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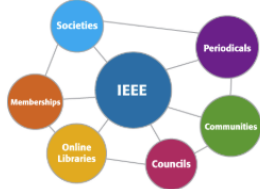
3. You will be taken to the Volunteer Positions dashboard Under Organizational Unit (OU) Type, deselect "All" and select Council then click "Apply".
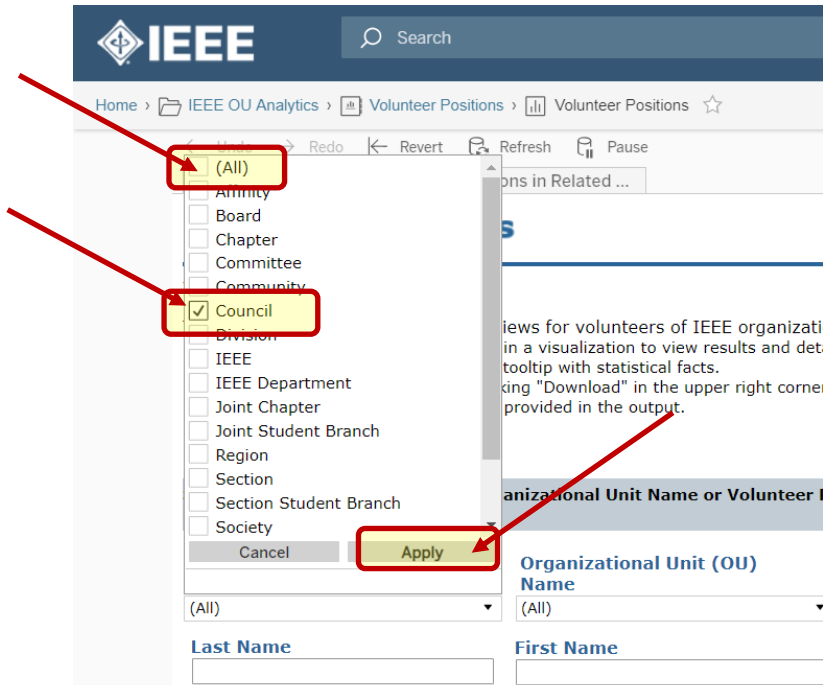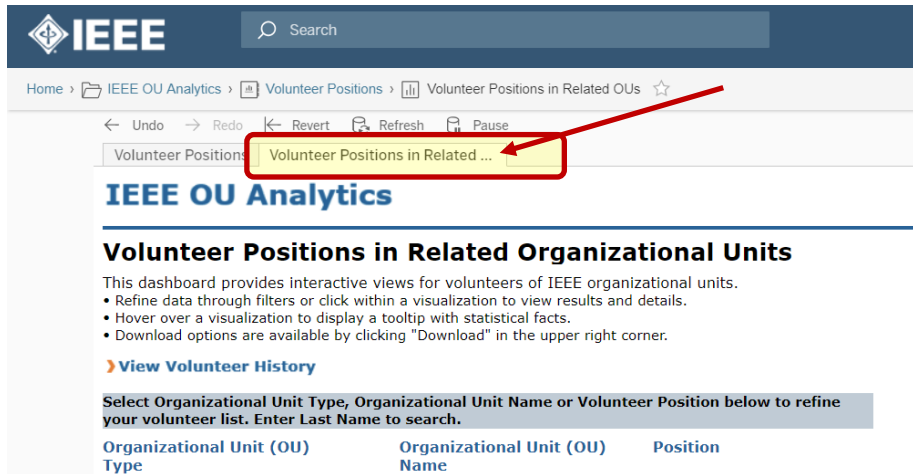

