

INSTRUCTIONS FOR OBTAINING COUNCIL CHAPTER OFFICERS 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 Volunteer Positions

IEEE OU Analytics

Members and Affiliates



Overview of geographic organizational unit members and participants

Students



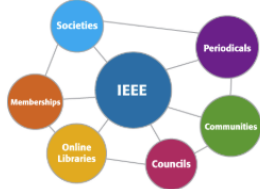
Overview of students by geographic organizational unit and educational institution

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



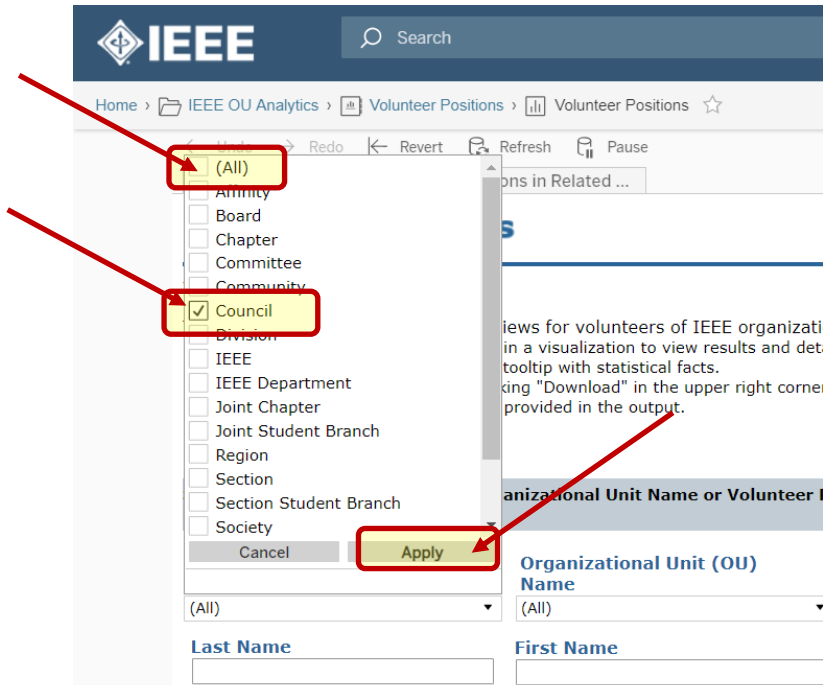
Overlapping memberships of organizational units

Map

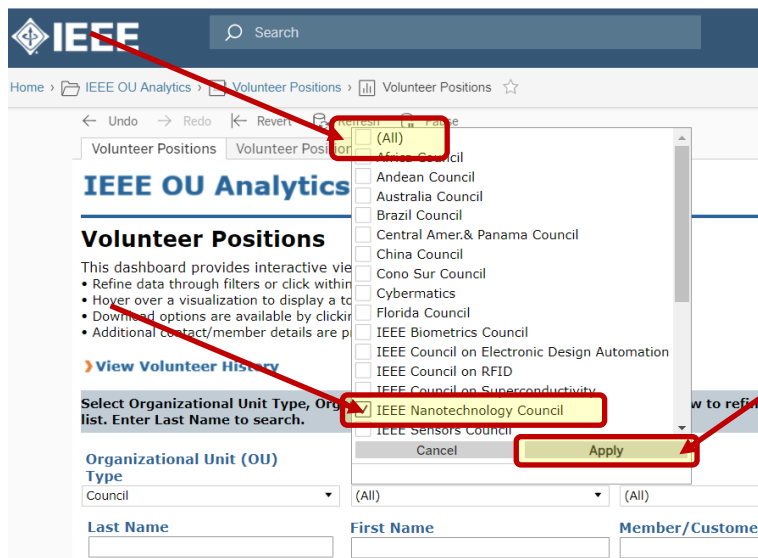


Geographic display of organizational units and counts

3. You will be taken to the Volunteer Positions dashboard Under Organizational Unit (OU) Type, deselect “All” and select Council then click “Apply”.

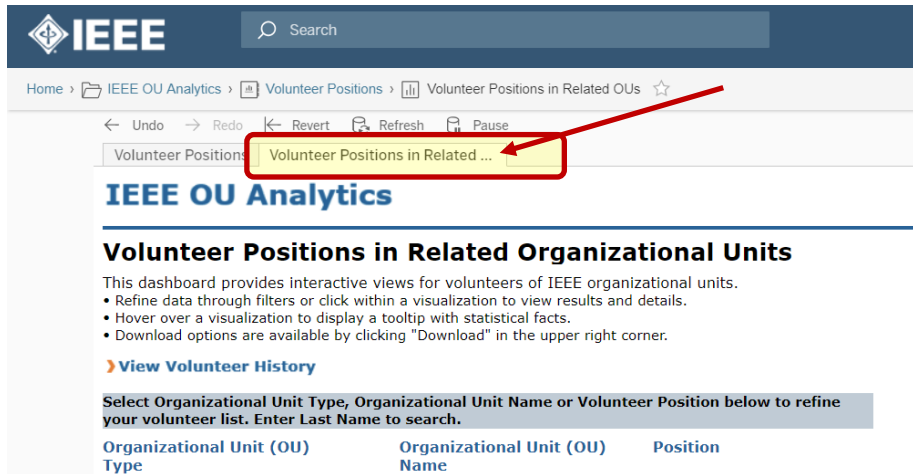


4. Click white space on page to close filter box.
5. Under Organizational Unit (OU) Name, deselect “All” and select your Council Name, then click “Apply”.



