

Making the most of IEEE vTools

2014 IEEE International Symposium on Electromagnetic Compatibility
EMC LIGHTS THE WAY!

Vera Lee Sharoff
4 August 2014

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

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)

<http://vtools.ieee.org>

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

IEEE MGA vTools



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

Search IEEE MGA vTools Search

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

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
- Section Vitality Dashboard
- Setup a Survey
- Setup a Web Conference
- Setup an election
- Submit an eNotice request using the new tool

Home



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.

<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.



vTools eNotice

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

eNotice

Home

Help

IEEE eNotice Service

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

The source of email addresses for eNotice is the IEEE Membership Database, new members are automatically added, members who move to a new Section are automatically moved, and past members are excluded by default.

Each message gives the member an opportunity to opt-out of future eNotices.

When an IEEE officer requests an eNotice, it is sent to the organizational unit (OU) to which that officer belongs (e.g., when IEEE Boston PES Chapter Chair requests an eNotice, it is sent to IEEE Boston PES Chapter members only).

Please use [the IEEE conference eNotice form](#) for conference eNotices.

Please log in to continue using the system. If you need help please [click here](#) to view a tutorial.

Note: Please ensure that you use your IEEE member web account to log in. If you do not recall your web account information, or aren't sure you have one, you may go to: <http://www.ieee.org/web/accounts> to recover your account information.

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.



eNotice

Home | **List of eNotices** | Contact | About | Help

Create eNotice

Viewing?: Draft

Show All | **Draft** | Submitted | Sent | Pending | Canceled

Show 10 entries

Search:

Mailing Subject	Created	Region	Section	Target OUs	Status	Last Status Update	Owner	Send By	Action
IEEE Savannah Sec...	08/04/2014	R3	R30061	R30061	Draft	08/04/2014 01:21PM	Vera Lee Sharoff	08/18/2014	   

Showing 1 to 1 of 1 entries

First | Previous | 1 | Next | Last

Add eNotice

***Subject:** eNotice id 182

***To:** R30061 (Savannah Section)

***Send By:** 08/18/2014

Membership All IEEE members

Reply to: no-reply@ieee.org

Grades:?

Priority: Normal ▾

Membership Active

Privacy:? Private Mailing

Status:?

Schedule Reminder: mm/dd/yyyy

Additional None

Flags:?

Special Requests: Comments/Special Requests for eNotice admins.

Attachments: 

* Required Fields

eNotice

Home | **List of eNotices** | Contact | About | Help

Create eNotice

Viewing?: Draft

Show All | **Draft** | Submitted | Sent | Pending | Canceled

Show 10 entries

Search:

Mailing Subject	Created	Region	Section	Target OUs	Status	Last Status Update	Owner	Send By	Action
IEEE Savannah Sec...	08/04/2014	R3	R30061	R30061	Draft	08/04/2014 01:21PM	Vera Lee Sharoff	08/18/2014	   
Section Announcement	08/04/2014	R3	R30061	R30061	Draft	08/04/2014 01:31PM	Vera Lee Sharoff	08/18/2014	   

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

eNotice

Home

List of eNotices

Contact

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Create eNotice

Viewing?: Draft and Submitted

Show All

Draft

Submitted

Sent

Pending

Canceled

Show 10 entries

Search:

Mailing Subject	Created	Region	Section	Target OUs	Status	Last Status Update	Owner	Send By	Action
IEEE Savannah Sec...	08/04/2014	R3	R30061	R30061	Draft	08/04/2014 01:21PM	Vera Lee Sharoff	08/18/2014	    
Section Announcement	08/04/2014	R3	R30061	R30061	Submitted	08/04/2014 01:49PM	Vera Lee Sharoff	08/18/2014	    

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

vTools eNotice

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



vTools Meetings

Meetings



[Home](#) | [Find Meetings](#) | [Schedule Meeting](#) | [L31 Meeting Reports](#) | [About](#)

Welcome to vTools.Meetings! ([Login](#))

[Help](#)

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](#))

Powered by



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

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vTools Meetings

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

The screenshot shows the IEEE vTools Meetings website interface. At the top, there is a navigation bar with links for Home, Find Meetings, Schedule Meeting, L31 Meeting Reports, and About. The user is logged in as Vera Lee Sharoff. The main content area is titled 'Schedule Meeting Form' and contains a form for creating a new IEEE event notice. The form fields include: Event Title (256 character limit), Event Category and Sub-category (dropdown menus), Event Description (8192 character limit, rich text editor), Meeting Keywords (512 character limit), Agenda (8192 character limit, rich text editor), and Meeting Picture (file upload, 100 KB limit). The IEEE logo is visible in the top right corner of the page.

vTools Meetings

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



Your Personalized Portal to IEEE

Hello, Vera Lee

Account Alerts

My Account

Help

Log Out



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 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 - 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

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

[Opt-In Preferences](#)

[Advanced Search](#)

vTools WebInABox Meetings feed

[IEEE vTools.WebInABox Home](#) | [IEEE.org](#) | [Join IEEE](#) | [IEEE Xplore Digital Library](#) | [IEEE Standards Association](#) | [IEEE Spectrum Online](#) | [More IEEE Sites](#)

Huntsville Section Chapter, CS23



[Logout v-sharoff@ieee.org](#)

[Help](#)

[Admin Login](#)

[Home](#)

[Calendar](#)

[Officer Roster](#)

[Other Units](#)

[Links](#)

Date	Event Title	Speaker(s)
09 August 2014 06:30PM	IEEE Huntsville Section's 60th Year Anniversary - Dinner Cruise	
21 August 2014 11:30AM	IEEE Section Tour at the Huntsville Energy - Waste Electric Plant	

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.

