



IEEE vTools

George Michael
IEEE Region 8
Electronic Communications Coordinator
Information Management Coordinator

Madrid, 19 Madrid 2013

IEEE Region 8

Electronic Communications Coordinator

- My job is to **facilitate communication**, both between members of the Region 8 Committee, and between this committee and present or future IEEE members.
- Responsible for:
 - **Maintaining** the IEEE Region 8 Website and certain core mailing lists
 - **Educating** people about available IEEE electronic services like Web-Hosting, Automated Reporting, Automated Elections etc
- Contact Information: xeirwn@ieee.org



Important IEEE website for Region 8 Volunteers

- ▶ **IEEE Region 8 website** (<http://www.ieee.org/r8>)
 - Serves as a **common reference point** for all information regarding our Region.
 - Provides information about: latest news regarding R8, offers and services from IEEE, jobs, the **full section roster** and links to the sections' websites, links to important conferences, IEEE related important links and many more
 - We are **always accepting new articles** so feel free to let us know of what your Section is doing so that we can let the whole Region know

Important IEEE websites for Volunteers

- ▶ **IEEE Support Center** (<https://supportcenter.ieee.org/>)
 - Includes **live support** and a list of most frequently asked questions with their answers
- ▶ **IEEE Contact Center**
(<http://www.ieee.org/contactcenter>)
- ▶ **IEEE Start** (<http://www.ieee.org/start>)
 - Contains basic information on the benefits of IEEE membership and ways to become an active IEEE member

IEEE Electronic Mail Services

Personal Email Alias

- ▶ The IEEE e-mail alias is an exclusive benefit of membership that identifies the sender as an IEEE member (e.g. costas@ieee.org), and ensures protection from viruses and spam
- ▶ Forwards all alias-directed e-mail to your real Internet account
- ▶ <http://eleccomm.ieee.org/>

IEEE Electronic Mail Services

Functional Alias

- A non personal IEEE email alias that forwards to an individual or more. Available for: Regions, Sections, Chapters, Students Branches
- Enables you to contact a specific service from IEEE without having to know the specific person responsible
- Can be used on IEEE's WebPages as a contact for a service, making the WebPages simpler to maintain (e.g cyprus@ieee.org)
- <http://eleccomm.ieee.org/email-services.shtml>

FAQ

- ▶ ***What does vTools abbreviation stand for?***

vTools abbreviation stands for “Volunteer Tools”.

- ▶ ***What vTools are available?***

Meetings (for section and chapters), WebInABox, Voting, Web Conferencing, Student Branch Reporting, Surveys, Online Applications Evaluation System

- ▶ ***Who can use vTools?***

Typically only IEEE volunteers.

- ▶ ***Are vTools free?***

Yes.

Access to vTools

- ▶ Access to L31 and other vTools is automatically enabled for any volunteer who appears on the section roster.
http://www.ieee.org/web/volunteers/rosters/index_regions.html
- ▶ New officers can be reported online:
 - http://www.ieee.org/societies_communities/geo_activities/required_reporting/officer_forms.html
 - Takes a few business days for a change to be reflected.
 - vTools team has a project on its slate for automating officer reporting, to speed up the process.

vTools Mission Statement

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

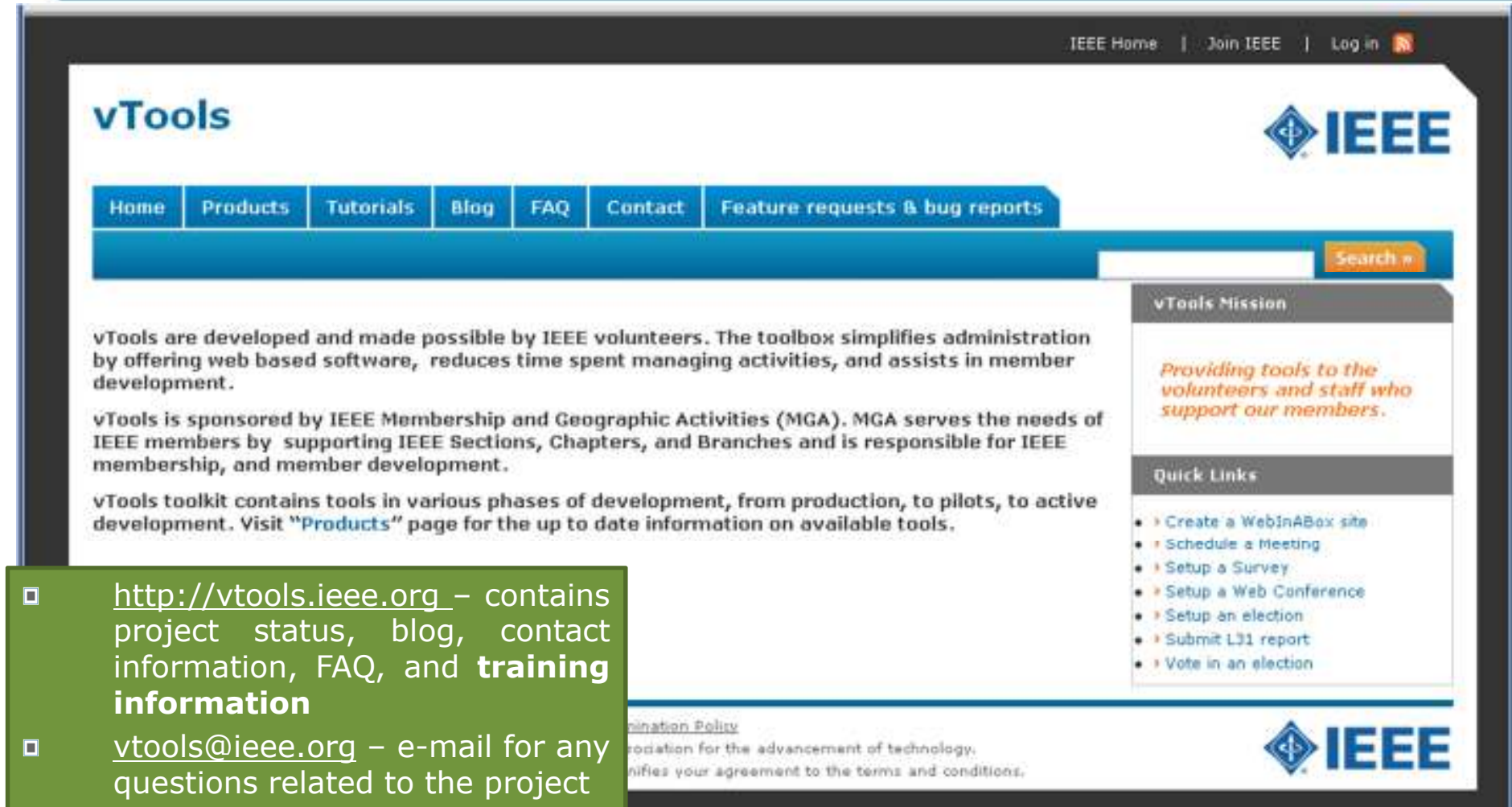
Terminology:

□ *Free as in Freedom

- vTools Team vs Products vs “Brand”
 - We develop some products
 - Meetings, WebInABox, Voting
 - We buy some products
 - Web Conferencing tool, first pass of Voting, Survey Tool
 - We use Free* software, Open-source software, etc. when appropriate
 - WordPress (GPLv2 or later) from the Free Software Foundation)
 - Volunteers to go to one place to find tool support

The Documentation Site

<http://vtools.ieee.org>



The screenshot shows the vTools website interface. At the top, there's a navigation bar with links: Home, Products, Tutorials, Blog, FAQ, Contact, and Feature requests & bug reports. A search bar is located on the right. The main content area includes a description of vTools, its sponsorship by IEEE Membership and Geographic Activities (MGA), and a list of tools in various phases of development. A sidebar on the right contains the vTools Mission statement and a list of Quick Links. The footer includes the IEEE logo and the text 'Advancing Technology for Humanity'.

IEEE Home | Join IEEE | Log in

vTools

Home Products Tutorials Blog FAQ Contact Feature requests & bug reports

Search

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 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.

vTools Mission

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

Quick Links

- Create a WebInABox site
- Schedule a Meeting
- Setup a Survey
- Setup a Web Conference
- Setup an election
- Submit L31 report
- Vote in an election

