

INSTRUCTIONS FOR OBTAINING OVERLAPPING MEMBERSHIPS/PARTICIPATIONS UTILIZING THE DOUBLET FROM OU ANALYTICS DASHBOARD

The Doublet provides the count of overlapping memberships/participations between IEEE Societies, Technical Communities, Technical Councils, IEEE Consultants Network, Standards Association, Women in Engineering, and Young Professionals. Counts displayed represent the intersection between the two organizational units.

NOTE: *The counts represent the memberships/participations who belong to the Societies/Councils/Communities/SIG selected and possibly others.*

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

The screenshot shows the IEEE OU Analytics dashboard with a grid of six options. The 'Doublet' option is highlighted with a red rounded rectangle and a red arrow pointing to it from the text above. The options are:

- Members and Affiliates:** Overview of geographic organizational unit members and participants. (Icon: Four stylized human figures)
- Students:** Overview of students by geographic organizational unit and educational institution. (Icon: Two people sitting at a table)
- Volunteer Positions:** Current organizational unit volunteers including volunteer history. (Icon: Clipboard with magnifying glass)
- Memberships, Subscriptions, and More...:** Memberships, subscriptions, and participations by region, grade, gender, years of service, and renewal category. (Icon: IEEE logo surrounded by various organizational unit categories)
- Doublet:** Overlapping memberships of organizational units. (Icon: Venn diagram with people icons)
- Map:** Geographic display of organizational units and counts. (Icon: Globe with location pins)

- The Select Primary Product Type(s) and Select Secondary Product Type(s) will default to Memberships. If you would like to include Councils or Communities, click the appropriate boxes and then "Apply".

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- Refine data by selecting Primary and Secondary Product Type to view results. You can also filter for two specific OUs by further selecting titles in both Primary and Secondary "Product Name" filters.
- Download options are available by clicking "Download" in upper right corner.

- Click white space on page to close filter box.
- The Select Primary Product Name(s) and Select Secondary Product Name(s) will default to "All". Under Select Primary Product Name(s), deselect "All" then select the Society/TC/SIG and click "Apply". Repeat for the Select Secondary Product Name(s). If needed, you can also apply the filters for Region, Section, Grade, and HKN Member.

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Product Name	Memberships	Community	Councils	Memberships	Region	Section	Grade	HKN Member						
IEEE Computer Society Membership	772	251	101	415	26	108	159	203	73	177	424	183	134	180
IEEE Consultants Network Membership	424	250	96	146	51	153	813	362	194	269	506	139	56	145

- Click white space on page to close filter box.

7. The grid will update to display the selections.

Primary Product Name(s)	IEEE Signal Processing Society Membership	IEEE Society on Social Implications of Technology Membership	IEEE Solid-State Circuits Society Membership	IEEE Standards Association Individual Membership	IEEE Systems, Man, and Cybernetics Society Membership	IEEE Technology and Engineering Management Society M. Membership	IEEE Ultrasonics, Ferroelectrics, and Frequency Control Soci. Membership	IEEE Vehicular Technology Society Membership	IEEE Women in Engineering Membership	IEEE Young Professionals
IEEE Aerospace and Electronic Systems Society Membership	911	52	153	125	191	144	52	286	437	939
IEEE Antennas and Propagation Society Membership	684	31	352	166	66	72	107	410	428	2,470
IEEE Broadcast Technology Society Membership	141	22	46	63	22	26	12	126	36	155
IEEE Circuits and Systems Society Membership	1,352	52	3,556	182	194	68	110	212	506	2,391
IEEE Communications Society Membership	3,843	190	661	873	304	326	94	2,412	2,882	7,074
IEEE Computational Intelligence Society Membership	1,047	146	157	153	1,136	121	23	205	616	1,894
IEEE Computer Society Membership	2,615	542	1,125	976	934	589	72	1,397	6,601	5,296
IEEE Consultants Network Membership	408	138	282	325	179	242	40	315	1,741	2,190
IEEE Consumer Technology Society Membership	351	77	188	137	107	112	32	187	259	427

