

# INSTRUCTIONS FOR OBTAINING SOCIETY CHAPTER MEMBER COUNTS/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 Memberships, Subscriptions, and More

## IEEE OU Analytics

The dashboard features six main categories:

- 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. This category is highlighted with a red box and a red arrow.
- Doublet:** Overlapping memberships of organizational units.
- Map:** Geographic display of organizational units and counts.

3. You will be taken to the Product Dashboard, Select the OU for your Volunteer Role. If you hold positions in multiple OU's, select the OU that you would like the data filtered for. After selecting, click the white space to close the filter.

The Product Dashboard includes a dropdown menu for "Select OU of your Volunteer Role" with "(All)" selected. A red arrow points to this dropdown menu.

Product Type: Memberships

Summary by Product by Region

- The Product Type will default to Memberships. Under Product Name, deselect "All" then select your society and click "Apply".

Product Dashboard | Product Summary by Region b... | Renewal Category Dashboard | Renewal Summary by R

### IEEE OU Analytics

#### Memberships, Subscriptions, and More - Product Dashboard

This dashboard provides interactive views for memberships, communities, councils, online libraries, and per...  
 • Refine data through filters or click within a visualization to view results and details.  
 • Hover over a visualization to display a tooltip with statistical facts.

Product Type: Memberships | Product Name: (All) | Region: (All) | Grade: (All)

Summary by Product

Product Name	Region
<input checked="" type="checkbox"/> IEEE Aerospace and Electronic Systems Society Membership	
<input checked="" type="checkbox"/> IEEE Antennas and Propagation Society Membership	
<input checked="" type="checkbox"/> IEEE Broadcast Technology Society Membership	
<input checked="" type="checkbox"/> IEEE Circuits and Systems Society Membership	

Product Type: Memberships | Product Name: (All) | Region: (All) | Grade: (All)

Summary by Product

Product Name	Region
<input type="checkbox"/> IEEE Aerospace and Electronic Systems Society Membership	R1
<input type="checkbox"/> IEEE Antennas and Propagation Society Membership	R2
<input type="checkbox"/> IEEE Broadcast Technology Society Membership	R3
<input type="checkbox"/> IEEE Circuits and Systems Society Membership	R4
<input type="checkbox"/> IEEE Industry Applications Society Membership	R5
<input type="checkbox"/> IEEE Information Theory Society Membership	R6
<input type="checkbox"/> IEEE Instrumentation and Measurement Society Membership	R7
<input type="checkbox"/> IEEE Intelligent Transportation Systems Society Membership	R8
<input type="checkbox"/> IEEE Magnetics Society Membership	R9
<input type="checkbox"/> IEEE Microwave Theory and Techniques Society Membership	R10
<input type="checkbox"/> IEEE Nuclear and Plasma Sciences Society Membership	R11
<input type="checkbox"/> IEEE Oceanic Engineering Society Membership	R12
<input type="checkbox"/> IEEE Photonics Society Membership	R13
<input type="checkbox"/> IEEE Power & Energy Society Membership	R14
<input type="checkbox"/> IEEE Power Electronics Society Membership	R15
<input type="checkbox"/> IEEE Product Safety Engineering Society Membership	R16
<input checked="" type="checkbox"/> IEEE Professional Communication Society Membership	R17
<input checked="" type="checkbox"/> IEEE Reliability Society Membership	R18
<input checked="" type="checkbox"/> IEEE Robotics and Automation Society Membership	R19
<input type="checkbox"/> IEEE Signal Processing Society Membership	R20
<input type="checkbox"/> IEEE Society on Social Implications of Technology Membership	R21
<input type="checkbox"/> IEEE Solid-State Circuits Society Membership	R22
<input type="checkbox"/> IEEE Systems, Man, and Cybernetics Society Membership	R23
<input type="checkbox"/> IEEE Technology and Engineering Management Society Membership	R24
<input type="checkbox"/> IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society Membership	R25
<input type="checkbox"/> IEEE Vehicular Technology Society Membership	R26
<input type="checkbox"/> IEEE Women in Engineering Membership	R27
<input type="checkbox"/> IEEE Young Professionals	R28

Cancel | Apply

- Click white space on page to close filter box.

