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".

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Chapter Commute Com	Home >	IEEE OU Analytics > Volunteer Positic (All) Animity Board Chapter Community Council Birision IEEE IEEE Department Joint Chapter Joint Student Branch	Image: Second state sta
Region Section Section Student Branch Society Cancel Apply Organizational Unit (OU) Name (All) Last Name First Name		Region Section Section Student Branch Society Cancel Apply	anizational Unit Name or Volunteer F Organizational Unit (OU) Name (All) First Name

- 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".

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Select Organizational Unit Type, Org list. Enter Last Name to search.	IEEE Council on Superconductor IEEE Nanotechnology Council	w to refine
Organizational Unit (OU) Type	Cancel	Apply
Council	(All)	▼ (AII)
Last Name	First Name	Member/Customer

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.

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 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.

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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".

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

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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"

		Download
_	Excel CSV	
	Select Format	
)	Child Officer Child Volunte Volunteer List	
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e	Select a sheet from this dashboard	
	Download Crosstab	×

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



17. The report will populate all cells in Excel