IEEE

IEEE

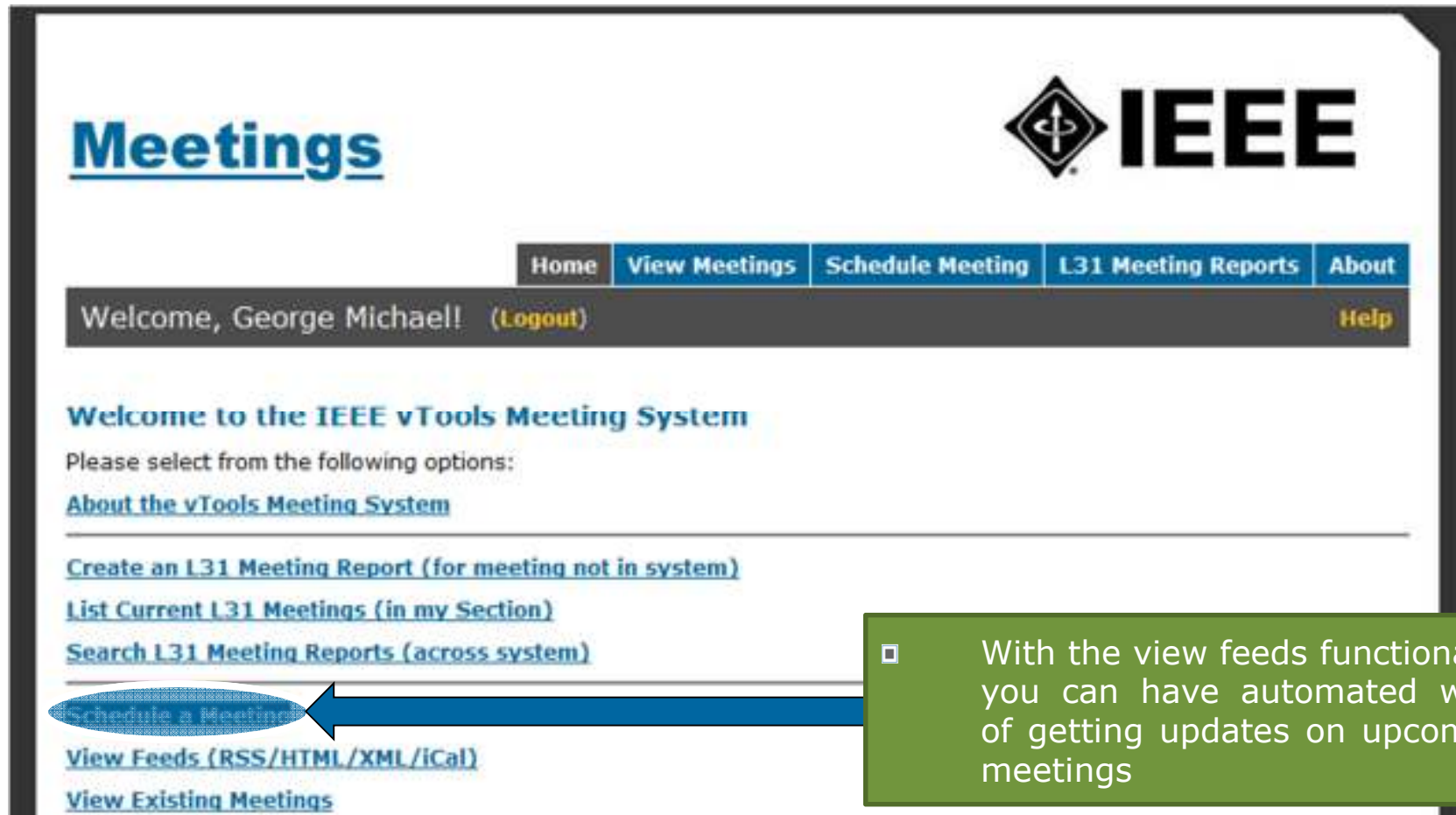
Advancing Technology for Humanity

- <http://vtools.ieee.org> – contains project status, blog, contact information, FAQ, and **training information**
- vtools@ieee.org – e-mail for any questions related to the project

Meetings (<http://meetings.vtools.ieee.org>)

- On-line registration
- No Credit card support R8 right now
- L31 Meeting report (only need to add attendee information, **only IEEE Web Account necessary**)
- RSS, iCal, and other feeds of meetings and L31s
- Calendar support
- Badge printing, meal tickets

Scheduling a Meeting



The screenshot shows the IEEE vTools Meetings interface. At the top, the word "Meetings" is underlined in blue. To the right is the IEEE logo. Below this is a navigation bar with links: Home, View Meetings, Schedule Meeting, L31 Meeting Reports, and About. A user bar below the navigation bar says "Welcome, George Michael! (Logout)" with a "Help" link on the right. The main content area starts with "Welcome to the IEEE vTools Meeting System" followed by "Please select from the following options:". Below this are several links: "About the vTools Meeting System", "Create an L31 Meeting Report (for meeting not in system)", "List Current L31 Meetings (in my Section)", "Search L31 Meeting Reports (across system)", "Schedule a Meeting" (which is circled in blue), "View Feeds (RSS/HTML/XML/iCal)", and "View Existing Meetings". A large blue arrow points from the "Schedule a Meeting" link to a green callout box on the right.

Meetings

IEEE

Home View Meetings Schedule Meeting L31 Meeting Reports About

Welcome, George Michael! (Logout) Help

Welcome to the IEEE vTools Meeting System

Please select from the following options:

[About the vTools Meeting System](#)

[Create an L31 Meeting Report \(for meeting not in system\)](#)

[List Current L31 Meetings \(in my Section\)](#)

[Search L31 Meeting Reports \(across system\)](#)

[Schedule a Meeting](#)

[View Feeds \(RSS/HTML/XML/iCal\)](#)

[View Existing Meetings](#)

- With the view feeds functionality you can have automated ways of getting updates on upcoming meetings

Meetings

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

Welcome, George Michael! [\(Logout\)](#)

[Help](#)

Schedule Meeting Form

Please fill out the event information below to create a new IEEE event notice.

Event Title:*(256 chr max)

Event Category:*

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

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

Agenda in Format:(8192 chr max) [Text](#) [Textile Help](#)

Meeting Picture:(.jpg, .jpeg, .gif, or .png only limited to 100 KB max)

Meeting Picture:(.jpg, .jpeg, .gif, or .png only limited to 100 KB max)

Invite Students? ☐ (**for L31 report only)

Select Region:*	8 ▼
Select Section:*	CYPRUS ▼
Select Organizational Unit:*	▼

Start Time:*



Registration Starts:*

10 Oct 2011 6:00

End Time:*(Maximum duration of meeting - 5 days)



Registration Deadline:

10 Oct 2011 6:00

Click [HERE](#) to disable registration (this will set Start and Deadline to same date and time)

Time Zone:*

- ☒ no admission charge
- ☐ admission charge (Optional food or facility expenses are not considered an admission charge (** used for L31 report))
- ☐ optional charges not required to attend meeting (food, etc.)

Building:(128 chr max)

Room Number:(48 chr max)

Address Line 1:(128 chr max)

Address Line 2:(128 chr max)

City:*(128 chr max)

Country:

State/Province:

▼	▼
---	---

Postal Code:(16 chr max)

Map URL:(512 chr max)

Registration URL:(512 chr max) (Using this field disables built-in registration system)

Registration URL:(512 chr max) (Using this field disables built-in registration system)

Maximum Registrations:(0-999) (built-in registration system only)

Survey URL:(512 chr max)

Header (HTML):(512 chr max)

Footer (HTML):(512 chr max)

Cosponsor Name:(256 chr max) Meeting Contact E-mail:* (512 chr max)

Meeting Contact Information in Format:(512 chr max) Text [Textile Help](#)

[Click Here to Show 1st Speaker Information](#)

[Click Here to Show 2nd Speaker Information](#)

Publish Flag: ☒ (Visible to public through websites, myIEEE, and feeds)

[Click Here to Show 1st Speaker Information](#)



[Click Here to Show 2nd Speaker Information](#)

Publish Flag: ☒ (Visible to public through websites, myIEEE, and feeds)

Cancel Meeting Flag: ☐ (Show meeting as cancelled in all places it would be visible)

Menu Selection 1:(64 chr max)

Menu Selection 2:(64 chr max)

Menu Selection 3:(64 chr max)

Create

Cancel

*Denotes a required field

Powered by



[vTools.Meetings Home](#) | [Privacy & Security](#) | [Terms & Conditions](#) | [Nondiscrimination Policy](#)

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[Click Here to Hide 1st Speaker Information](#)

Event Speaker 1 Information:

Distinguished Lecturer: ☐

Speaker Photograph (.jpg, .jpeg, .gif, or .png only limited to 100 KB max):

Topic: (120 chr max)

Topic Description in Format: (8192 chr max) **Text** [Textile Help](#)

Prefix: (16 chr max)

First Name: (64 chr max)

Middle Name: (64 chr max)

Last Name: (64 chr max)

Suffix: (32 chr max)

Display Name: (is required when first and/or last name given) (256 chr max)

URL: (512 chr max)

Address Line 1: (128 chr max)

Address Line 2: (128 chr max)

City: (128 chr max)

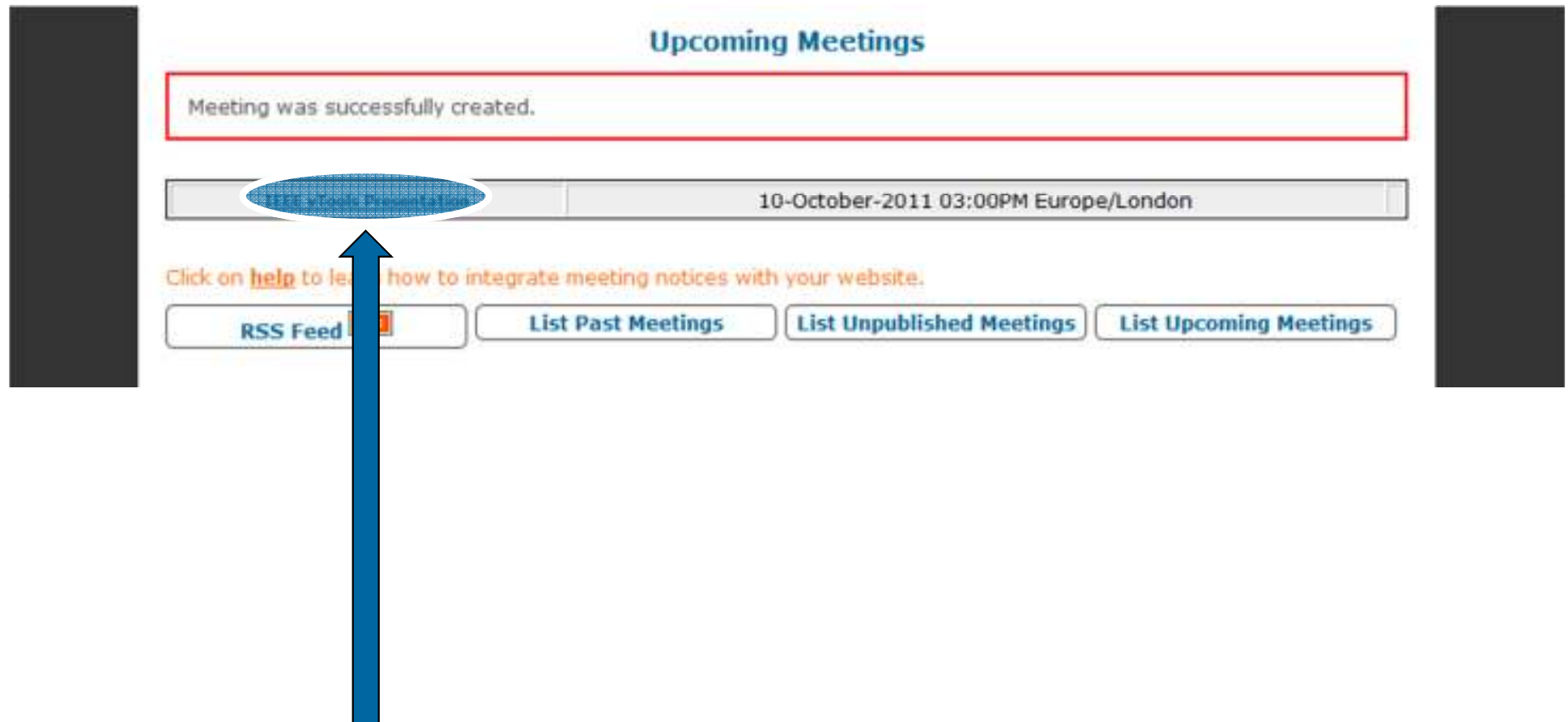
Country:

State/Province:

Postal Code: (64 chr max)

E-mail Address: (128 chr max)

Once the meeting is created you will get the following screen:



The screenshot shows a web interface titled "Upcoming Meetings". At the top, a red-bordered box contains the message "Meeting was successfully created." Below this is a table with one row. The first cell of the row is highlighted with a blue oval and has a blue arrow pointing to it from below. The second cell of the row contains the text "10-October-2011 03:00PM Europe/London". Below the table, there is a line of text: "Click on [help](#) to learn how to integrate meeting notices with your website." At the bottom, there are four buttons: "RSS Feed" (with a small orange icon), "List Past Meetings", "List Unpublished Meetings", and "List Upcoming Meetings".

