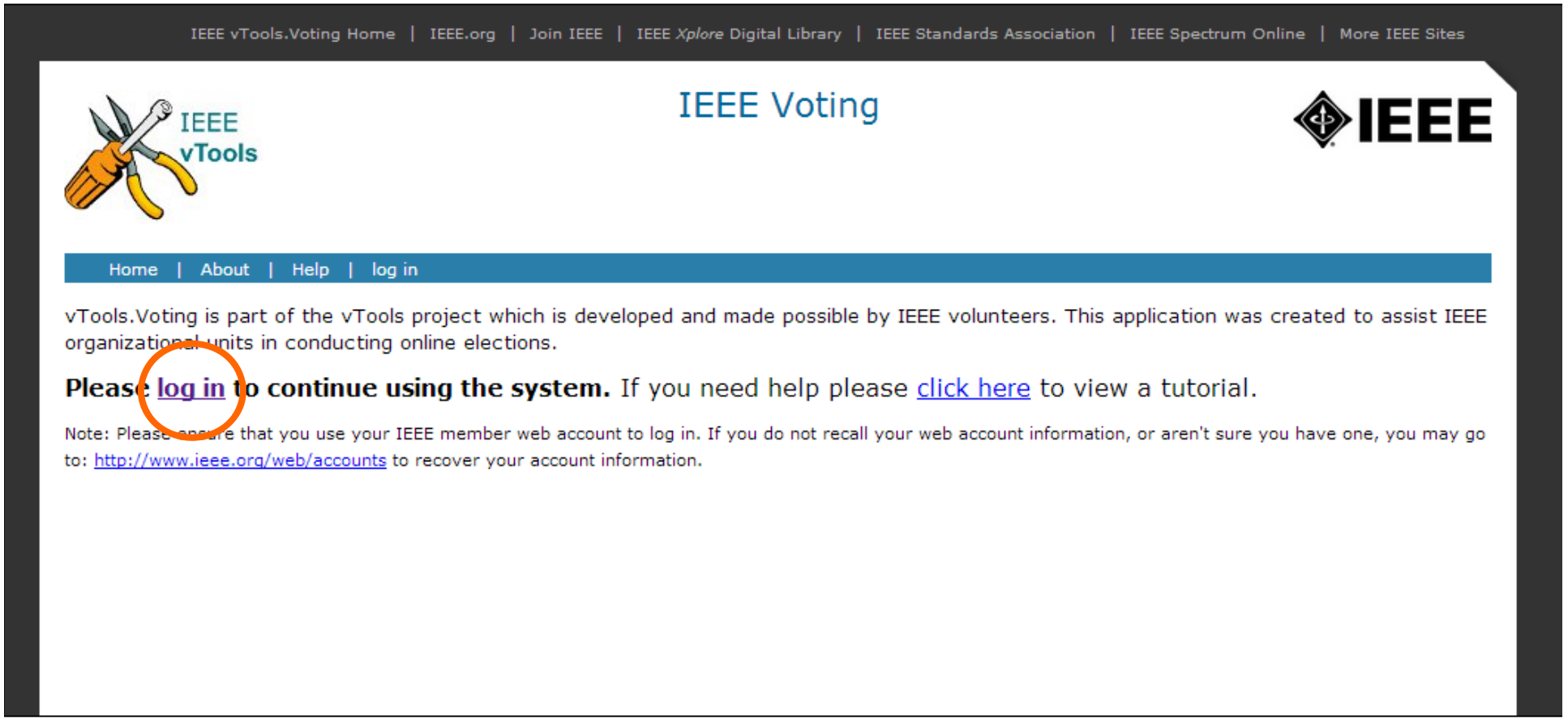
vTools Voting



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IEEE vTools

Ballot Dashboard

IEEE

New Ballot

Select organization: Dallas Section Chapter, EMC27

Choose template: Do not use template

Create

If you do not see the organizational unit listed, please contact us at: vtools-voting@ieee.org for further assistance. Thank you.