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

Find Meetings

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

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

Meetings

Home Find Meetings Schedule Meeting L31 Meeting Reports About

Welcome, Vera Lee Sharoff! (Logout) Help

Find Meetings

Click on [help](#) to learn how to integrate meeting notices with your website.

Recent Meetings for my Section Upcoming Meetings for my Section Recent Unpublished for my Section

Recent Meetings for my Region Upcoming Meetings for my Region Recent Unpublished for my Region

Search term: ? Exact Event Category:

Region: 3 Event Sub-category:

Section: ? Society: ?

Organizational Unit: ? Meeting date: 04 Aug 2014 14:11 -

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

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 14:14' (click calendar icon to select date/time).

Displaying 21-40 of 42 meetings found, sorted by Meeting Date.

[« Previous](#) [1](#) [2](#) [3](#) [Next »](#)

Title	Date	Reg	Sec	Location	Virtual?	L31	Options
Computer Society Technical Meeting	16 Sep 2014	3	ATLANTA	Atlanta, Georgia	No	No	Show
Through-Wall Microwave Imaging: Some ...	17 Sep 2014	3	ATLANTA	Smyrna, Georgia	No	No	Show
Lighting Systems in Architecture and	17 Sep 2014	3	HAMPTON P	Virginia Beach, V	No	No	Show

Find Meetings: Distance Selection

Organizational Unit: Meeting date: 04 Aug 2014 14:11 -

Virtual?: (show only virtual meetings) Located: Within 10 miles of

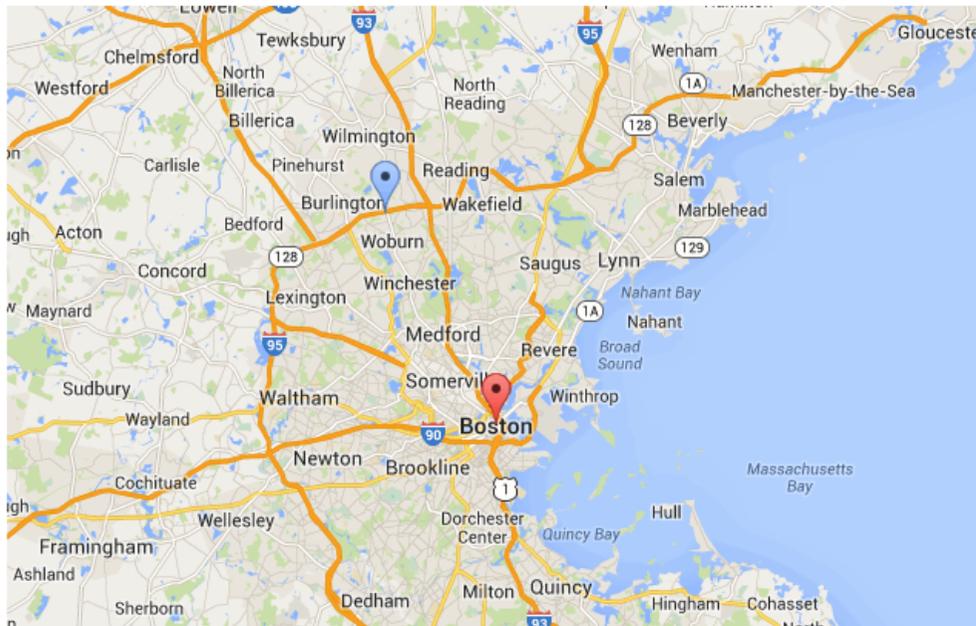
[Clear](#)

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](#)



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

Meetings

Boston



[Home](#) | [Find Meetings](#) | [Schedule Meeting](#) | [L31 Meeting Reports](#) | [About](#)

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](#)



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

vTools Voting

IEEE vTools.Voting Home | IEEE.org | Join IEEE | IEEE Xplore Digital Library | IEEE Standards Association | IEEE Spectrum Online | More IEEE Sites



IEEE Voting



Home | About | Help | log in

vTools.Voting is part of the vTools project which is developed and made possible by IEEE volunteers. This application was created to assist IEEE organizational units in conducting online elections.

Please [log in](#) to continue using the system. If you need help please [click here](#) to view a tutorial.