Upcoming Meetings	
	10-October-2011 03:00PM Europe/London

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

[RSS Feed](#) [List Past Meetings](#) [List Unpublished Meetings](#) [List Upcoming Meetings](#)

IEEE vTools Presentation

The goal of this meeting is to give **an introduction to the IEEE vTools**.

Location:

Building: Manchester Central
Manchester,
United Kingdom

Date: 10-October-2011

Time: 03:00PM to 03:30PM (0.50 hours) **All times are:** Europe/London



[Add Meeting to Calendar](#)

[Email meeting contact...](#)

No Admission Charge.

[Click Here to Register](#)

Speaker:

George Michael

Topic: vTools Introduction

Biography: George is the IEEE Region 8 ECC for 2011

Email: xeirwn@ieee.org

Address: Cyprus, Cyprus

- You can share the url of this page so that people can get information for the meeting and register

[Create from Existing](#)

[Edit](#)

[View Meeting Statistics](#)

[Create/Edit L31 Report](#)

- Create new meeting

- Edit this meeting

- Name Tags, Meal Tickets, and more

- Almost finished L31

Event Registration Form

Please fill out the event information below.

First Name:*

George

Last Name:*

Michael

Member number:

Address Line 1:

Address Line 2:

City:*

Palaichori

Country:*

Cyprus

State/Province:*

Cyprus

Postal Code:

E-mail Address:*

xeirwn@ieee.org

Phone Number:

Special Requests (if you have mobility needs, specific dietary restrictions, or other issues please describe them below - please limit to 500 characters):

Register

*Denotes a required field

Options below are shown only to the meeting administrator

- Select 'Create from Existing' to duplicate meeting and change only pertinent information (such as date)
- Select 'Edit' to change form or registration options
- **Select 'View Meetings Statistics'**
- 'Create/Edit L31 Report'

[Create from Existing](#) [Edit](#) [View Meeting Statistics](#) [Create/Edit L31 Report](#)

Other Options

vCalendar (1.0-vcal): [Download or import vCal file into Calendar program \(e.g. Outlook\)](#)

iCalendar (2.0-ical): [Download or import iCal file into Calendar program \(e.g. Outlook\)](#)

No Admission Charge.

Speaker:

Michael Wehner, Lenny Olike, John Shalf, Lawrence Berkeley National Laboratory of Lawrence Berkeley National Laboratory

Topic: The Green Flash: A Low-Power Supercomputer For Climate Modeling

Biography: Michael Wehner, Lenny Olike, and John Shalf work at Lawrence Berkeley National Laboratory. Olike and Shalf have backgrounds in computer science and electrical engineering, as you might expect for members of a team proposing a supercomputer for modeling climate change—"A Real Cloud Computer". Wehner, however, was trained in nuclear physics and designed bombs before switching to climate research. Their supercomputer idea is now being taken seriously, but when Wehner first proposed it at a 2008 conference, even he felt it was fanciful. "I was prepared to be laughed off the stage," he recalls.

Meeting Agenda:

Date/Time: Wednesday, November 17, 2009

6:30 - 7:00 PM: Networking

7:00 - 8:30 PM: Presentation

Location: Tektronix Conference Center (Bldg 38)

3025 SW Zworykin Ave, Beaverton, OR 97005

[Create from Existing](#) [Edit](#) [View Meeting Statistics](#) [Create I31 Report](#)

[vTools Meetings Home](#) | [IEEE Home](#) | [About vTools](#) | [Privacy & Security](#) | [Terms & Conditions](#)

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Use of this website signifies your agreement to the Terms of Use.

For questions or comments, please contact the [vTools Webmaster](#)

WebInABox (<http://webinabox.vtools.ieee.org>)

- ▶ Basic Section/Chapter/AG web site
 - In Production
 - Wizard-like interface for creation
 - Data driven
 - Enable a common look and feel
 - Calendar for all units
 - pulls from Meetings tool
 - Pulls volunteer data from IEEE databases
 - No webmaster involvement required
 - Upload and distribute files

vTools.WebInABox

- Generated section websites provide:
 - **Home Page** – welcome message, auto expiring announcements, and a picture
 - **Calendar Page** - lists section events from vTools.Meetings
 - **Officer Information Page** - lists section officer information* (Volunteers can specify what officers' information should be shown: name, position, e-mail, phone, etc.)
 - **Other Units Page** - information on chapters, affiliate groups, student branches*
 - **Blog Page** – pulls information from your blog on EWH or elsewhere
 - **Links Page** - a number of IEEE links plus custom links specified by volunteers

* Data pulled from central IEEE data source as reported to IEEE.



Select Organizational Unit



Welcome, xeirwn

Please select an organizational unit and click on 'Edit' to modify it.

Site:

- Cyprus Section
- Cyprus Section Chapter, PE31
- Cyprus Section Chapter, COM19
- Cyprus Section Jt. Chapter, EMB18/SP01
- Cyprus Section Chapter, C16
- Cyprus Section Chapter, CIS011

- [OU](#) [Welcome Page](#) [Calendar Page](#) [Officer Roster](#) [Other Units](#) [Blog](#) [Links](#) [Files](#) [Preview and Save Changes](#) [Activate](#) •

Please specify the site name that will be shown to the general public:

*

Please select an image to show under the page title. Note that image size must be under 50k.

Please enter text for the "Welcome section":

Welcome to the Cyprus Section Chapter, PE31 section website for the members of the IEEE. Here you will find important announcements, calendar of events, information on officers, other units, and useful links. Please use the navigation menu on top to browse the pages.



- [OU](#) [Welcome Page](#) [Calendar Page](#) [Officer Roster](#) [Other Units](#) [Blog](#) [Links](#) [Files](#) [Preview and Save Changes](#) [Activate](#) •

WebInABox can show Officer Roster as reported to IEEE Headquarters. Please indicate what information should be displayed on the page by checking the boxes below.

Please ensure that you have permissions from officers to show their contact information.

	Show position	Show name	Show e-mail	Show home phone number	Show work phone number
Chapter Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[<< Previous](#) | [Next >>](#)

Files can be uploaded here, to be made available for download.

Name*:
Description:

Limit: 255 (Current: 0, Remaining: 255)

Expires:
Protection Level*:
File*:

Oct 09, 2013 at 12:00AM
Access to all

WebInABox is not meant to compete with or replace complex content management systems.

- ▶ If you need more flexibility and/or features visit “IEEE Entity Web Hosting” at <http://sites.ieee.org/>
- ▶ This service is intended to meet the needs of IEEE Organizational Units that want to develop, create and maintain their own websites on an IEEE host.
- ▶ Additionally Supports:
 - *WordPress, HTML Hosting, Virtual Hosting

□ *Recommended

Voting (<https://voting.vtools.ieee.org>)

Simple ballot creation

- ▶ Wizard-like interface
- ▶ Available on demand
- ▶ vTools.Voting is a Software As A Service accessible via browser. No installation is required.
- ▶ No webmaster involvement needed
- ▶ Secure, Stable

Click [here](#) to vote on a ballot.

Click [here](#) to manage your ballots.



□ First screen met after successful login



New Ballot

Select organization: Cyprus Section

Choose template: Do not use template

Create

Do not use template
Chair | Vice-Chair | Secretary | Treasurer
EXCOM
Chair | Vice-Chair | Sec/Treas

Active Ballots

There are no entries to display.

Saved Ballots

Name	Dates	Organization	Action
University of Cyprus SB (2011-2012)	October 05, 2011 00:00 – October 06, 2011 23:59 Athens	Cyprus Section	preview edit print (pdf) delete

Past Ballots

Name	Dates	Organization	Action
Cyprus	July 21, 2011 00:00 – July 21, 2011 23:59 Athens	Cyprus Section Chapter, PE31	manage report results preview print (pdf) email log
Cyprus	July 15, 2011 00:00 – July 21, 2011 23:59 Athens	Cyprus Section	manage report results preview print (pdf) email log
CYPRUS SECTION EXECUTIVE COMMITTEE 2010-11	January 26, 2010 22:00 – February 05, 2010 23:59 Athens	Cyprus Section	preview print (pdf)

University of Cyprus SB (2011-2012)

(GMT+02:00) Athens ▼

Open ballot on: **October 05, 2011 12:00 AM**

Close ballot on: **October 06, 2011 11:59 PM**

Welcome to the **IEEE University of Cyprus Student Branch Election** this opportunity to personally express my sincere appreciation for you being an IEEE :

Our duty and responsibility is to ensure that your voting rights aret you are confident that your vote is accurately cast and tabulated, We will utilize the gm for our elections.

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

Please don't hesitate to contact me at xelwn@ieee.org if you havment, or complaint regarding your voting experience.