4. Click white space on page to close filter box.
5. Under Organizational Unit (OU) Name, deselect "All" and select your Council Name, then click "Apply".
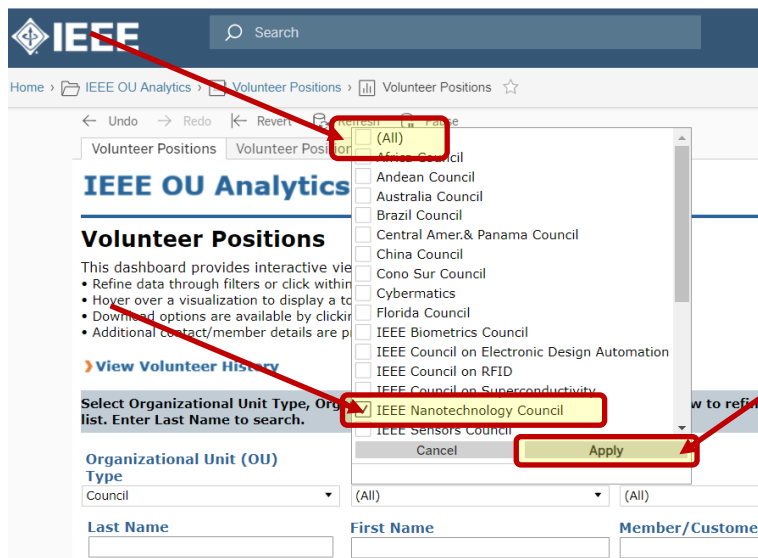
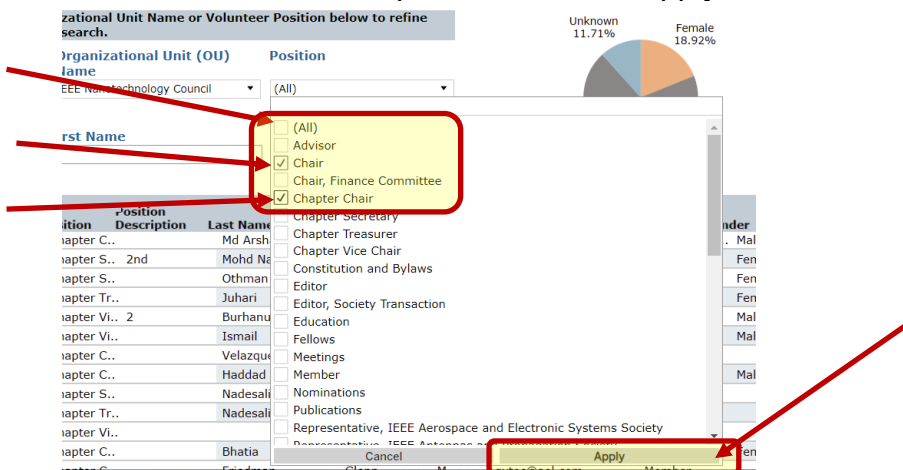6. Click white space on page to close filter box.

7. In the upper left, under the breadcrumb, click on the tab "Volunteer Positions in Related…".

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

9. 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"

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

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

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".
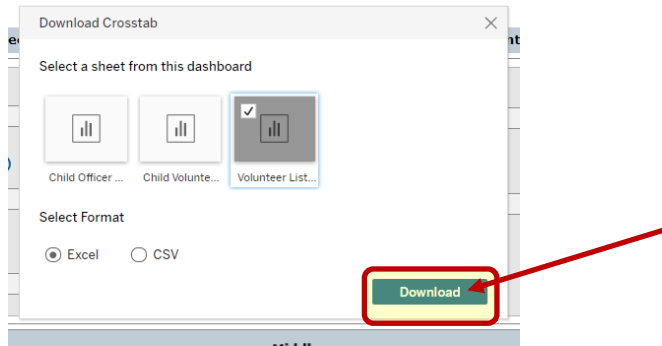

13. To download, click in grey, title bar, or somewhere within the table, then click on "Download" in upper right corner.

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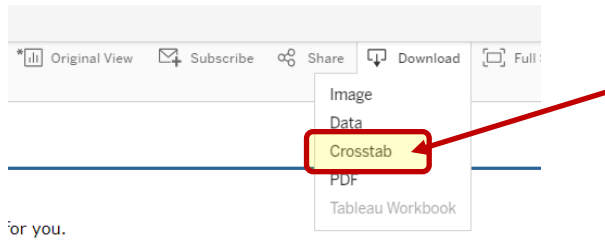
15. A box will open, select either Excel or CSV. The Excel option will download the data with merged fields. It is recommended to use CSV if you will be sorting the data.   Click "Download"

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

17. The report will populate all cells in Excel