Active Ballots

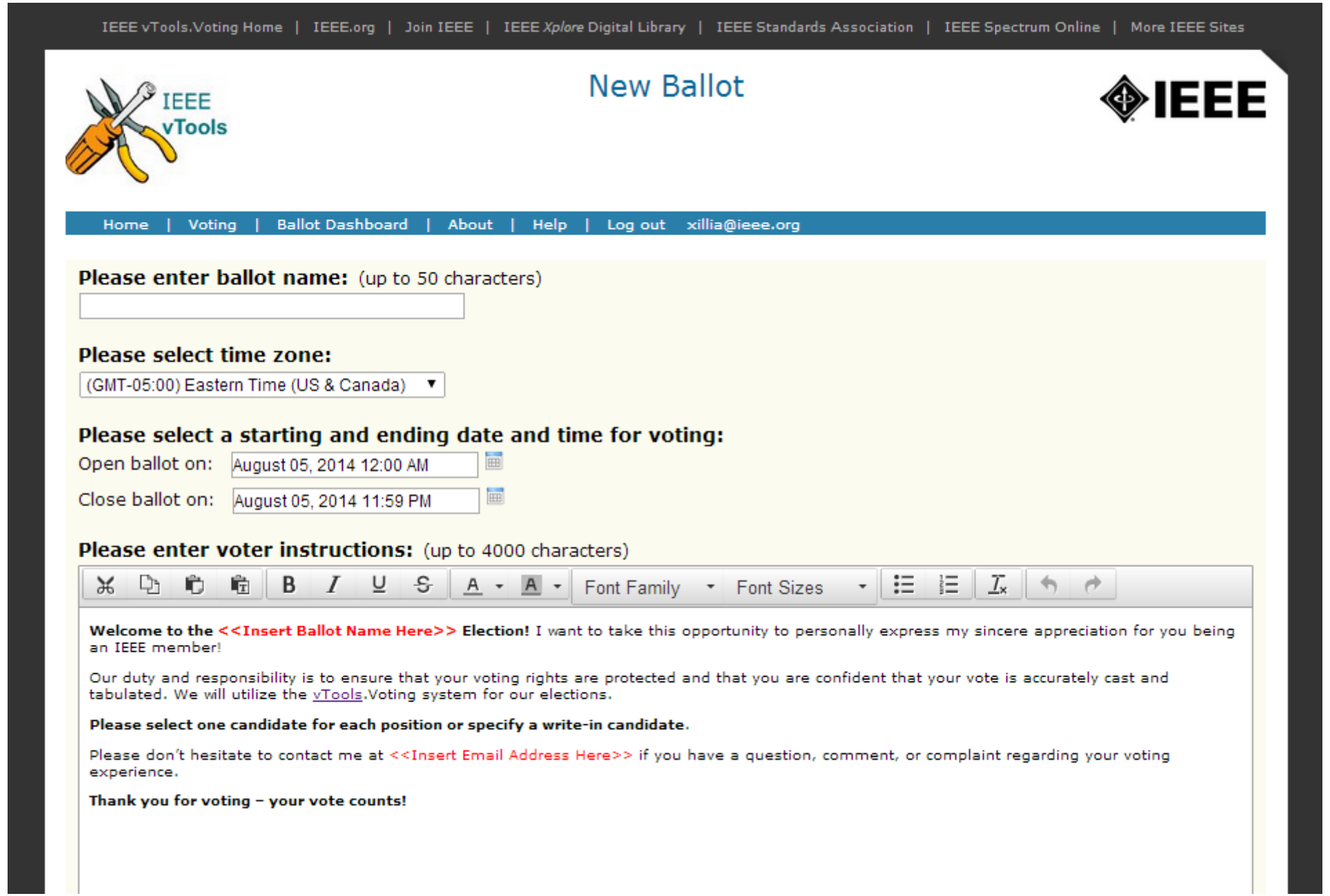
There are no entries to display.

