

INSTRUCTIONS FOR OBTAINING CHAPTER COUNTS/LISTS FOR MEMBERS IN ARREARS 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

IEEE OU Analytics

Members and Affiliates



Overview of geographic organizational unit members and participants

Students



Overview of students by geographic organizational unit and educational institution

Volunteer Positions



Current organizational unit volunteers including volunteer history

Memberships, Subscriptions, and More...



Memberships, subscriptions, and participations by region, grade, gender, years of service, and renewal category

Doublet



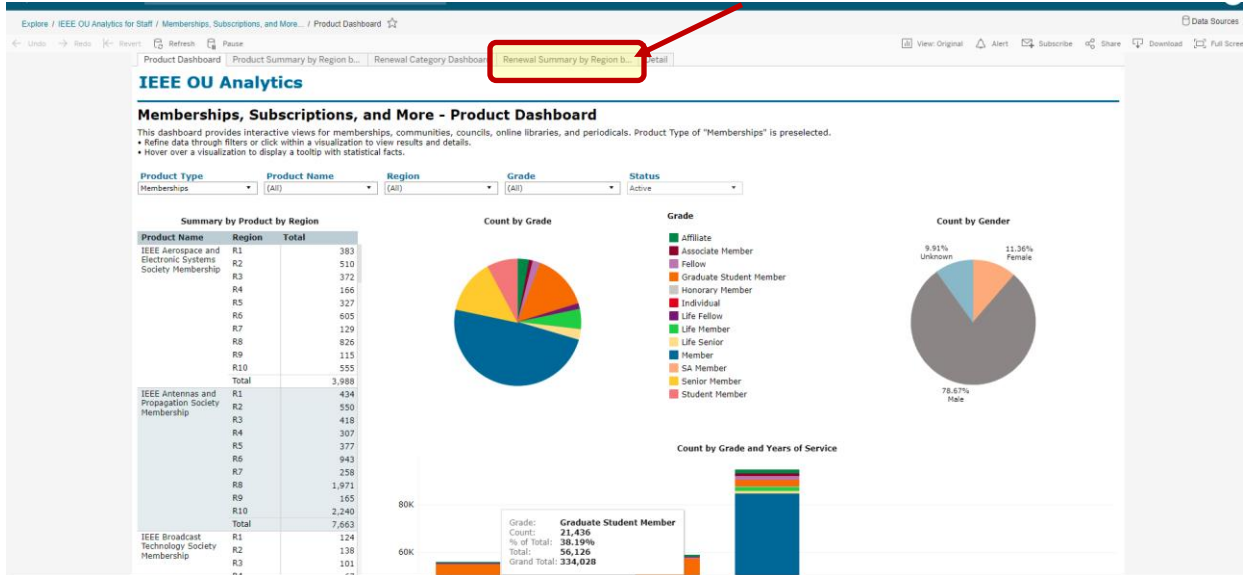
Overlapping memberships of organizational units

Map



Geographic display of organizational units and counts

3. Select 'Renewal Summary by Region b...'



4. To see the breakdown of members by Renewal Category (Arrears) by Section and Grade, Select Product Name, Select the Status Category filter and Select Inactive, Open the Renewal Category filter, deselect All and select Arrears

IEEE OU Analytics

Memberships, Subscriptions, and More - Renewal Summary

This table provides counts by renewal category for memberships, communities, councils, online libraries, and periodicals. Product Type of "Memberships" is preselected.

Product Type: Memberships
 Product Name: IEEE Reliability Society M...
 Region: (All)
 Grade: (All)
 Renewal Category: Arrears
 Status: Inactive

Renewal Summary

| Product Name | Region | Affiliate | Associate Member | Graduate Student Member | Life Fellow | Senior Member | Student Member | Total |
|-------------------------------------|--------|-----------|------------------|-------------------------|-------------|---------------|----------------|-------|
| IEEE Reliability Society Membership | R1 | | | 1 | | 14 | 3 | 19 |
| | R2 | | | 3 | | 15 | | 24 |
| | R3 | 2 | | 1 | | 12 | | 20 |
| | R4 | 1 | | | | 16 | 1 | 20 |
| | R5 | | | 2 | | 15 | | 18 |
| | R6 | 4 | | | 1 | 44 | 1 | 51 |
| | R7 | 2 | | 1 | | 8 | | 11 |
| | R8 | 1 | | 4 | | 36 | 4 | 49 |
| | R9 | | | 1 | | 7 | | 8 |
| | R10 | 5 | 7 | 9 | 1 | 72 | 7 | 112 |
| Total | 15 | 7 | 22 | 1 | 239 | 17 | 332 | |
| Grand Total | | 15 | 7 | 22 | 1 | 239 | 17 | 332 |

5. Hover over “Region” and click on the “+” to expand to Sections.

IEEE OU Analytics
Memberships, Subscriptions, and More - Renewal Summary
 This table provides counts by renewal category for memberships, communities, councils, online libraries, and periodicals. Product Type of "Memberships" is preselected.
 • Refine data through filters and view results.
 • Hover over any count to display tool tip with statistical facts.