Thank you for voting – your vote counts!

xeirwn@ieee.org

Position: Chair [edit](#) [delete](#)

[Add new candidate to Char session](#)

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](#)

Position: Member [edit](#) [delete](#)

[Add new candidate to Member position](#)

[Add new position](#)

Allow write-in candidate for each position: ☐

Voters currently loaded: 0

Upload list of eligible voters:

[Click here for help on getting the voter list](#)

(clear voter list)

Save as draft

Save and activate

Cancel

Please enter candidate's member number: (up to 8 characters)

Please enter candidate's first name: (up to 100 characters)

Please enter candidate's last name: (up to 100 characters)

Please enter candidate's details - biography, reasons for running, etc:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), ABC, Styles, Paragraph, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Font family, Font size, and various icons for text formatting and alignment.

- Be sure to verify the candidate's member number, since the results of the voting session can be automatically submitted to IEEE

- You can allow write in Candidates in case you are not sure if you received the full candidates list or in case you want this to be flexible even during voting period

- After activating the ballot, the functionality available is getting more limited, be sure to triple check everything before activating (ask someone to verify with you everything)

- Emailing service is available, you MUST allow one hour to pass after uploading voters list before sending one!**

Uploading Voters List File Format

<IEEE Member #>	<Name>	<SurName>	<Email>	<NO Email Flag>	<NO Election Mail Flag>
11111111	George	Michael	xei@ieee.org	N	N
22222222	Jane	Smith	JS@ieee.org	N	N

❑ The above is a template of a tab separated text file

❑ You must have one voter per line

❑ Both users here want to receive email

❑ The only other way to get this information other than contacting the members is through SAMIEEE (<http://www.ieee.org/about/volunteers/samieee>)

Instructions

Welcome to the IA34 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 j.doe@ieee.org if you have a question, comment, or complaint regarding your voting experience.

Thank you for voting – your vote counts!

EXCOM

Know your candidates: [[Thomas Edison](#)] [[Albert Einstein](#)]

Choose a candidate:

Thomas Edison ☐

Albert Einstein ☐

Instructions

Welcome to the IA34 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 j.doe@ieee.org if you have a question, comment, or complaint regarding your voting experience.

Thank you for voting – your vote counts!

EXCOM

Know your candidates: [[Thomas Edison](#)] [[Albert Einstein](#)]

Choose a candidate.

Thomas Edison ☐

Albert Einstein ☐

Organization: Cyprus Section Chapter, PE31 (CH08210)
Start/End dates: July 21, 2011 00:00 - July 21, 2011 23:59
Timezone: Athens
Eligible voters: There are 2 registered voters
of emails sent: 0 (out of 3 max)
Last email sent on: No emails have been sent.
Next email can be sent on: You can send an email now

Ballot results:

[View results](#)

[Report results to IEEE headquarters](#)

[Export results \(CSV\)](#)

[Update results based on paper ballots](#)

[Voter status report](#) (shows who voted online and who did not)

Ballot statistics at a glance:

Online voter turnout 50%

Position: Member

Vote distribution:

Pantelis Thalassinos	0.0%	0 votes
Yiannis Kotsiras	0.0%	0 votes
Alkinoos Ioannides	0.0%	0 votes (- 1 manual)
Kostakis Antoniou (write-in)	100.0%	10 votes (10 manual)



This presentation template is available here :

<http://www.ieeer8.org/about/ieee-region-8-proposed-power-point-presentation-theme/>

End of Presentation

**I hope you found this
presentation informative**

**For more information
contact me at
r8webmaster@ieee.org**



Appendix A

Screenshot Guides

IEEE Region 8 Website



► <http://www.ieee.org/r8>



IEEE Contact and Support Websites

- IEEE Support Center
(<https://supportcenter.ieee.org/>)
- IEEE Contact Center
(<http://www.ieee.org/contactcenter>)
- IEEE Start
(<http://www.ieee.org/start>)

The screenshot shows the IEEE Support Center website. At the top, there is a navigation bar with links: IEEE.org, IEEE Xplore Digital Library, IEEE Standards Association, Spectrum Online, and More IEEE Sites. The main header features the IEEE logo and the text "IEEE SUPPORT CENTER". Below the header, there are three tabs: "Support Home", "Answers (FAQ)", and "Submit A Question". The "Support Home" tab is active.

The main content area is titled "Live Chat" and contains a form for contacting a support team member. The form fields are:

- First/Given Name *
- Last/Family/Surname Name *
- E-mail Address *
- Question

Below the form is an orange "Submit Request" button.

At the bottom of the main content area, it states: "Chat support is available. Chat hours are listed below. Monday - Sunday: 24 Hours. It is currently Friday, Mar. 30, 2012 10:08 AM EDT".

On the right side, there is a "Find Answers" section with a search bar. Below that is a "Support" section with three links: "Support" (IEEE Contact Center), "Live Chat" (Chat with a member of our support team), and "Give Feedback" (How can IEEE make this site more useful for you?). At the bottom right, there is a "Tips for Searching FAQs" section with the text: "Browse the Popular Questions section for the most current and".



IEEE Electronic Mail Services Website

➤ <http://eleccomm.ieee.org/>



The screenshot shows the IEEE Functional Alias Registration page. The top navigation bar includes links for IEEE HOME, SEARCH IEEE, SHSP, WEB ACCOUNT, and CONTACT IEEE. Below this, there are links for Membership, Publications, Services, Standards, Conferences, and Careers/Jobs. The main content area is titled "IEEE Functional Alias Registration" and includes a description of the form's purpose, a list of links for registration and updates, and a registration form. The left sidebar contains links for IEEE Email Alias Service, Other Electronic Services, IEEE Information Advantage Programs, and IEEE Staff Only.

IEEE Functional Alias Registration

This form serves as registration/update for a functional alias. A functional alias is defined as a non personal IEEE email alias that forwards to an individual. Usual candidates for Functional Aliases are Regions, Sections, Chapters, or Students Branches or their activities. For example, scanner@ieee.org would forward messages to j.smith@yahoo.com or sb.smith@ieee.org (MIT Student Branch alias which forwards to the Student Branch counselor)

- [Register a new alias](#)
- [Update an alias](#)

This form must be filled out in its entirety. Please allow one week for processing. Contact ewha@ieee.org with any questions.

Registration: Owner Contact Information

Organizational Unit:

Your first name:

Your last name:

Your 8-digit IEEE member number:

Your email address:

Your volunteer position:

Your phone number:

Proposed functional alias:

(e.g., scanner@ieee.org)

IEEE Email Alias Service

- [FAQ](#)
- [Email Policy](#)
- [Acceptable Use Practices](#)
- [Etiquette](#)
- [Guidelines](#)
- [Alias Service Agreement](#)

Other Electronic Services:

- [E-Mail Services](#)
- [Mailing Lists](#)

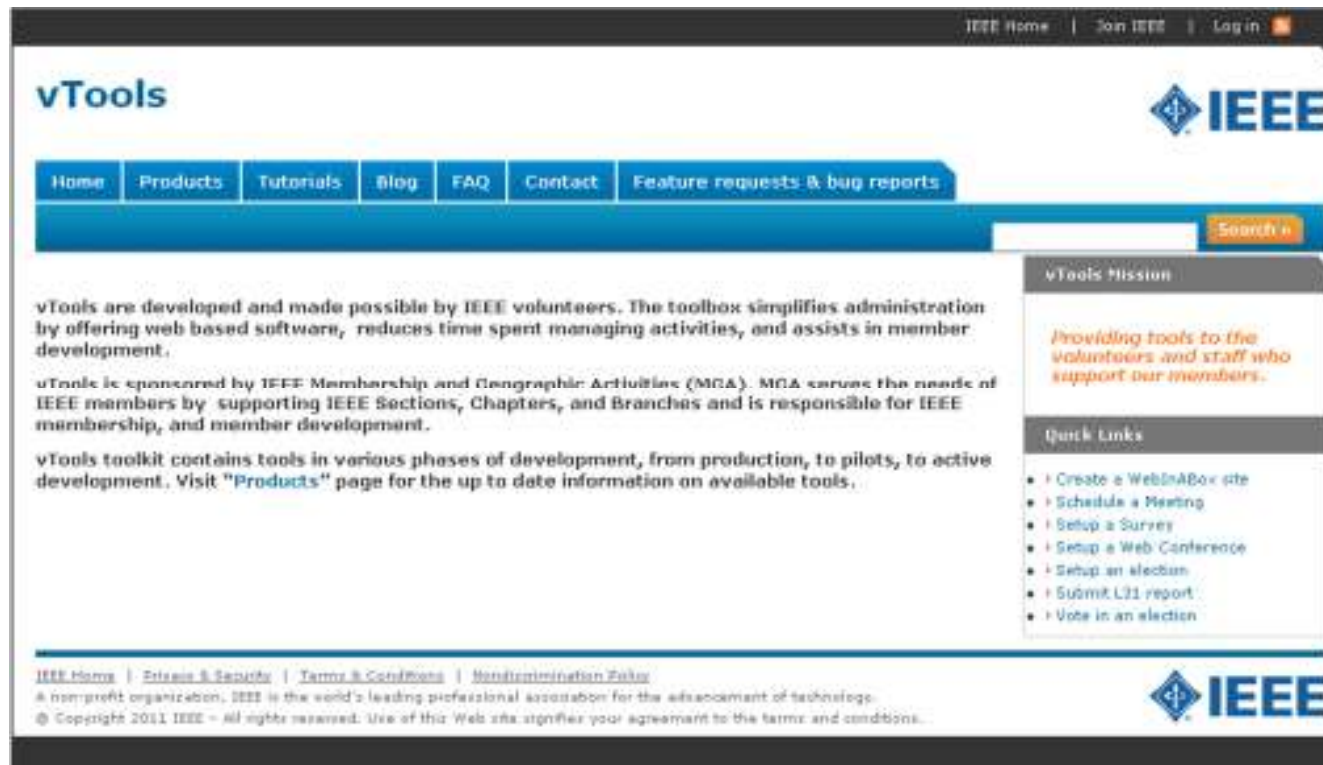
IEEE Information Advantage Programs™

- [IEEE Volume](#)
- [IEEE Fellow](#)
- [IEEE Personal Email Alias Service](#)
- [What's New @ IEEE](#)
- [AskIEEE](#)