- This view shows a summary of your Society's memberships for various KPIs.

Product Type: Memberships | Product Name: IEEE Reliability Society M... | Region: (All) | Grade: (All) | Status: Active

#### Summary by Product by Region

Product Name	Region	Total
IEEE Reliability Society Membership	R1	145
	R2	127
	R3	109
	R4	105
	R5	123
	R6	273
	R7	46
	R8	254
	R9	29
	R10	383
	Total	1,594
Grand Total		1,594

#### Count by Grade

#### Grade

- Affiliate
- Associate Member
- Fellow
- Graduate Student Member
- Life Fellow
- Life Member
- Life Senior
- Member
- Senior Member
- Student Member

#### Count by Gender

#### Count by Grade and Years of Service

- To view the breakdown of active society members by grade and section click the second tab 'Product Summary by Region...' Hover over "Region" and click on the "+" to expand to Sections. Scroll down to locate the Section for the Chapter. The counts provided your Society's member count for that Joint Chapter.

Product Dashboard | **Product Summary by Region b...** | Renewal Category Dashboard | Renewal Summary by Region b... | Detail

### IEEE OU Analytics

#### Memberships, Subscriptions, and More - Product Summary

This table provides counts for memberships, communities, councils, online libraries, and periodicals. Product Type of "Memberships" is preselected.

- Refine data through filters and view results.
- Hover over any count to display tool tip with statistical facts.

Product Type: Memberships | Product Name: IEEE Reliability Society M... | Region: (All) | Grade: (All) | Status: Active

**Product Summary by Region by Grade**  
Hover over the "Region" header and click on the plus + sign to expand Region counts by Council and Section.

Product Name	Region	Section	Affiliate	Associate Member	Fellow	Graduate Student Member	Life Fellow	Life Member	Life Senior	Member	Senior Member	Student Member	Total	
IEEE Reliability Society Membership	(All)	Northampton Section						1		4	2		7	
		Boston Section		2		1		6	5	35	6		55	
		Connecticut Section			1						5			6
		Green Mountain Section						1			4	1		6
		Long Island Section						3	1	1	3	2		10
		Maine Section									3			3
		Mid-Hudson Section									2			2
		Mohawk Valley Section							1	1		3		5
		New Hampshire Section			1		1		2	2	3	3		12

- To view the breakdown of active society members by Renewal Category (New, Reinstated, Renewed, First Year Renewed) click the tab 'Renewal Category Dashboard'. Hover over "Region" and click on the "+" to expand to Sections.

Product Dashboard | Product Summary by Region | **Renewal Category Dashboard** | Renewal Summary by Region b... | Detail

### IEEE OU Analytics

#### Memberships, Subscriptions, and More - Renewal Dashboard

This renewal dashboard provides interactive views for memberships, communities, councils, online libraries, and periodicals. Memberships are preselected for you.

- Refine data through filters or click within a visualization to view results and details.
- Hover over a visualization to display a tooltip with statistical facts.

Product Type: Memberships | Product Name: IEEE Reliability Society M... | Region: (All) | Grade: (All) | Renewal Category: (All) | Status: Active

**Overview of Product Renewals**

**Product Summary by Region by Renewal Category**  
Hover over the "Region" header and click on the plus + sign to expand Region counts by Council and Section.

Product Name	Region	Renew	First Year Renewed	New	Reinstated	Not Yet Renewed	Product Deletion	Total
IEEE Reliability Society Membership	R1	18	1	3	1	121	1	145
	R2	14	1	4	1	106	1	127
	R3	5	2	4	1	97		109
	R4	6		2	1	96		105
	R5	7	1		1	111	3	123
	R6	22	1	6		240	4	273
	R7	4		2	1	39		46
	R8	11		2	1	237	3	254
	R9	2	1			26		29
	R10	13		18	2	350		383
	Total		102	7	41	9	1,423	12
Grand Total		102	7	41	9	1,423	12	1,594

- To see the breakdown of members by Renewal Category and Section and Grade click on the tab 'Renewal Summary by Region b...' Hover over "Region" and click on the "+" to expand to Sections.