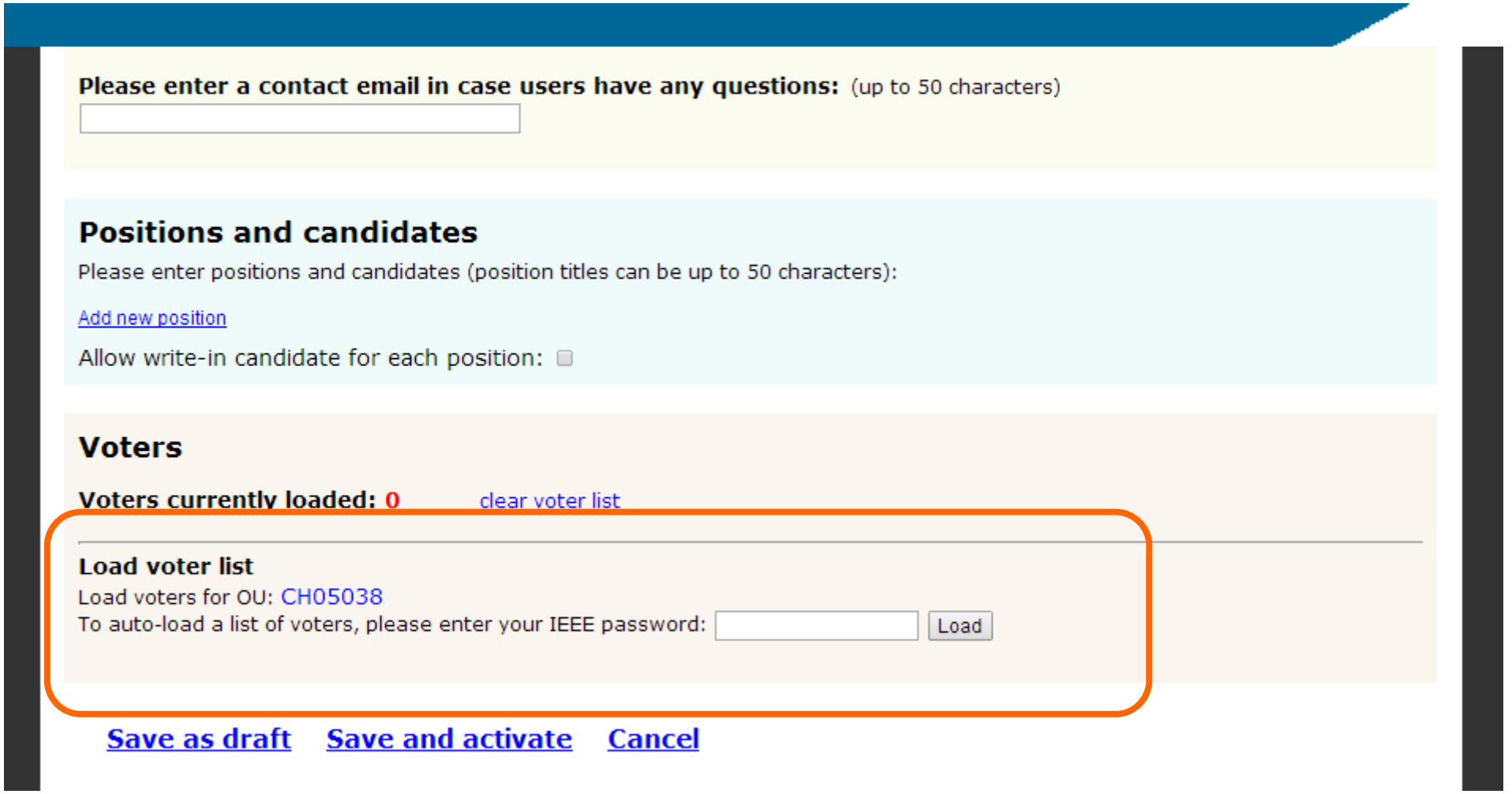
Saved Ballots

There are no entries to display.

Past Ballots

Name	Dates	Organization	Action
IEEE Dallas Section 2012 ExCom	January 10, 2012 22:00 – February 10, 2012 22:00 Central Time (US & Canada)	Dallas Section	preview | print (pdf)
CES FIRST VP Election	June 02, 2010 00:05 – June 06, 2010 23:55 Eastern Time (US & Canada)	IEEE Consumer Electronics Society	preview | print (pdf)
IEEE CE Society President Election	May 08, 2010 00:05 – May 13, 2010 13:00 Eastern Time (US & Canada)	IEEE Consumer Electronics Society	preview | print (pdf)
IEEE CE Society President Election	March 08, 2010 00:05 – March 15, 2010 23:55 Eastern Time (US & Canada)	IEEE Consumer Electronics Society	preview | print (pdf)


IEEE vTools.Voting Home | IEEE.org | Join IEEE | IEEE Xplore Digital Library | IEEE Standards Association | IEEE Spectrum Online | More IEEE Sites
IEEE vTools
New Ballot
IEEE
Home | Voting | Ballot Dashboard | About | Help | Log out xillia@ieee.org
Please enter ballot name: (up to 50 characters)
Please select time zone:
(GMT-05:00) Eastern Time (US & Canada)
Please select a starting and ending date and time for voting:
Open ballot on: August 05, 2014 12:00 AM
Close ballot on: August 05, 2014 11:59 PM
Please enter voter instructions: (up to 4000 characters)
Font Family
Font Sizes
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!