IEEE Staff Only

- [Aliases](#)
- [Mailing Lists](#)
- [Web Stats](#)

IEEE vTools Documentation Website



➤ <http://vtools.ieee.org>

End of Appendix A

**For more information
contact me at
r8webmaster@ieee.org**

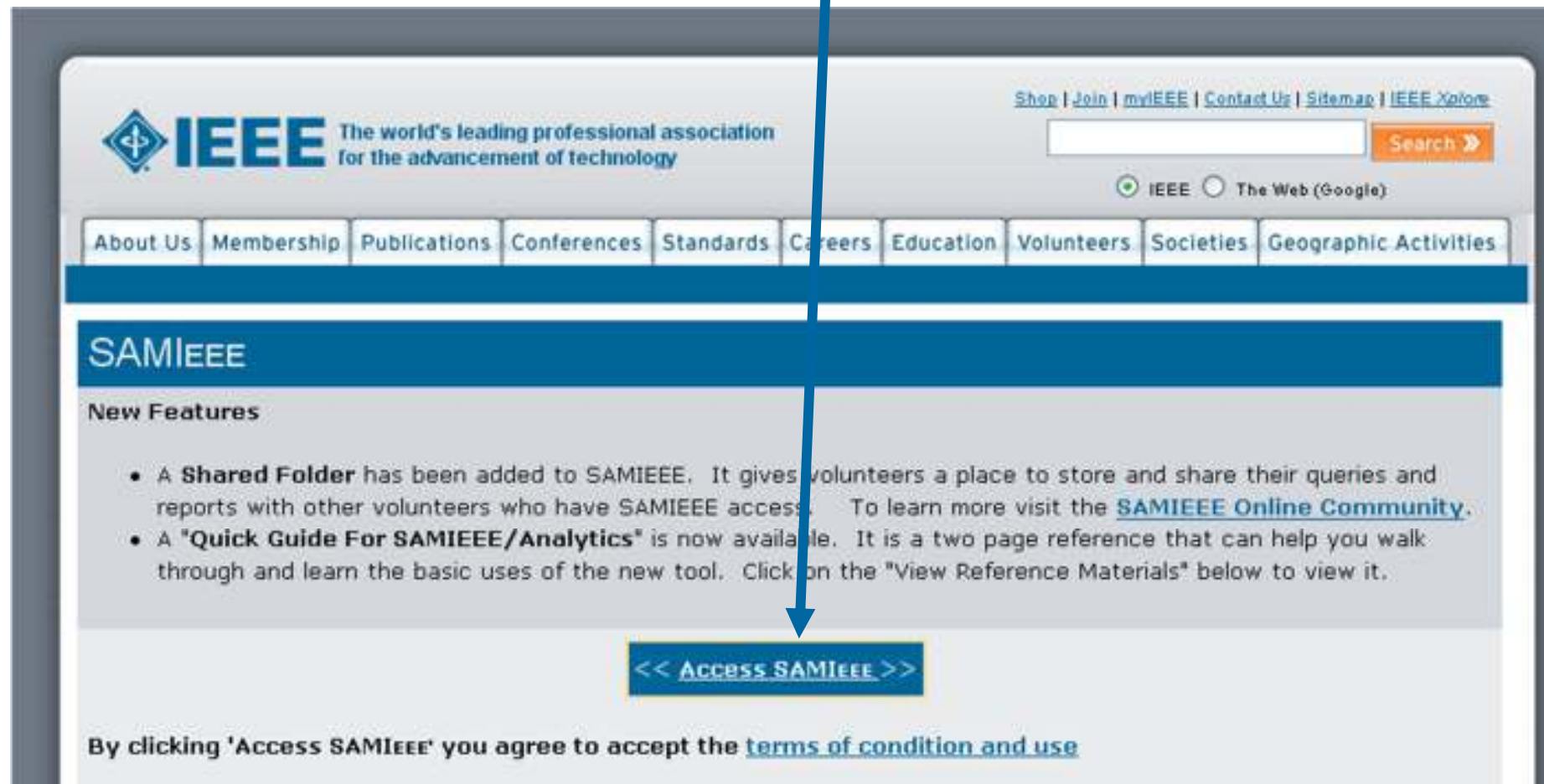
Appendix B

SAMIEEE

SAMIEEE webpage:

<http://www.ieee.org/organizations/vols/samieee/>

Step 1. Click on <Access SAMIEEE>



The screenshot shows the SAMIEEE webpage interface. At the top, the IEEE logo and tagline "The world's leading professional association for the advancement of technology" are displayed. To the right, there are links for "Shop", "Join", "myIEEE", "Contact Us", "Sitemap", and "IEEE Xplore". Below these is a search bar with a "Search" button. A navigation menu contains links for "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities". The main content area is titled "SAMIEEE" and lists "New Features":

- A **Shared Folder** has been added to SAMIEEE. It gives volunteers a place to store and share their queries and reports with other volunteers who have SAMIEEE access. To learn more visit the [SAMIEEE Online Community](#).
- A "**Quick Guide For SAMIEEE/Analytics**" is now available. It is a two page reference that can help you walk through and learn the basic uses of the new tool. Click on the "View Reference Materials" below to view it.

At the bottom of the main content area, there is a blue button with the text "<< Access SAMIEEE >>". A blue arrow points from the text "Step 1. Click on <Access SAMIEEE>" to this button. Below the button, a disclaimer states: "By clicking 'Access SAMIEEE' you agree to accept the [terms of condition and use](#)".

Step 2. Enter your Web Account User ID and Password and click on <Log In>



The screenshot shows the Siebel Analytics login interface. At the top, the 'SIEBEL 7' logo is visible. Below it, the text 'Siebel Analytics' is displayed. A message states: 'The content you've requested requires that you be logged in to the Siebel Analytics Server.' Below this, instructions read: 'Please enter your User ID and Password below, and then press the Log In button.' There are two input fields: 'User ID' and 'Password'. A checkbox labeled 'Remember my ID and password' is present. A 'Log In' button is located below the password field. At the bottom, there is a language dropdown menu currently set to 'English'. A blue arrow points from the text in the top banner to the 'User ID' input field.

SIEBEL 7

Siebel Analytics

The content you've requested requires that you be logged in to the Siebel Analytics Server.

Please enter your User ID and Password below, and then press the Log In button.

User ID

Password

☐ Remember my ID and password

English 

Siebel Analytics T & E AND IGA
© 1997 - 2006 Siebel Systems, Inc. All rights reserved. This program is provided by S.E. and International Inc. and, if provided to the U.S. Government, shall be provided with "Restricted Rights," as described in 25 USC 552a.

List of Active IEEE Members from XX Section

Criteria

- Section Name is equal to / is in XXX (name of Section)
- Current Status is equal to / in Active
- Membership or Pub Name is equal to / is in IEEE Membership

Step 3. Click on <Memberships and Subscriptions>

The screenshot displays the IEEE web catalog interface. On the left is a navigation pane with a tree view of folders. The main content area is titled 'This is the start page for Answers. Return to this page by clicking the Answers link.' and contains three sections: 'Browse Saved Requests', 'Create New Request', and 'Manage Briefing Books'. On the right is a 'Subject Areas' list. A blue arrow points from the 'Memberships and Subscriptions' link in this list to the title of Step 3.

IEEE
Catalog **Dashboards**
Manage Catalog

My Folder
This folder is empty.

Shared Folders

- Marketing
- Sales
- Service
- Interactive Selling
- Communications
- IEEE Statistics
- Memberships and Subscriptions
- Training
- SAMIEEE
- Computed Values Test
- IEEE Organizations
- TESTING
- IEEE Membership Statistics
- IEEE Statistic Aggregates
- SIT Testing
- IEEE
- Data Quality Reports
- Training Samples
- Membership
- User Backups
- Officer Queries
- The Annual Statistics of the
- IEEE Volunteer Queries
- Controllers
- Conference Providers

My Briefing Books

My Filters

This is the start page for Answers. Return to this page by clicking the Answers link.

Browse Saved Requests
To view requests as stored in the Web Catalog, use the Catalog tab. To view requests organized by Dashboards, use the Dashboards tab. Click a request name to view or modify it.

Create New Request
To create a new request, select a Subject Area.

Manage Briefing Books
To download or edit a Briefing Book, click on its name in the Briefing Books section of the Catalog tab.

Subject Areas

- AR Revenue
- Activities
- Activities Overview
- Assets
- Assets Overview
- Campaigns
- Campaigns Overview
- Customers Overview
- IEEE - Unmerged copy of Asset subject areas
- IEEE Administrative Reports
- IEEE Organizations
- IEEE SPO Memberships
- IEEE Society Aggregates
- Marketing Events
- Marketing Planning
- Memberships and Subscriptions**
- Order Payments
- Orders

**Step 4. You will be at the <Criteria> screen / page.
On this page, enter the information and restriction to
search by dragging objects from the left column**



The screenshot shows the IEEE web interface for the 'Criteria' screen. On the left is a sidebar with a tree view under 'Memberships and Subscriptions'. The main content area has tabs for 'Criteria', 'Results', 'Prompts', and 'Advanced'. Below the tabs are icons for a folder, a list, a magnifying glass, and a document. The 'Columns' section is active, showing instructions: 'Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.' Below this is a dashed box containing the text 'There are no columns in this request.' A blue arrow points from the top of the slide to this dashed box. The 'Filters' section below it says 'Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.' and includes a button labeled 'Continue with Similar Request'.

IEEE

Memberships and Subscriptions

- Columns
 - Account
 - Contacts
 - Contact Address
 - Technical Interest Profile
 - Contact Education
 - Contact Certification
 - Contact Demographics
 - Grade Progression
 - Designations
 - All Memberships and Subscriptions
 - Facts
 - Do Not Use-- For Segments a
- Filters
 - IEEE Statistics
 - Memberships and Subscriptions
 - IEEE
 - Data Quality Reports

Refresh Display

Criteria Results Prompts Advanced

Untitled Analysis

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

There are no columns in this request.

Filters

Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.

Continue with Similar Request

Example 1: List of Active members from Singapore Section

Step 5. Determine the Column - Choose from the Selection Pane (Left hand side) e.g. Customer Number, Full Name, Address...etc.