Product Type: Memberships | Product Name: IEEE Reliability Society M... | Region: (All) | Grade: (All) | Renewal Category: Arrears | Status: Inactive

Renewal Summary by Region by Grade
 Hover over the "Region" header and click on the plus sign to expand region counts by Council and Section.

| Product Name | Region | Section | Affiliate | Associate Member | Graduate Student Member | Life Fellow | Life Member | Life Senior | Member | Senior Member | Student Member | Total | |
|-------------------------------------|--------|--------------------------------|-----------|------------------|-------------------------|-------------|-------------|-------------|--------|---------------|----------------|-------|---|
| IEEE Reliability Society Membership | (All) | Binghamton Section | | | | | | | 1 | | | 1 | |
| | | Boston Section | | | | | | | 8 | | | 8 | |
| | | Connecticut Section | | | | | | | 2 | | | 2 | |
| | | Green Mountain Section | | | | | | | | | 1 | 1 | |
| | | Long Island Section | | | | | | | | | 1 | 1 | |
| | | North Jersey Section | | | | | | 1 | | | | 1 | |
| | | Princeton/Central Jersey Sect. | | | | | | | | 2 | | 2 | |
| | | Providence Section | | | | 1 | | | | | | | 1 |
| | | Schenectady Section | | | | | | | | | 1 | | 1 |
| | | Syracuse Section | | | | | | | | 1 | | | 1 |
| Baltimore | | | | | | | | | | | | | |

6. To obtain the details for these members click on the “Details” tab.

IEEE OU Analytics
Memberships, Subscriptions, and More - Product Dashboard
 This dashboard provides interactive views for memberships, communities, councils, online libraries, and periodicals. Product Type of "Member"

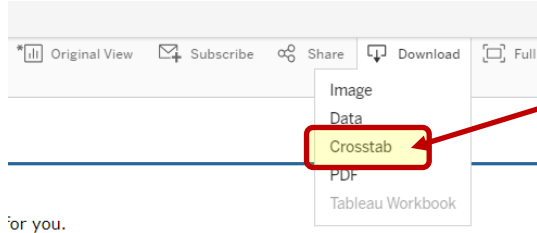
7. The screen view is limited to 16 columns; there is additional data available in the download including Society List, which provides all of the active societies the member belongs to, Technical Community List, Technical Council List, etc. To download, click in grey, title bar, or somewhere within the table, then click on “Download” in upper right corner.

IEEE OU Analytics
Memberships, Subscriptions, and More - Detail
 This list provides details of the members/participants for memberships, communities, councils, online libraries, and periodicals. Memberships are preselected for you.
 • Refine data through filters and view results.
 • Download options are available by clicking "Download" in the upper right corner.
 • Additional contact/member details are provided in the output.

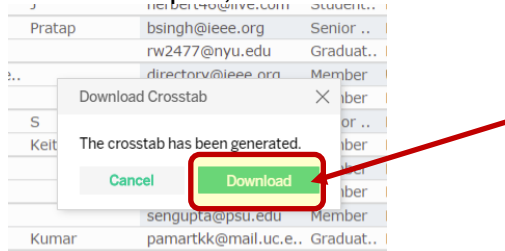
Product Type: Memberships | Product Name: IEEE Broadcast Technolog... | Region: (All) | Grade: (All) | Status: Inactive | Gender: (All) | Years of Service: (All) | Renewal Category: Arrears

| Member/Customer # | First Name | Last Name | | | | | | | | | | | | | |
|-------------------|------------|-----------|------------------------|-----------|------------|-------------|---------------|-------|--------|-------------------|------|----------------|---------|-------------|------------------|
| Product Name | Region | Section | Member/Customer Number | Last Name | First Name | Middle Name | Email Address | Grade | Gender | Company/Attention | City | State/Province | Country | Work Number | Renewal Category |

8. Click on “Crosstab”



9. A box will open, click “Download”



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



11. The report will populate all cells in Excel

12. To maintain GDPR compliance, please adhere to “Okay to Contact” filters – “N” means DO NOT CONTACT and must be removed from the target list.