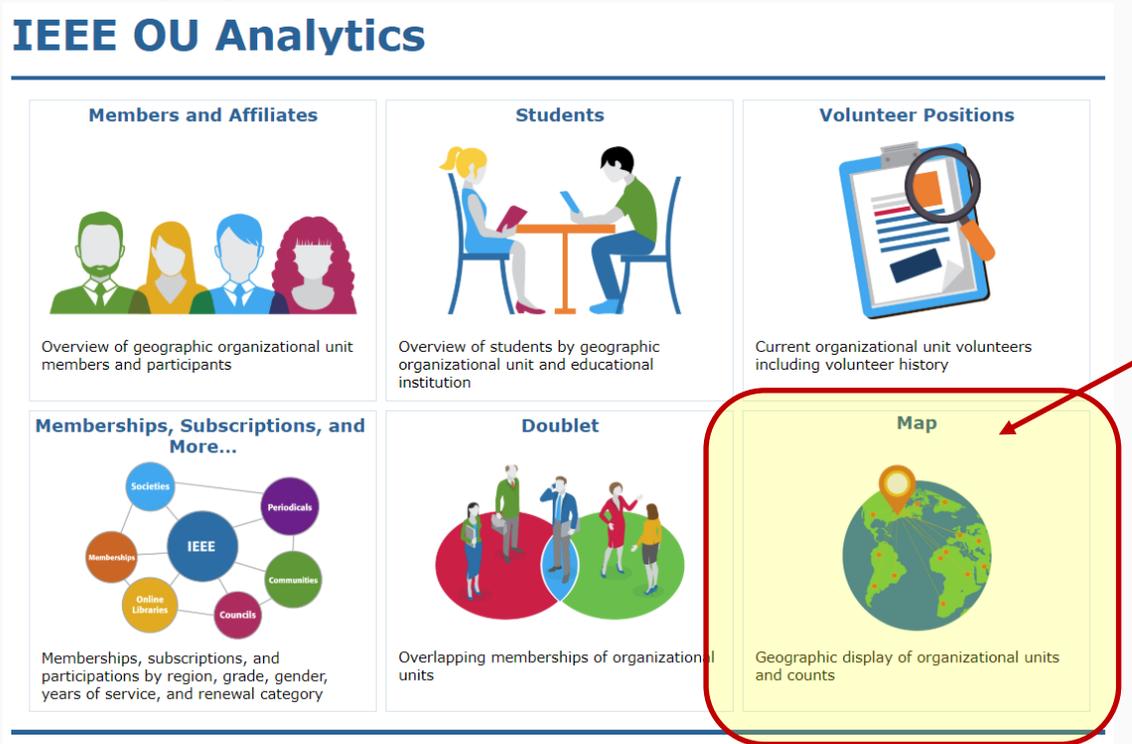
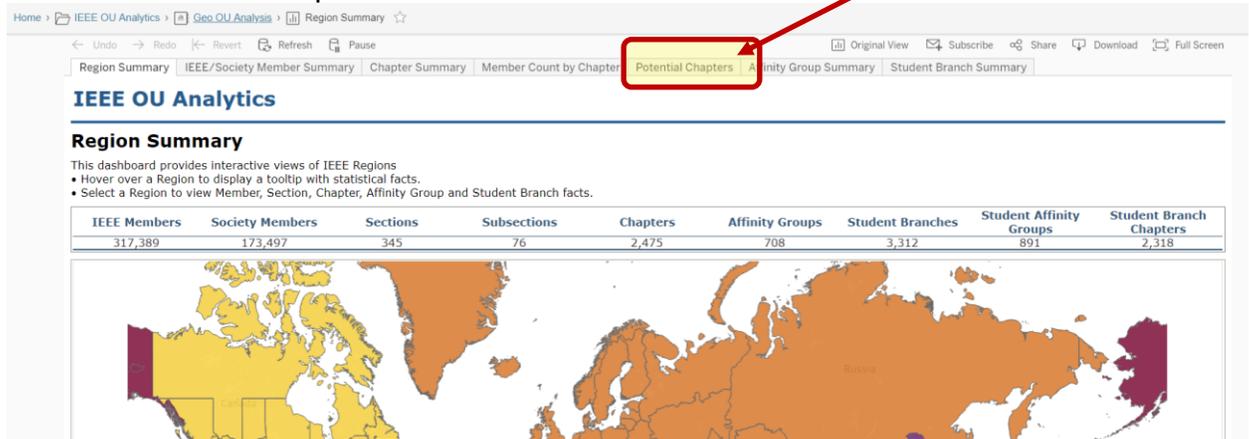


INSTRUCTIONS FOR OBTAINING POTENTIAL SOCIETY CHAPTER LISTS FROM OU ANALYTICS DASHBOARD

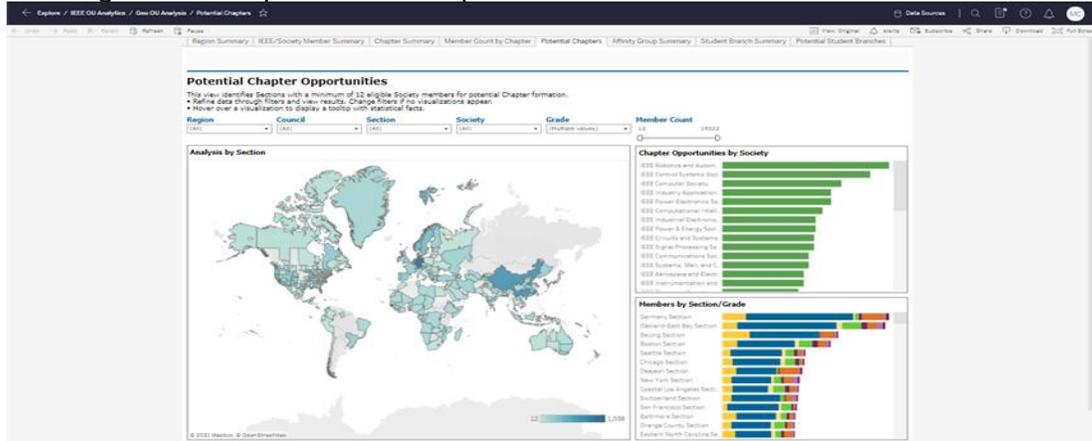
1. Log into OU Analytics using your IEEE Username and Password
<http://www.ieee.org/ouanalytics>
2. From Landing Page, select Maps