The screenshot displays the IEEE system interface. On the left, the 'Memberships and Subscriptions' section is expanded, showing a list of columns under the 'Profile' category. A red arrow labeled '1' points to this list. The main area shows the 'Columns' section, where 'Customer Number' is selected and added to the request. A green arrow labeled '2' points to the 'Customer Number' entry in the 'Columns' list. The interface includes tabs for 'Criteria', 'Results', 'Prompts', and 'Advanced'. The 'Results' tab is active, showing the 'Columns' and 'Filters' sections. The 'Columns' section includes a 'Display Results' button and a 'Remove All' button. The 'Filters' section includes a 'Combine with Similar Request' button. The IEEE logo is visible in the bottom right corner, along with the tagline 'Advancing Technology for Humanity'.

Memberships and Subscriptions

- Columns
- Account
- Contacts
- Profile
 - Customer Number
 - HON Member Number
 - Name Prefix
 - Full Name
 - First Name
 - Middle Initial
 - Last Name
 - Name Suffix
 - Date of Birth
 - Date of Birth Year
 - Gender
 - Contact Status
 - Member VIN
 - Contact Creation Date
 - Recruiter Number
 - Recruiter Name
- IEEE Profile
 - IEEE Membership Status Cha
 - IEEE Membership Status Cod
 - IEEE Membership Status Des
 - IEEE Current Grade Code
 - IEEE Current Grade Descripti
 - IEEE Grade Status
 - IEEE Grade Category
 - IEEE Current Grade Start Dat
 - IEEE Yrs of Svc Plus Age
 - GOLD/Yes/No
 - Renew Year
 - Discount Code

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile

Customer Number

Display Results Remove All

Filters

Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.

Combine with Similar Request

IEEE Advancing Technology for Humanity

Example 1: List of Active members from Singapore Section
Step 6. When u click < Section Name > under Geographical Info, it will appear on the right box under the 'Column'
Using the same methods to choose the information you want

The screenshot shows the IEEE web portal interface. On the left is a sidebar with a tree view of categories. Under 'Geographic Info', 'Section Name' is highlighted. A blue arrow labeled '1' points to this item. The main area is titled 'Columns' and contains a table of selected columns. A green arrow labeled '2' points to the 'Section Name' column in this table.

Profile		IEEE Profile		Geographic Info	Contact Address	Primary Address	
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Address Line 1

Example 1: List of Active members from Singapore Section

Step 7. Once you have chosen the information for the Column, you will have to add Filters for your data

The screenshot displays the IEEE database query builder interface. On the left is a selection pane with categories like Geographic Info, Business Profile (BPA), New Member Interest, Age Information, Age Range (in increments), Contact Address, and Primary Address. The main area has tabs for Criteria, Results, Prompts, and Advanced. Below the tabs, the 'Columns' section shows a table of selected fields: Customer Number, Full Name, IEEE Membership Status Desc, IEEE Current Grade Description, Section Name, Email Address, Primary Company Or Attn, and Primary Address. Below the table are 'Display Results' and 'Remove All' buttons. The 'Filters' section below it has a blue arrow pointing to the 'Filters' header and a 'Combine with Similar Request' button.

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile		IEEE Profile		Geographic Info	Contact Address	Primary Address	
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Address

Display Results Remove All

Filters

Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.

Combine with Similar Request

Step 8. How to add Filters?

E.g. Section: Singapore Section

Under the < Section Name >, Click on the Create / Edit Filter button (looks like “Y”)

The screenshot displays the IEEE Region 8 software interface. On the left is a selection pane with categories like Geographic Info, Business Profile (BPA), New Member Interest, Age Information, and Contact Address. The main area shows a 'Columns' table with headers: Profile, IEEE Profile, Geographic Info, Contact Address, and Primary Address. The 'Section Name' column is highlighted. Below the columns is a 'Filters' section with a 'Create/Edit Filter' dialog box open. The dialog box shows 'Column: Section Name', 'Operator: is equal to / is in', and 'Match: begins with'. A blue arrow points to the 'Y' button (Create/Edit Filter) in the 'Section Name' column header.

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile	IEEE Profile	Geographic Info	Contact Address	Primary Address
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name
				Email Address
				Primary Company Or Attn
				Primary Address Line 1
				Primary Address Line 2
				Primary Address Line 3
				Primary City Address Line
				Primary Address City
				Primary Address State/Province

Filters

Modify criteria by clicking on the filter button below its name.

Combine with Similar Request

Create/Edit Filter

Column: Section Name

Operator: is equal to / is in

Match: begins with

Value: []

Advanced

OK Cancel

Step 9. Click on <All choices> and search for the Section

The screenshot shows the IEEE Region 8 software interface. On the left is a sidebar with a tree view of categories: IEEE Membership Status Desc, IEEE Current Grade Code, IEEE Current Grade Description, IEEE Grade Status, IEEE Grade Category, IEEE Current Grade Start Date, IEEE Yrs of Svc Plus Age, GOLD/Yes/No, Renew Year, Discount Code, IEEE Category, IEEE Citation, Geographic Info (expanded), Business Profile (BPA), New Member Interest, Age Information, Age Range (In Increments), Contact Address, and Primary Address. The main area has tabs for Criteria, Results, Prompts, and Advanced. Below the tabs is a 'Columns' section with a table of selected columns: Customer Number, Full Name, IEEE Membership Status Desc, IEEE Current Grade Description, Section Name, Email Address, Primary Company Or Attn, and Primary Address. Below the columns are buttons for 'Display Results' and 'Remove All'. The 'Filters' section is below, with a 'Combine with Similar Request' button. A 'Create/Edit Filter' dialog box is open, showing a filter for 'Section Name' with the operator 'is equal to / is in'. The 'Match' dropdown is set to 'begins with'. The list of choices includes 'All Choices', 'Unites Choices', and various regional sections like 'Agua Calientes Section', 'Akron Section', 'Alabama Section', etc. A blue arrow points to the 'All Choices' link. Another blue arrow points to the page numbers '1 2 3 4 5 6 7 8 9 10' at the bottom of the list.

Search by Page Numbers

Step 10. Click on <Singapore Section> (left side and it will appear on the right side

The screenshot displays the IEEE system interface. On the left, a sidebar lists various criteria categories: IEEE Current Grade Code, IEEE Current Grade Description, IEEE Grade Status, IEEE Grade Category, IEEE Current Grade Start Date, IEEE Yrs of Svc Plus Age, OCLD/Yes/No, Renew Year, Discount Code, IEEE Category, IEEE Citation, Geographic Info (Region Code, Region Name, Council Code, Council Name, Section Code, Section Name, Sub Section Code, Sub Section Name, Geo Code, Geo Code Desc, Geo Code Effective Date, Contiguous Yes/No), Business Profile (BPA), New Member Interest, Age Information, Age Range (In Increments), Contact Address, and Primary Address. The main window shows the 'Criteria' tab with a table of columns: Profile (Customer Number, Full Name), IEEE Profile (IEEE Membership Status Desc, IEEE Current Grade Description), Geographic Info (Section Name), Contact Address (Email Address), and Primary Address (Primary Company Or Attn, Primary Address Line 1, Primary Address Line 2, Primary Address Line 3, Primary City Address Line, Primary Address City, Primary Address State/Province). A 'Create/Edit filter' dialog box is open, showing a filter for 'Section Name' with the operator 'is equal to / is in' and the value 'Singapore Section'. A green arrow labeled '2' points to the 'Value' field. A blue arrow labeled '1' points to the 'Singapore Section' entry in the list of available sections. The list includes: Shin-Etsu Section, Shreveport Section, Singapore Section, Sloudland Section, Slovenia Section, South Africa Section, South Australia Section, South Brazil Section, South Plains Section, and South Saskatchewan Section. The dialog box also has 'Add', 'Clear Values', 'Advanced', 'OK', and 'Cancel' buttons.

Step 11. Click <OK>

The screenshot shows the IEEE software interface with the 'Criteria' tab selected. The 'Columns' section displays a table with columns: Profile, IEEE Profile, Geographic Info, Contact Address, and Primary Address. The 'Filters' section is below the columns. A 'Create/Edit Filter' dialog box is open, showing a list of sections. A blue arrow points to the 'OK' button in the dialog.

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile	IEEE Profile	Geographic Info	Contact Address	Primary Address
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name
Email Address	Primary Company Or Attn	Primary Address		

Filters

Modify criteria by clicking on the filter button below its name.

Create/Edit Filter

Column: Section Name

Operator: is equal to / is in

Value: Singapore Section

Match: begins with

Shin-Etsu Section
Shreveport Section
Singapore Section
Sioudand Section
Slovenia Section
South Africa Section
South Australia Section
South Brazil Section
South Plains Section
South Saskatchewan Section

OK Cancel

Appear in the Filter: Section Name is equal to / is in Singapore Section

The screenshot displays the IEEE Region 8 Advanced Search interface. On the left is a selection pane with categories like Geographic Info, Business Profile (BPA), New Member Interest, Age Information, Age Range (In Increments), Contact Address, and Primary Address. The main area has tabs for Criteria, Results, Prompts, and Advanced. Below the tabs is a 'Columns' section with a table of selected fields: Customer Number, Full Name, IEEE Membership Status Desc, IEEE Current Grade Description, Section Name, Email Address, Primary Company Or Attn, and Primary Address. Below the columns are 'Display Results' and 'Remove All' buttons. The 'Filters' section contains a filter box with the text 'Section Name is equal to / is in Singapore Section', 'Save Filter...', and 'Remove Filters' buttons. A red arrow points to the filter box. At the bottom, there is a 'Combine with Similar Request' button.

Criteria **Results** **Prompts** **Advanced** Dashboards | **Answers** | Marketing | Delivers | My Account | Log Out

Untitled Analysis

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile		IEEE Profile		Geographic Info	Contact Address	Primary Address	
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Address

Display Results Remove All

Filters

Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.