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Section Vitality Dashboard

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The Section Vitality Dashboard

- http://www.ieee.org/vitalitydb
- Uses SAMIEEE (OBIEE)
- Dashboard reports are automatically generated
- Designed for Sections, but Chapter version is coming by December 2014
- Very good reception from Section leaders

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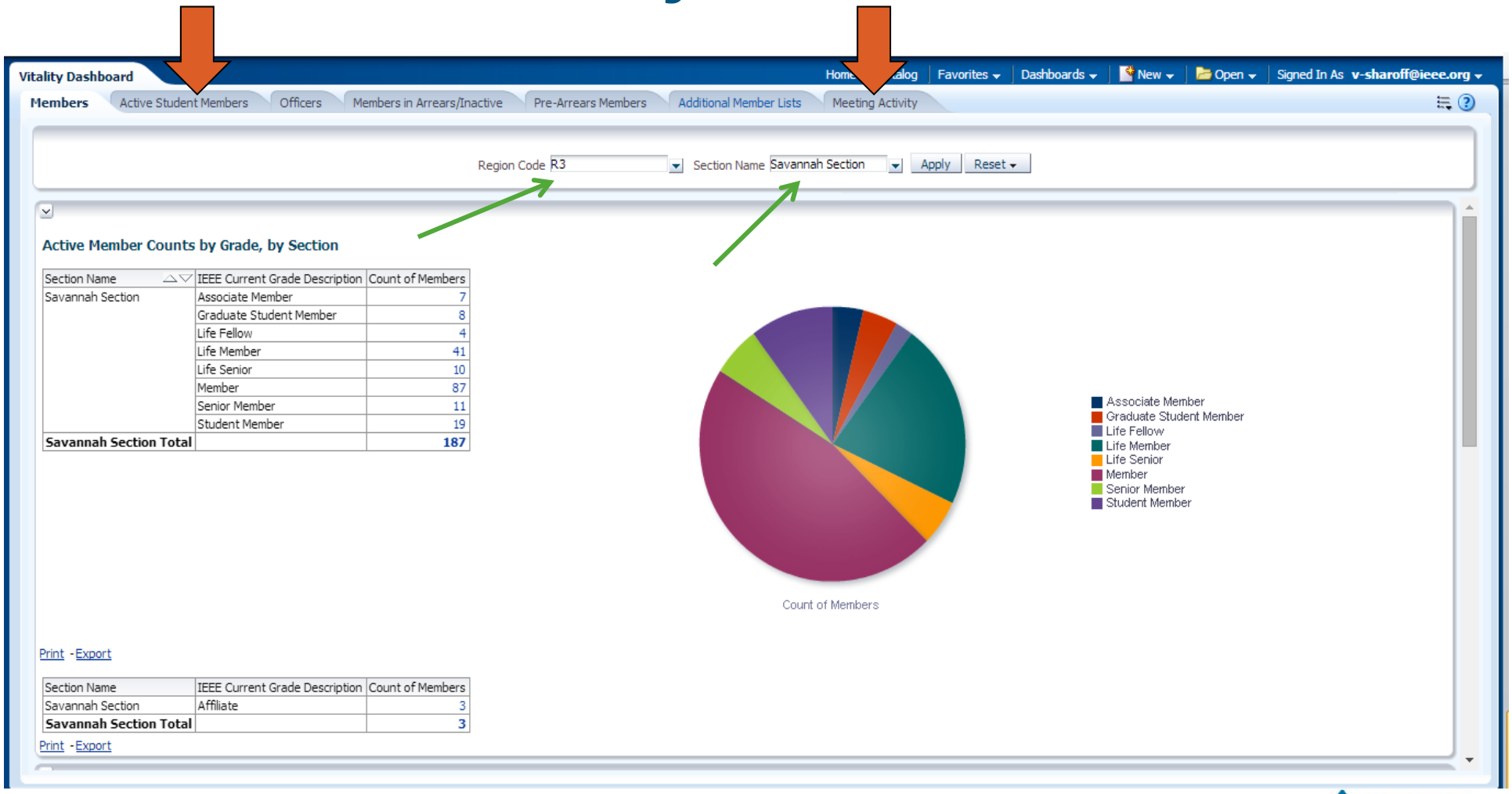
Section Vitality Dashboard



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Vitality Dashboard TABs

- Members and Affiliates
- Student Members
- Active Officers
- Officer History
- Affinity Group Members
  - Women in Engineering
  - Consultants Network
  - Young Professionals (formerly GOLD)
  - Standards Association