Note: Please ensure that you use your IEEE member web account to log in. If you do not recall your web account information, or aren't sure you have one, you may go to: <http://www.ieee.org/web/accounts> to recover your account information.



Ballot Dashboard



Home | Voting | Ballot Dashboard | About | Help | Log out xillia@ieee.org

New Ballot

Select organization:

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

Choose template:

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)



New Ballot



Please enter ballot name: (up to 50 characters)

Please select time zone:

Please select a starting and ending date and time for voting:

Open ballot on:

Close ballot on:

Please enter voter instructions: (up to 4000 characters)

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!

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

Positions and candidates

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

[Add new position](#)

Allow write-in candidate for each position:

Voters

Voters currently loaded: **0** [clear voter list](#)

Load voter list

Load voters for OU: [CH05038](#)

To auto-load a list of voters, please enter your IEEE password:

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

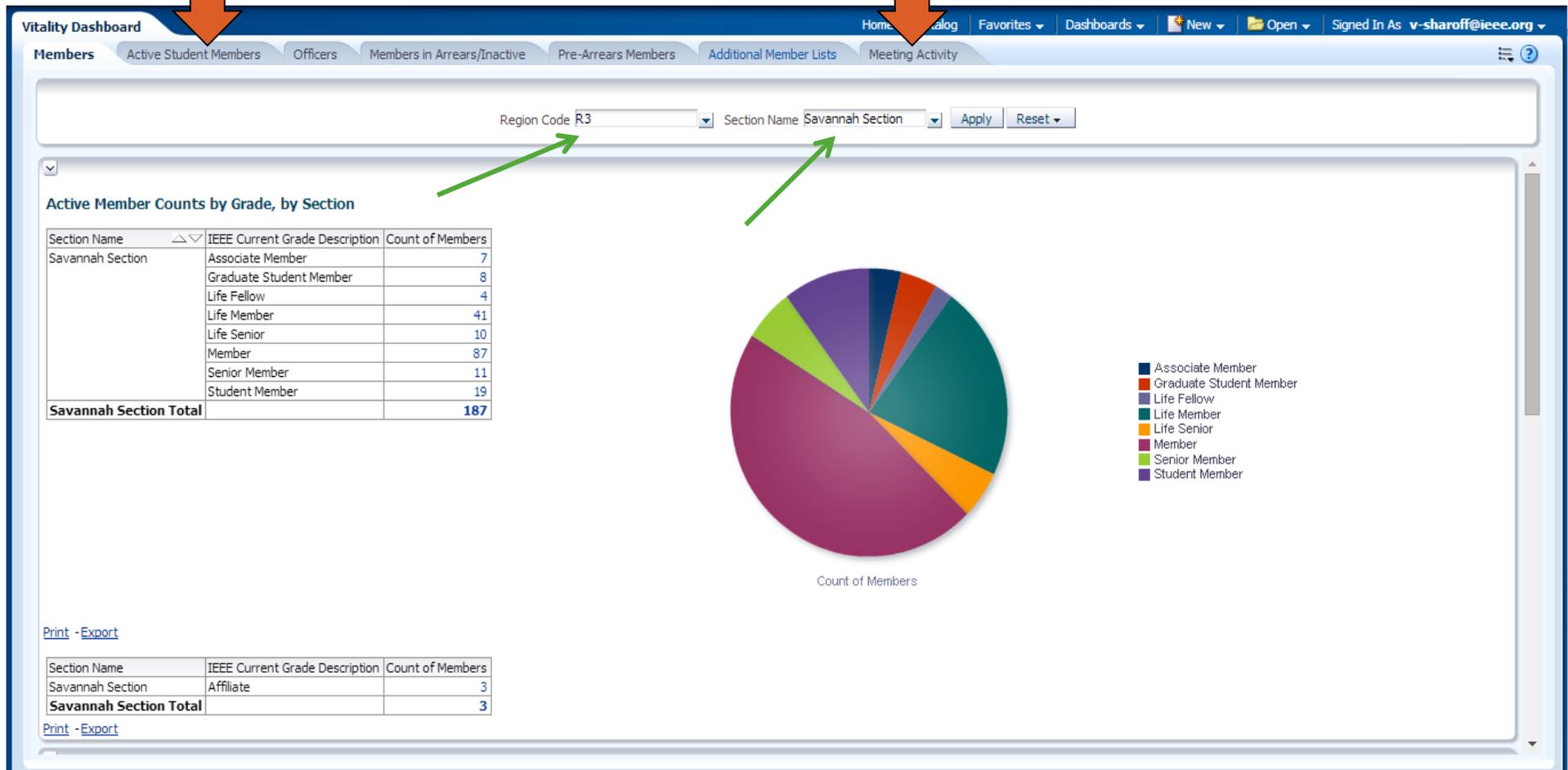


Section Vitality Dashboard

The Section Vitality Dashboard

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

Section Vitality Dashboard



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

Region Code ▾ Section Name ▾ ▾

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



4/1/27/2014

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Membership Requirements
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THANK YOU!

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)