3. You will be taken to the Geo OU Analysis Region Summary dashboard, Click on the tab "Potential Chapters".



- This tab provides visualizations of IEEE Sections where there are currently no existing IEEE Chapter/Joint Chapter.

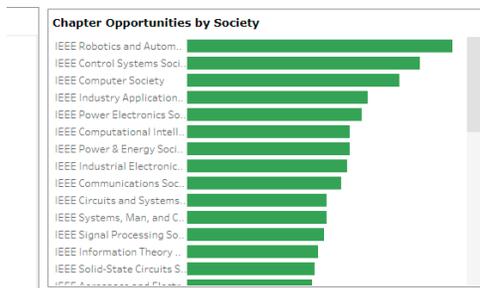


- The filters default to "All", except for Grade. The Grade filter defaults to the Higher Grades that are eligible to sign a Chapter Formation Petition. In addition, the Member Count slide filter begins at 12 which is the minimum number of Higher Grade members required for formation.

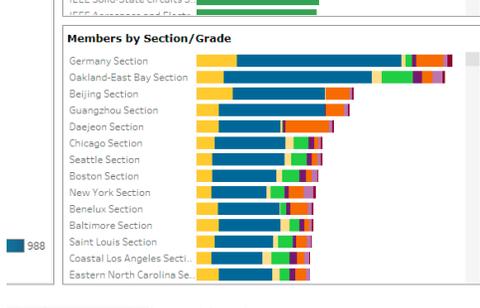
You can apply filters for specific Region, Council (Geographic), Section, and Society.



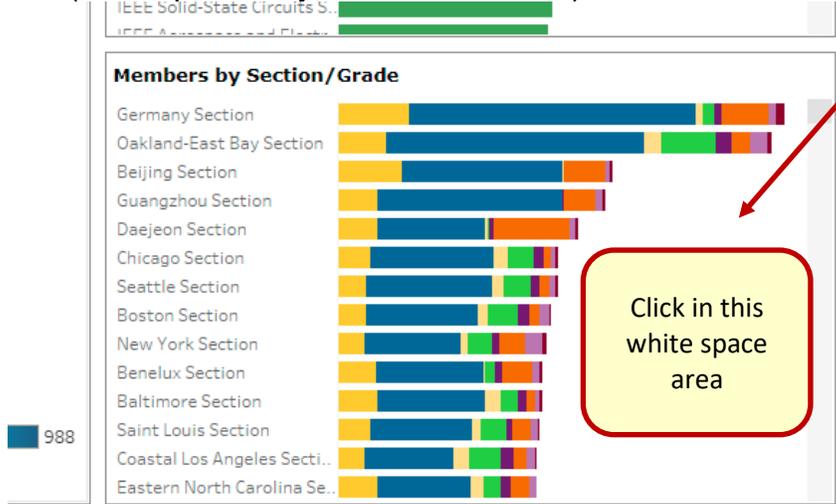
- Click white space on page to close filter box. The display will update to reflect the filters selected
- The top right box identifies the Chapter opportunities by Society.



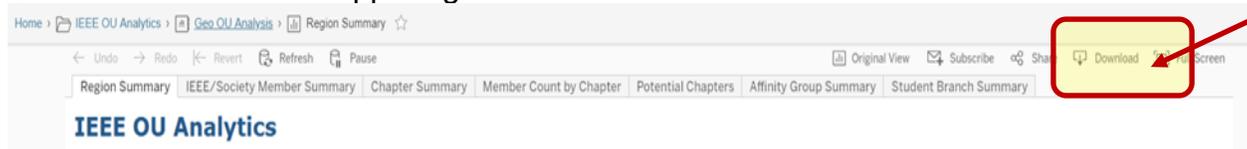
- The bottom right box identifies the Member Count by Section/Grade.



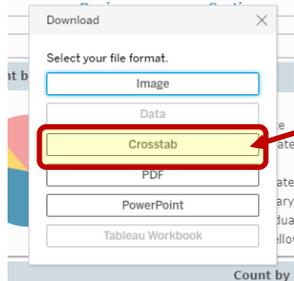
9. To download the data for any of the displays, click within the white space of that box (i.e. Map, Society, or Section/Grade)



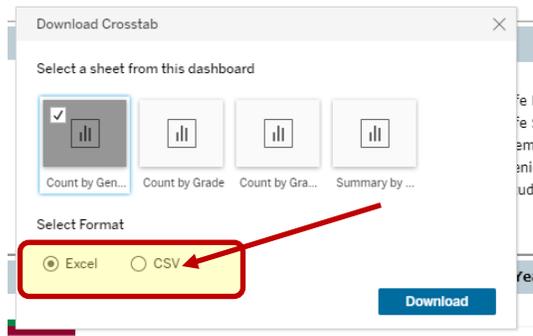
10. Click on "Download" in upper right corner.



11. A download box will open, click on "Crosstab"



12. A download crosstab box will open. The default is Excel. If you will be sorting the data, it is recommended to select "CSV" as the download file type



13. If CSV is selected, you will need to “Open With” Excel



14. The report will populate all cells in Excel