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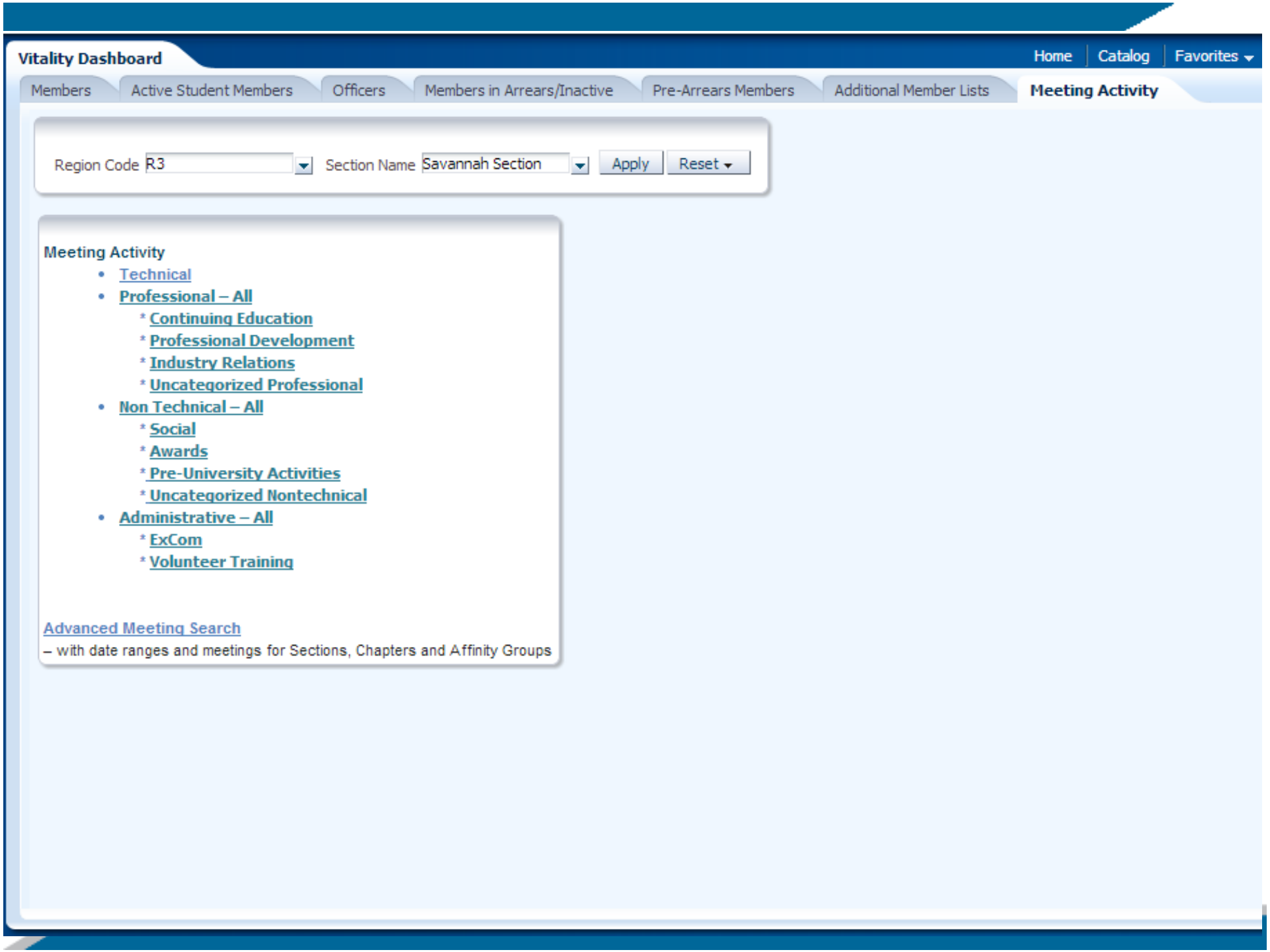
Vitality Dashboard
Home
Catalog
Favorites
Members
Active Student Members
Officers
Members in Arrears/Inactive
Pre-Arrears Members
Additional Member Lists
Meeting Activity
Region Code R3
Section Name Savannah Section
Apply
Reset
Meeting Activity
Technical
Professional – All
Continuing Education
Professional Development
Industry Relations
Uncategorized Professional
Non Technical – All
Social
Awards
Pre-University Activities
Uncategorized Nontechnical
Administrative – All
ExCom
Volunteer Training
Advanced Meeting Search
– with date ranges and meetings for Sections, Chapters and Affinity Groups

Your turn for questions

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THANK YOU!

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Appendix

MGA Information Management at Sections Congress

- vTools exhibit table
- 18 Learning Labs dedicated to vTools and MGA Electronic Products
  - vTools Meetings 3
  - vTools Officer Reporting 2
  - vTools Voting 3
  - Intro to Web Hosting 1
  - vTools Surveys 1
  - vTools eNotice 3
  - Section Vitality Dashboard 3
  - Using WebEx Effectively 2
- 2 Ignite Sections (5 minute scripted timed sessions)

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