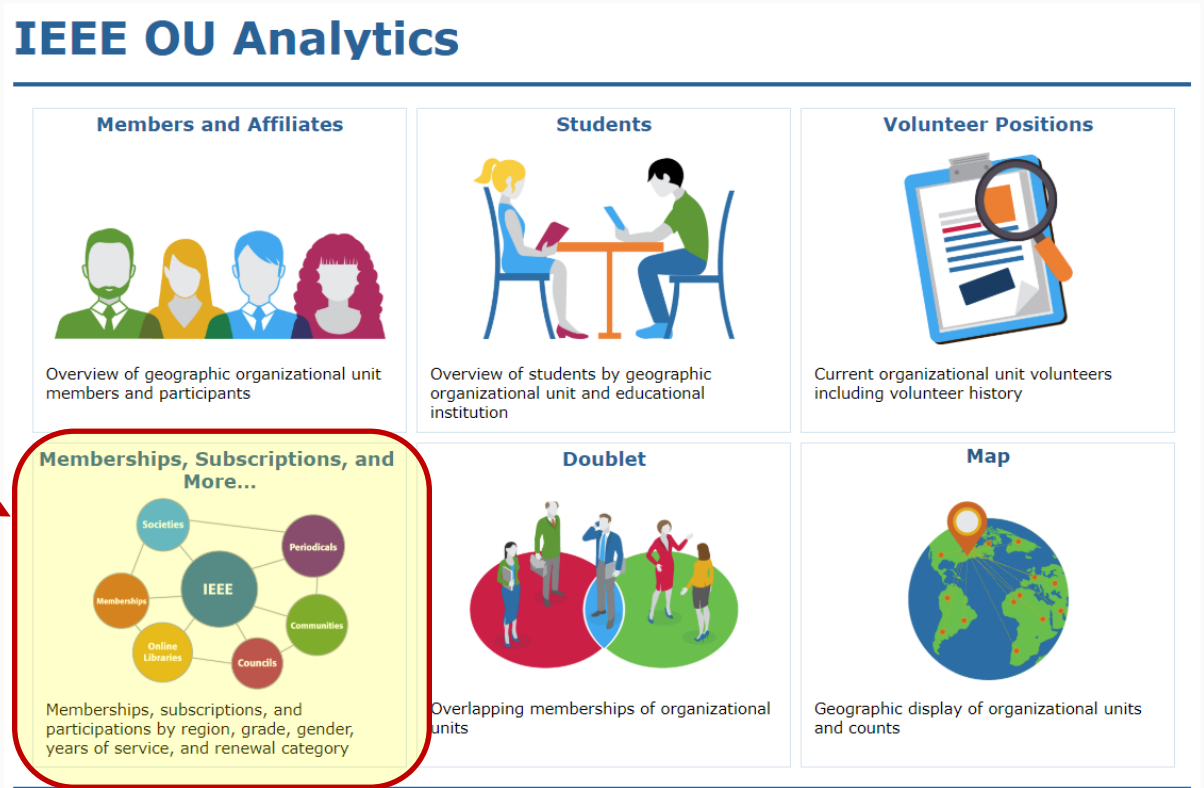


# INSTRUCTIONS FOR OBTAINING TECHNICAL COUNCIL CHAPTER MEMBER COUNTS/LISTS FROM OU ANALYTICS DASHBOARD

1. Log into OU Analytics using your IEEE Username and Password  
<http://www.ieee.org/ouanalytics>
2. From Landing Page, select Memberships, Subscriptions, and More

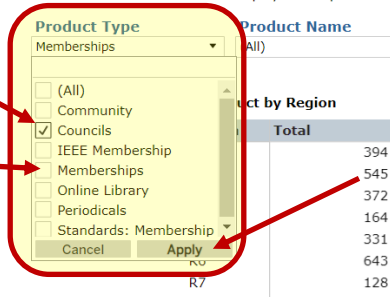


3. You will be taken to the Product Dashboard, the Product Type will default to "Memberships". Deselect "Memberships" and Select "Council" and click "Apply".

