

Chapter Chairs can view Chapter member counts and member details using IEEE OU Analytics.
(Member detail instructions begin at #10.)
Data must be used for IEEE purposes only and in compliance with GDPR regulations and the IEEE Data Access and Use Policy.

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 screenshot shows the IEEE OU Analytics dashboard with six main categories:

- 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 with laptops)
- 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: Hub-and-spoke diagram with IEEE in the center and categories like Societies, Periodicals, Communities, Councils, Online Libraries, and Memberships)
- Doublet:** Overlapping memberships of organizational units. (Icon: Two overlapping circles with people icons)
- Map:** Geographic display of organizational units and counts. (Icon: World map with location pins)

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 screenshot shows a filter dropdown menu titled "Select OU of your Volunteer Role" with "(All)" selected. Below it, there is a "Product Type" dropdown menu with "Memberships" selected. A red arrow points to the filter dropdown.

• Refine data through filters or click within a visualization to view
• Hover over a visualization to display a tooltip with statistical data
• **Important: Choose an OU from "Select OU of your Volunteer Role"**

Select OU of your Volunteer Role
(All) ▼

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 | R1 |
| <input checked="" type="checkbox"/> IEEE Antennas and Propagation Society Membership | R2 |
| <input checked="" type="checkbox"/> IEEE Broadcast Technology Society Membership | R2 |
| <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 | R2 |
| <input type="checkbox"/> IEEE Circuits and Systems Society Membership | |
| <input type="checkbox"/> IEEE Industrial Electronics Society Membership | |
| <input type="checkbox"/> IEEE Industry Applications Society Membership | |
| <input type="checkbox"/> IEEE Information Theory Society Membership | |
| <input type="checkbox"/> IEEE Instrumentation and Measurement Society Membership | |
| <input type="checkbox"/> IEEE Intelligent Transportation Systems Society Membership | |
| <input type="checkbox"/> IEEE Magnetics Society Membership | |
| <input type="checkbox"/> IEEE Microwave Theory and Techniques Society Membership | |
| <input type="checkbox"/> IEEE Nuclear and Plasma Sciences Society Membership | |
| <input type="checkbox"/> IEEE Oceanic Engineering Society Membership | |
| <input type="checkbox"/> IEEE Photonics Society Membership | |
| <input type="checkbox"/> IEEE Power & Energy Society Membership | |
| <input type="checkbox"/> IEEE Power Electronics Society Membership | |
| <input type="checkbox"/> IEEE Product Safety Engineering Society Membership | |
| <input checked="" type="checkbox"/> IEEE Professional Communication Society Membership | R1 |
| <input checked="" type="checkbox"/> IEEE Reliability Society Membership | R1 |
| <input checked="" type="checkbox"/> IEEE Robotics and Automation Society Membership | R1 |
| <input type="checkbox"/> IEEE Signal Processing Society Membership | |
| <input type="checkbox"/> IEEE Society on Social Implications of Technology Membership | |
| <input type="checkbox"/> IEEE Solid-State Circuits Society Membership | |
| <input type="checkbox"/> IEEE Systems, Man, and Cybernetics Society Membership | |
| <input type="checkbox"/> IEEE Technology and Engineering Management Society Membership | |
| <input type="checkbox"/> IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society Membership | |
| <input type="checkbox"/> IEEE Vehicular Technology Society Membership | |
| <input type="checkbox"/> IEEE Women in Engineering Membership | |
| <input type="checkbox"/> IEEE Young Professionals | |

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

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.

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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.

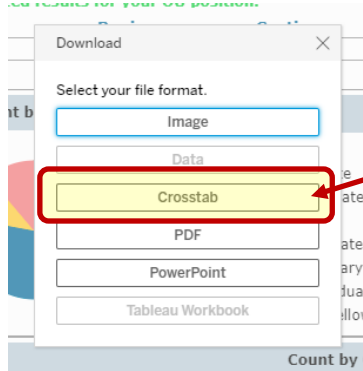
- Refine data through filters and view results.
- Download options are available by clicking "Download" in the upper right corner.
- Additional contact/member details are provided in the output.

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

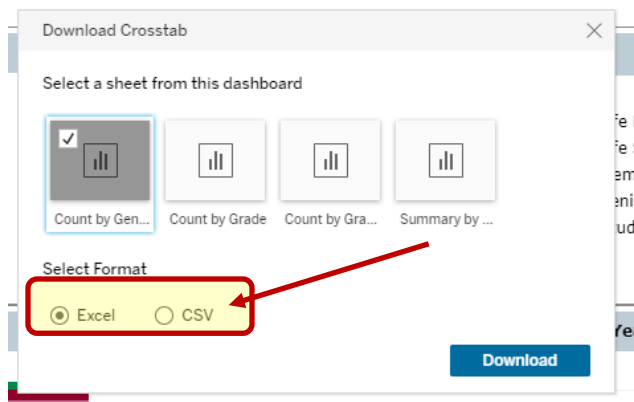
Member/Customer # | First Name | Last Name

| 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 |
|--------------|--------|---------|------------------------|-----------|------------|-------------|---------------|-------|--------|-------------------|------|----------------|---------|-------------|------------------|
|--------------|--------|---------|------------------------|-----------|------------|-------------|---------------|-------|--------|-------------------|------|----------------|---------|-------------|------------------|

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.