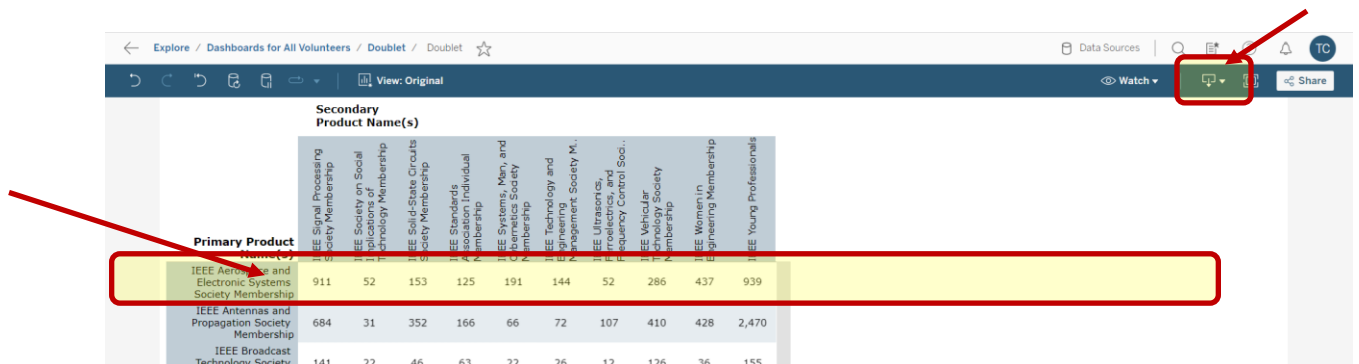
8. To save this view with the filters applied, click on “View: Original” in the upper left.

The screenshot shows a Tableau dashboard interface. At the top, there is a navigation bar with the breadcrumb 'Explore / Dashboards for All Volunteers / Doublet / Doublet'. Below this, a toolbar contains several icons, including a 'View: Original' button which is highlighted with a red rectangular box. Below the toolbar, the same data grid from step 7 is displayed, showing membership counts for various IEEE societies across ten columns.

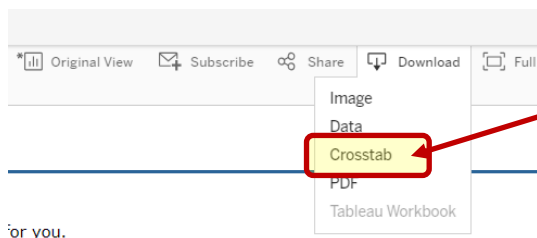
9. A dialogue box will open. Type in the name you would like this view saved as, then click “Save”. If you would like this view displayed when you open this tab, click on the box next to “Make it my default”.

The screenshot shows the 'Custom Views' dialog box in Tableau. The dialog has a title bar 'Custom Views' and a close button. Below the title bar, there is a section 'Save Custom View' containing a text input field labeled 'Name this view' with the character '1' entered. Below the input field are two checkboxes: 'Make it my default' and 'Make visible to others'. A 'Save' button is located at the bottom right of the dialog. Red arrows point to the input field, the 'Make it my default' checkbox, and the 'Save' button. Below the 'Save Custom View' section, there are sections for 'My Views' (containing 'Nothing saved yet') and 'Other Views' (containing 'Original (default)' with a checkmark and 'Tableau Extract').

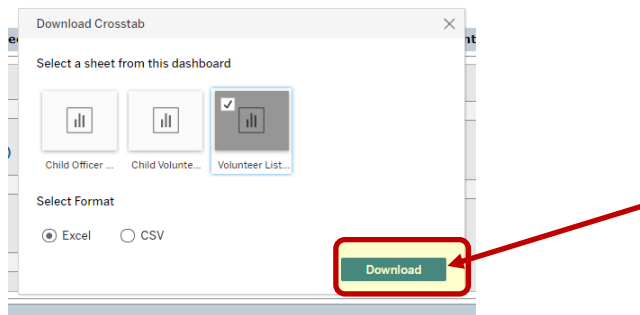
10. To Download, click on titles (Primary Product or Secondary Product), or somewhere within the table, then click on “Download” in upper right corner.



11. Click on “Crosstab”



12. 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”



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