Section Name is equal to / is in Singapore Section

Save Filter... Remove Filters

Combine with Similar Request

Step 12. Follow Step 8 to Step 11 to filter for Active Member

The screenshot displays a software interface with a sidebar on the left containing a tree view of categories such as 'Technical Interest Profile', 'Contact Education', 'Contact Certification', 'Contact Demographics', 'Grade Progression', 'Designations', and 'All Memberships and Subscriptions'. The main area shows a table with columns: 'Company Or Attn', 'Primary Address Line 1', 'Primary Address Line 2', 'Primary Address Line 3', 'Primary Address Country', 'Membership or Pub Name', and 'Current Status'. A 'Create/Edit Filter' dialog box is open, showing the configuration for the 'Current Status' column. The dialog has fields for 'Column' (Current Status), 'Operator' (is equal to / is in), and 'Value' (Active). A 'Match' dropdown is set to 'begins with', and a list of values (Active, InActive) is shown. A red arrow labeled '1' points to the 'Match' dropdown. A green arrow labeled '2' points to the 'Active' value in the list. A blue arrow labeled '3' points to the 'Value' field. A pink arrow labeled '4' points to the 'On' button at the bottom right of the dialog. The background interface includes a top navigation bar with 'Answers', 'Marketing', 'Delivers', 'My Account', and 'Log Out', and a toolbar with 'Untitled Analysis' and various icons.

Appear in the Filter: Current Status is equal to / is in Active

Criteria Results Prompts Advanced

Dashboards | **Answers** | Marketing | Delivers | My Account | Log Out

Untitled Analysis

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile		IEEE Profile		Geographic Info	Primary Address	
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Primary Company Or Attn	Primary Address Line 1

Display Results Remove All

Filters

Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.

Section Name is equal to / is in Singapore Section

AND Current Status is equal to / is in Active

Save Filter... Remove Filters

Combine with Similar Request

Step 13. Follow Step 8 to Step 11 to filter the IEEE Membership

The screenshot displays a data management application with a left-hand navigation pane and a main table area. The navigation pane includes sections for Home Address, Work or School Address, Directory Address, Technical Interest Profile, Contact Education, Contact Certification, Contact Demographics, Grade Progression, Designations, and All Memberships and Subscriptions (Assets). The main table area shows columns for Primary Address Line 2, Primary Address Line 3, Primary Address City, Primary Address Country, Primary Address Postal Code, and Membership or Pub Name. A 'Create/Edit Filter' dialog box is open, showing the 'Membership or Pub Name' column selected. The 'Match' dropdown is set to 'begins with'. The 'Operator' is 'is equal to / is in'. The 'Value' is 'IEEE Membership'. A list of membership types is shown, with 'IEEE Membership' highlighted. The dialog box has 'Add', 'Clear Values', 'Advanced', 'OK', and 'Cancel' buttons. Red arrows point to the 'Membership or Pub Name' column header (1), the 'IEEE Membership' value (2), the 'OK' button (4), and the 'Value' field (3).

Primary Address Line 2	Primary Address Line 3	Primary Address City	Primary Address Country	Primary Address Postal Code	Membership or Pub Name
					IEEE Magnetics Letters Print Subscription
					IEEE Magnetics Society Membership
					IEEE Magnetics Society Newsletter Subscription
					IEEE Member Digital Library
					IEEE Member Digital Library (MDL)
					IEEE Member Digital Library Trial Offer
					IEEE Membership
					IEEE Membership Directory Electronic and Print Subscription
					IEEE Micro Magazine Subscription
					IEEE Microwave and Wireless Components Letters Subscription

Appear in the Filter: Membership or Pub Name is equal to / is in IEEE Membership

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile		IEEE Profile		Geographic Info	Contact Address	Primary Address	
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Add

Display Results Remove All

Filters

Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.

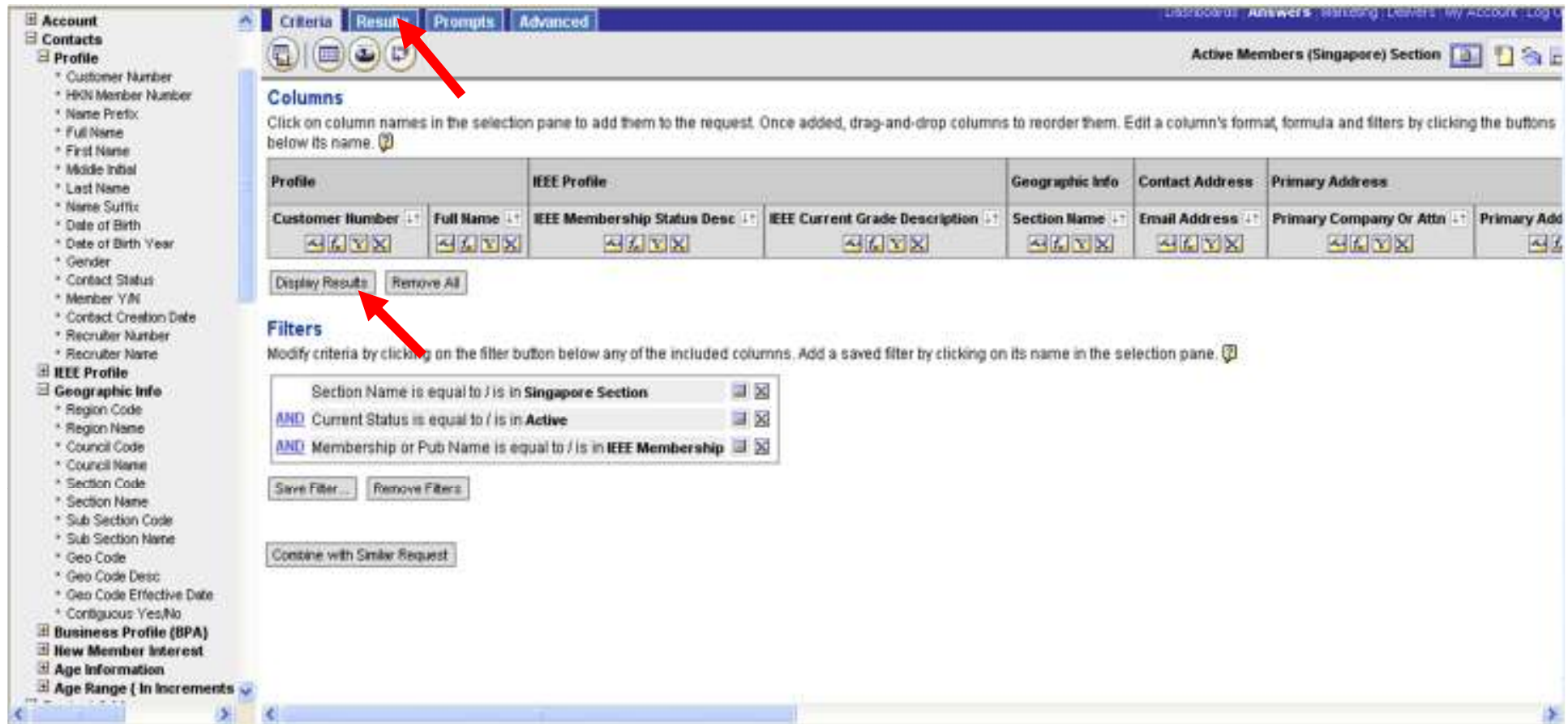
- Section Name is equal to / is in Singapore Section
- AND Current Status is equal to / is in Active
- AND Membership or Pub Name is equal to / is in IEEE Membership

Save Filter... Remove Filters

Combine with Similar Request

Section: Singapore Section
Current Status: Active ;
Membership or Pub Name: IEEE Membership

Step 14. Once you have completed entering the filters, click on <Results>
You will have to wait for a few seconds while your list is being sorted.



The screenshot displays the IEEE Region 8 web application interface. The top navigation bar includes tabs for Criteria, Results, Prompts, and Advanced. The Results tab is selected, and a red arrow points to the 'Display Results' button. The left sidebar shows a tree view of search criteria, including Account, Contacts, Profile, IEEE Profile, Geographic Info, Business Profile (BPA), New Member Interest, Age Information, and Age Range. The main content area shows the 'Columns' section with a table of search results. The table has columns for Profile, IEEE Profile, Geographic Info, Contact Address, and Primary Address. The 'Filters' section shows three active filters: 'Section Name is equal to / is in Singapore Section', 'Current Status is equal to / is in Active', and 'Membership or Pub Name is equal to / is in IEEE Membership'. The 'Display Results' button is highlighted with a red arrow.

Profile	IEEE Profile	Geographic Info	Contact Address	Primary Address
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name
Email Address	Primary Company Or Attn	Primary Add		

The Results will show in a few Seconds.

IEEE

Memberships and Subscriptions

Columns

- Account
- Contacts
- Contact Address
- Technical Interest Profile
- Contact Education
- Contact Certification
- Contact Demographics
- Grade Progression
- Designations
- All Memberships and Subscriptions
 - Membership or Pub Name
 - Membership or Pub Code
 - Membership or Pub Financial S
 - Parent of Membership or Pub C
 - Current Status
 - Most Current Asset Y/N
 - Join Date
 - Join Year
 - Start Date
 - Start Year
 - End Date
 - End Year
 - Cancel Date
 - Cancel Year
 - Paid Date
 - Paid Year
 - Price List
 - Promo Code
 - Promo Description
 - Advance Years
 - Years of Service
 - Consolidate Years of Service

Criteria Results Prompts Advanced

Compound Layout

Active Members (Singapore) Section

Active Members (Singapore) Section

Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Address Line 1	Primary Address Line 2	Primary Address Line 3	Primary Address City	Primary Address State/Province	Primary Address Postal Code	Primary Address Country	Membership or Pub Name
0													Singapore	IEEE Membership
0													Singapore	IEEE Membership
0													Singapore	IEEE Membership
0													Singapore	IEEE Membership
0													Singapore	IEEE Membership
0													Singapore	IEEE Membership
0													Singapore	IEEE Membership
0													Singapore	IEEE Membership
0													Singapore	IEEE Membership

Step 15. Scroll down to the end, you will see a link
“Download”
Click on it and you will be able to download the file into Excel,
Data or HTML format

The screenshot shows the IEEE website interface. On the left, there is a sidebar with the IEEE logo and a menu titled 'Memberships and Subscriptions'. The menu includes options like 'Columns', 'Account', 'Contacts', 'Contact Address', 'Technical Interest Profile', 'Contact Education', 'Contact Certification', 'Contact Demographics', 'Grade Progression', 'Designations', and 'All Memberships and Subscriptions'. The 'All Memberships and Subscriptions' option is expanded, showing a list of fields including 'Membership or Pub Name', 'Membership or Pub Code', 'Membership or Pub Financial S', 'Parent of Membership or Pub C', 'Current Status', 'Most Current Asset Y/N', 'Join Date', 'Join Year', 'Start Date', 'Start Year', 'End Date', 'End Year', 'Cancel Date', 'Cancel Year', 'Paid Date', 'Paid Year', 'Price List', 'Promo Code', 'Promo Description', 'Advance Years', 'Years of Service', and 'Cumulative Years of Service'. The main content area is a large blue rectangle. At the bottom of this area, there is a 'Download' link. A red arrow points to this link. Below the 'Download' link, there are three buttons: 'Download to Excel', 'Download Data', and 'Download Web Page (MHTML)'. The status bar at the bottom right indicates 'Records 1 - 25'.