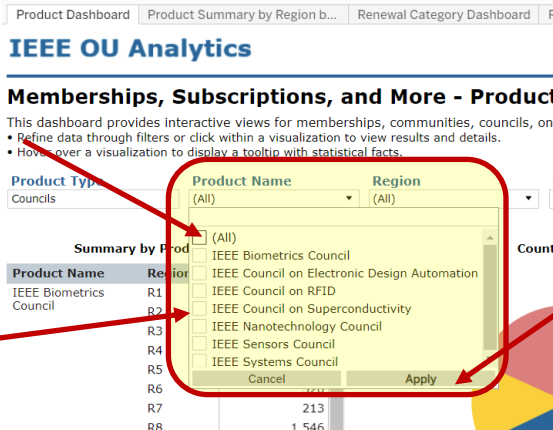
## IEEE OU Analytics

### Memberships, Subscriptions,

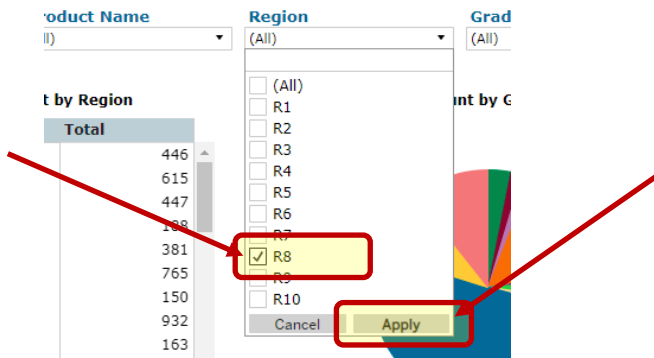
This dashboard provides interactive views for meml  
 • Refine data through filters or click within a visualizati  
 • Hover over a visualization to display a tooltip with sta



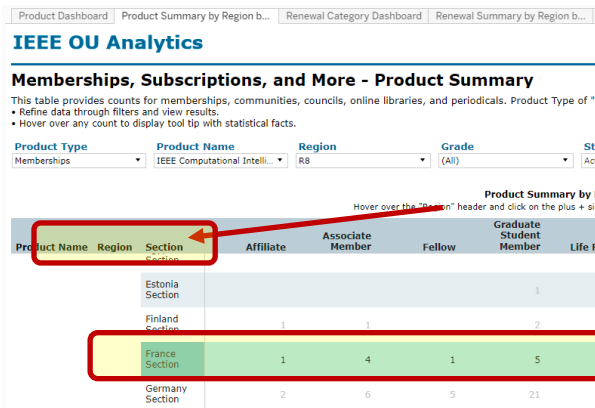
- Click white space on page to close filter box.
- Under Product Name, deselect "All" then select your council and click "Apply".



- Click white space on page to close filter box.
- Under Region, deselect "All" then select the specific Region and click "Apply".

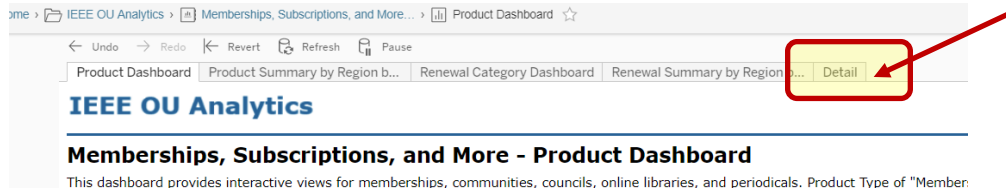


- Click white space on page to close filter box.
- To obtain the count of members for the Chapter, click on the second tab "Product Summary by Region b..." tab. Hover over "Region" and click on the "+" to expand to Sections. Scroll down to the Section where the chapter is.



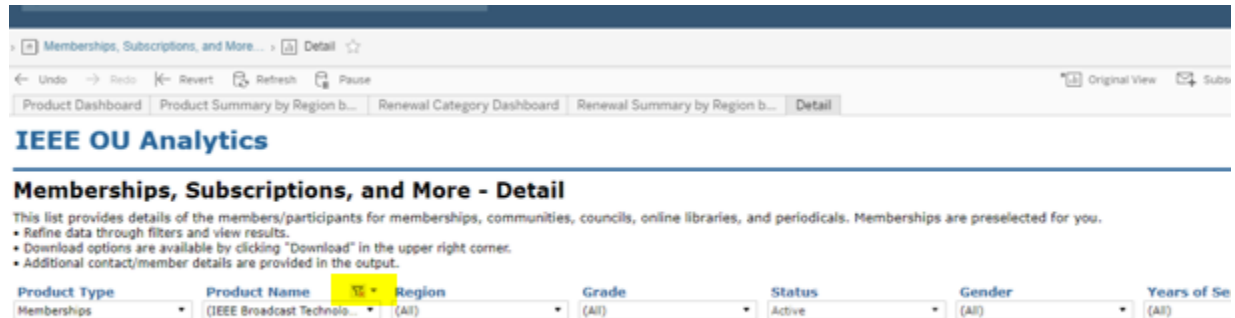
10. To obtain the details for these members hover over the Section name for the tooltip to appear, click on “View Details”