**IEEE OU Analytics**

**Memberships, Subscriptions, and More - Renewal Summary**

This table provides counts by renewal category for memberships, communities, councils, online libraries, and periodicals. Product Type of "Memberships" is preselected.

- Refine data through filters and view results.
- Hover over any count to display tool tip with statistical facts.

Product Type: Memberships | Product Name: IEEE Reliability Society M... | Region: (All) | Grade: (All) | Renewal Category: (All) | Status: Active

**Renewal Summary by Region by Grade**

Hover over the "Region" header and click on the plus sign to expand Region counts by Council and Section.

Product Name	Region	Section	Affiliate	Associate Member	Fellow	Graduate Student Member	Life Fellow	Life Member	Life Senior	Member	Senior Member	Student Member	Total
IEEE Reliability Society Membership	R1	Brighamton Section								1	4	2	7
		Boston Section		2		1		6	5	35	6		55
		Connecticut Section		1							5		6
		Green Mountain Section							1		4	1	6
		Long Island Section						3	1	1	3	2	10
		Maine Section									3		3
		Mid-Hudson Section									2		2
		Mohawk Valley Section							1	1		3	5
		New Hampshire Section	1			1			2	2	3	3	12
		New Jersey Coast Section										2	2
New York Section							1	1	1		1	4	

- To obtain the details for these members click on the "Details" tab.

**IEEE OU Analytics**

**Memberships, Subscriptions, and More - Product Dashboard**

This dashboard provides interactive views for memberships, communities, councils, online libraries, and periodicals. Product Type of "Member"

- The screen view is limited to 16 columns; there is additional data available in the download including Society List, which provides all of the active societies the member belongs to, Technical Community List, Technical Council List, etc. To download, click in grey, title bar, or somewhere within the table, then click on "Download" in upper right corner.

**IEEE OU Analytics**

**Memberships, Subscriptions, and More - Detail**

This list provides details of the members/participants for memberships, communities, councils, online libraries, and periodicals. Memberships are preselected for you.

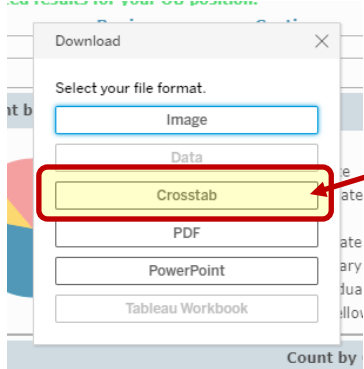
- Refine data through filters and view results.
- Download options are available by clicking "Download" in the upper right corner.
- Additional contact/member details are provided in the output.

Product Type: Memberships | Product Name: IEEE Circuits and Systems... | Region: (All) | Grade: (All) | Status: Active | Gender: (All) | Years of Service: (All) | Renewal Category: New

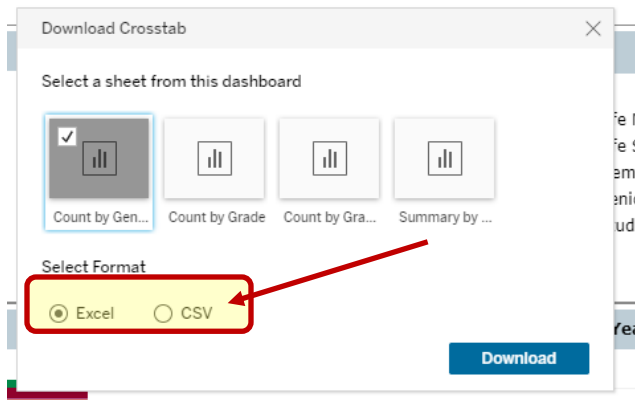
Member/Customer # | First Name | Last Name

Product Name	Region	Section	Member/Customer Number	Last Name	First Name	Middle Name	Email Address	Grade	Gender	Company/Attention	City	State/Province	Country	Work Number	Renewal Category
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12. Click on “Crosstab”



13. A download 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



14. To maintain GDPR compliance, please adhere to “Okay to Contact” filters – “N” means DO NOT CONTACT and must be removed from the target list.