List of Active XXX Society Members from XX Section

Criteria

- ▶ Section Name is equal to / is in XXX (name of Section)
- ▶ Current Status is equal to / in Active
- ▶ Membership or Pub Name is equal to / is in IEEE XXX Society

Example 2: List of Active Computer Society Members from Singapore Section

Account
Contacts
Profile
Customer Number
HON Member Number
Name Prefix
Full Name
First Name
Middle Initial
Last Name
Name Suffix
Date of Birth
Date of Birth Year
Gender
Contact Status
Member Y/N
Contact Creation Date
Recruiter Number
Recruiter Name
IEEE Profile
Geographic Info
Region Code
Region Name
Council Code
Council Name
Section Code
Section Name
Sub Section Code
Sub Section Name
Geo Code
Geo Code Desc
Geo Code Effective Date
Contiguous: Yes/No
Business Profile (BPA)
New Member Interest
Age Information
Age Range { In Increments

Criteria Results Prints Advanced

Active Members (Singapore) Section

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile		IEEE Profile		Geographic Info	Contact Address	Primary Address	
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Add

Display Results Remove All

Filters

Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.

Section Name is equal to / is in Singapore Section

AND Current Status is equal to / is in Active

AND Membership or Pub Name is equal to / is in IEEE Membership

Save Filter Remove Filters

Combine with Similar Request

Edit the Filter:
Membership or Pub Name: IEEE
Computer Society Membership

Example 2: List of Active Computer Society Members from Singapore Section

Criteria | Results | Prompts | Advanced

Active Members (Singapore) Section

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile		IEEE Profile		Geographic Info	Contact Address	Primary Address	
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Add

Display Results Remove All

Filters

Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.

- Section Name is equal to / is in Singapore Section
- AND Current Status is equal to / is in Active
- AND Membership or Pub Name is equal to / is in IEEE Membership

Save Filter... Remove Filters

Combine with Similar Request

Red arrow points to: Edit Filter...
Out Filter
Copy Filter
Edit Column Formula...
Protect Filter

Example 2: List of Active Computer Society Members from Singapore Section

The screenshot displays the IEEE Active Members (Singapore) Section interface. A search filter dialog is open, showing the following details:

- Columns:** Profile, IEEE Profile, Geographic Info, Contact Address, Primary Address. The table below lists columns: Customer Number, Full Name, IEEE Membership Status Desc, IEEE Current Grade Description, Section Name, Email Address, Primary Company Or Affn, Primary Add.
- Filters:** Modify criteria by c. Section Na, AND Current Sta, AND Membershi.
- Create/Edit Filter:** Column: Membership or Pub Name, Operator: is equal to / is in, Value: IEEE Membership.
- Match:** begins with.
- List of Choices:** Additional Assessment, AES Society Email Notices, Affiliation Fee, APIAVS Applied Physics Library - Five Journals from the American Institute of Physics (AP) and the American Vacuum Society (AVS), All Draft Standards Subscription, All-Inclusive Information and Technology Standards Online Subscription, All-Inclusive Power and Energy Standards Online Subscription, All-Inclusive Standards Online Subscription, All-Inclusive Telecommunications Standards Online Subscription, AP Society Email Notices.
- Page Numbers:** << 1 2 3 4 5 6 7 8 9 10 >>

Two red arrows point to the "All Choices" link and the page numbers. A text box on the right says: "Click 'All Choices' and select the related society from the list by clicking the page numbers."

Example 2: List of Active Computer Society Members from Singapore Section

The screenshot displays the IEEE Active Members (Singapore) Section interface. The left sidebar contains a tree view with categories: Account, Contacts, Profile, IEEE Profile, Geographic Info, Business Profile (BPA), New Member Interest, Age Information, and Age Range (In Increments). The main area shows a search criteria table with columns: Profile, IEEE Profile, Geographic Info, Contact Address, and Primary Address. The 'Profile' column is expanded, showing 'Customer Number' and 'Full Name'. The 'IEEE Profile' column is expanded, showing 'IEEE Membership Status Desc' and 'IEEE Current Grade Description'. The 'Geographic Info' column is expanded, showing 'Section Name'. The 'Contact Address' column is expanded, showing 'Email Address'. The 'Primary Address' column is expanded, showing 'Primary Company Or Attn' and 'Primary Add'. A 'Create/Edit Filter' dialog box is open, showing a list of membership options. The 'Match' dropdown is set to 'begins with'. The 'Value' field contains 'IEEE Membership'. The 'Operator' is set to 'is equal to / is in'. The 'Value' field contains 'IEEE Computer Society Membe'. A red arrow points to the 'Delete' button next to the 'Value' field. Another red arrow points to the 'IEEE Computer Society Membership' option in the list. The list includes: IEEE Computer Society Membership, IEEE Computer Society Pick5 Package Subscription, IEEE Consumer Electronics Society Digital Library, IEEE Consumer Electronics Society Membership, IEEE Consumer Electronics Society Newsletter Subscription, IEEE Control Systems Magazine Subscription, IEEE Control Systems Society Digital Library, IEEE Control Systems Society Membership, IEEE Design and Test of Computers Magazine Subscription, and IEEE Dielectrics and Electrical Insulation Society Membership. The bottom of the dialog box has 'Add', 'Clear Values', and 'Advanced' buttons. The main window has a 'Display Results' button and a 'Filters' section with 'Modify criteria by c' and 'AND' buttons. The top of the window has tabs for 'Criteria', 'Results', 'Prompts', and 'Advanced'. The title bar says 'Active Members (Singapore) Section'.

For example: Select the IEEE Computer Society Membership, it will appear in the value column on the left hand side. You can always add / clear the value by click the Add and Clear Values button.

Example 2: List of Active Computer Society Members from Singapore Section

Active Members (Singapore) Section

Columns

Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile		IEEE Profile		Geographic Info	Contact Address	Primary Address	
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Address

Create/Edit Filter

Column: **Membership or Pub Name**

Operator: **is equal to / is in**

Value: **IEEE Computer Society Member**

Match: **begins with**

[All Choices](#) [Limited Choices](#)

- Additional Assessment
- AES Society Email Notices
- Affiliation Fee
- APIAVS Applied Physics Library - Five journals from the American Institute of Physics (AIP) and the American Vacuum Society (AVS)
- All Draft Standards Subscription
- All-Inclusive Information and Technology Standards Online Subscription
- All-Inclusive Power and Energy Standards Online Subscription
- All-Inclusive Standards Online Subscription
- All-Inclusive Telecommunications Standards Online Subscription
- AP Society Email Notices

OK Cancel

Example 2: List of Active Computer Society Members from Singapore Section

The screenshot displays the 'Advanced' search tab in the IEEE Region 8 system. The interface includes a left-hand navigation pane with various search categories, a main search area with 'Criteria', 'Results', 'Prompts', and 'Advanced' tabs, and a right-hand pane for 'Columns' and 'Filters'.

Criteria: The 'Criteria' tab is active. It shows a table of search criteria with columns: Profile, IEEE Profile, Geographic Info, Contact Address, and All Memberships and Subscriptions. The criteria are:

Profile	IEEE Profile	Geographic Info	Contact Address	All Memberships and Subscriptions
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name

Buttons for 'Display Results' and 'Remove All' are visible below the criteria table.

Filters: The 'Filters' tab is active. It shows a list of filters with columns: Filter, AND, and OR. The filters are:

Filter	AND	OR
Section Name is equal to / is in Singapore Section		
AND Current Status is equal to / is in Active		
AND Membership or Pub Name is equal to / is in IEEE Computer Society Membership		

Buttons for 'Save Filter...', 'Remove Filters', and 'Combine with Similar Request' are visible below the filters table.

A red arrow points to the 'Membership or Pub Name is equal to / is in IEEE Computer Society Membership' filter.

Example 2: List of Active Computer Society Members from Singapore Section

Criteria Results Prompts Advanced

Active Members (Singapore) Section

Columns
Click on column names in the selection pane to add them to the request. Once added, drag-and-drop columns to reorder them. Edit a column's format, formula and filters by clicking the buttons below its name.

Profile		IEEE Profile		Geographic Info	Contact Address	Primary Address	
Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Add

Filters
Modify criteria by clicking on the filter button below any of the included columns. Add a saved filter by clicking on its name in the selection pane.

- Section Name is equal to / is in Singapore Section
- AND Current Status is equal to / is in Active
- AND Membership or Pub Name is equal to / is in IEEE Computer Society Membership

Buttons: Display Results, Remove All, Save Filter..., Remove Filters, Combine with Similar Request

Example 2: List of Active Computer Society Members from Singapore Section

Memberships and Subscriptions

Criteria Results Prompts Advanced

Compound Layout

Untitled Analysts

Table

Customer Number	Full Name	IEEE Membership Status Desc	IEEE Current Grade Description	Section Name	Email Address	Primary Company Or Attn	Primary Address Line 1	Primary Address Line 2	Primary Address Line 3	Membership or Pub Name
0										IEEE Computer Society Membership
0										IEEE Computer Society Membership
0										IEEE Computer Society Membership
0										IEEE Computer Society Membership
0										IEEE Computer Society Membership
0										IEEE Computer Society Membership
0										IEEE Computer Society Membership
0										IEEE Computer Society Membership
0										IEEE Computer Society Membership
0										IEEE Computer Society Membership

End of Appendix B

**For more information
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