11. You will be brought to the “Details” tab showing those members in that specific Section.

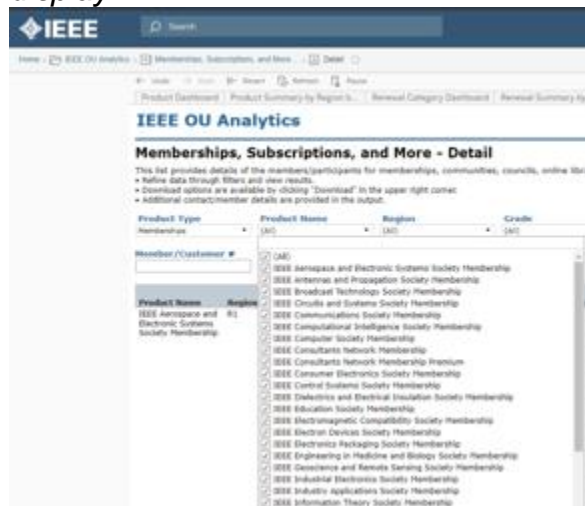


**If you receive no results on the Details Tab, please use the following steps:**

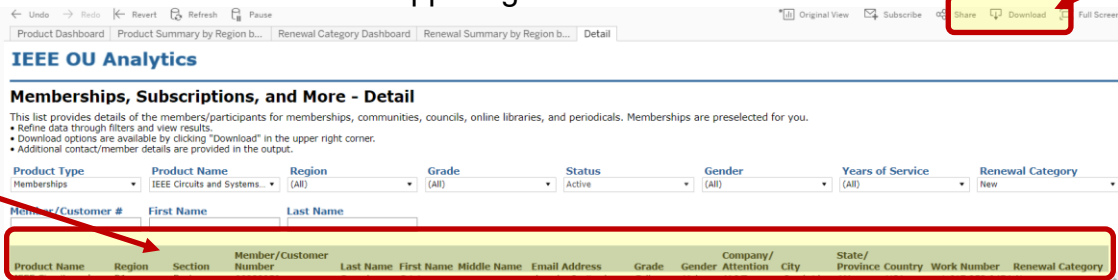
*On the Detail tab, no info shows below, click on the filter icon next to ‘Product Name’ to show all values.*



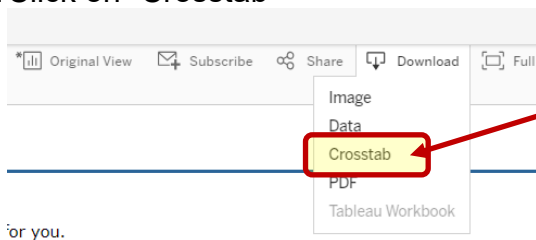
*Then select the ‘Product Name’ from the drop down filter for the list of members to display.*



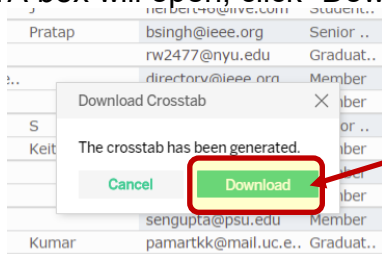
12. The screen view is limited to 16 columns; there is additional data available in the download. To download, click in grey, title bar, or somewhere within the table, then click on “Download” in upper right corner.



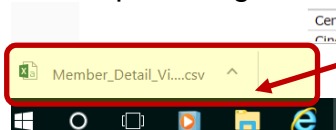
13. Click on “Crosstab”



14. A box will open, click “Download”



15. Your report will generate a csv file, you will need to “Open With” Excel



16. The report will populate all cells in Excel

**Note: Chapter Chairs will only be able to obtain data on members for their chapter based on the Section. If a S/C Officer is obtaining the data on behalf of the Chapter, they will need to delete the data not applicable.**