6. Click white space on page to close filter box.

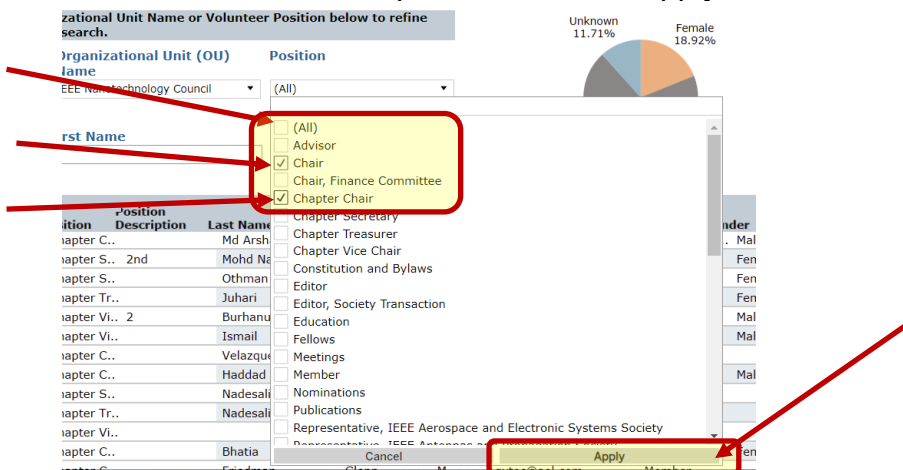
- In the upper left, under the breadcrumb, click on the tab “Volunteer Positions in Related...”.



- This page will display all the Council Chapter, Joint Chapter, Student Branch Chapter, and Committee Officers.

OU Type	OU Name	Position	Position Description	Last Name	First Name	Middle Name	Email Address	Grade	Gender	Position Start	Position End	Country	Region
Joint Chapter	Malaysia Section B.C	Chapter C		Md Arshad	Mohd Khairi		MohdKhairi@ieee.org	Chapter Member	Male	24 Jul 2017	24 Jul 2018	Malaysia	SEA

- You can filter on position to obtain the list of Chairs. Under the “Position” filter, deselect “All” and select Chapter Chair for Chapters and Joint Chapters, or Chair for Student Branch Chapters, then click “Apply”



- Click white space on page to close filter box.

11. To save this view, click on “Original View” in the upper right.

The screenshot shows the IEEE OU Analytics dashboard. In the top right corner, there is a toolbar with several icons. The 'Original View' icon, which consists of a document with a checkmark, is highlighted with a red box and a red arrow pointing to it. Other icons include 'Subscribe', 'Share', 'Download', and 'Full Screen'.

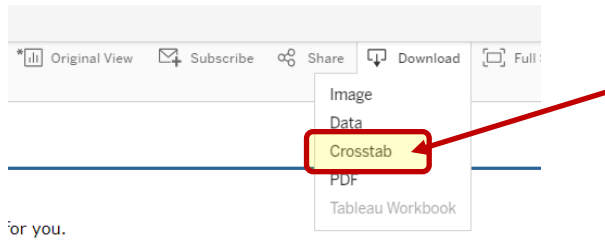
12. A dialogue box will open. Type in the name you would like this view saved as, then click “Save”. If you would like this view displayed when you open this tab, click on the box next to “Make it my default”.

The screenshot shows a dialog box for saving a view. The title bar says 'Original View'. There is a text input field containing the word 'Test'. To the right of the input field is a green 'Save' button. Below the input field are two checkboxes: 'Make it my default' (which is checked) and 'Make it public' (which is unchecked). Below the dialog box, there is a section titled 'My Views' with the text 'Nothing saved yet'.

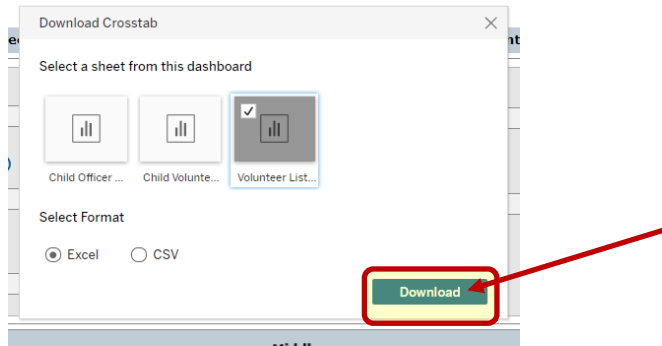
13. To download, click in grey, title bar, or somewhere within the table, then click on “Download” in upper right corner.

The screenshot shows the IEEE OU Analytics dashboard. In the top right corner, the 'Download' icon (a document with a download arrow) is highlighted with a red box and a red arrow. At the bottom of the dashboard, the header of the data table is highlighted with a red box and a red arrow. The table header includes columns for 'OU Type', 'OU Name', 'Position', 'Position Description', 'Last Name', 'First Name', 'Middle Name', 'Email Address', 'Grade', 'Gender', 'Position Start', 'Position End', 'Country', and 'Region'.

14. Click on “Crosstab”



15. A box will open, select either Excel or CSV. The Excel option will download the data with merged fields. It is recommended to use CSV if you will be sorting the data. Click “Download”



16. Your report will generate and you can “Open With” Excel



17. The report will populate all cells in Excel