







INSTRUCTIONS FOR OBTAINING SOCIETY 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

IEEE OU Analytics

<p>Members and Affiliates</p>  <p>Overview of geographic organizational unit members and participants</p>	<p>Students</p>  <p>Overview of students by geographic organizational unit and educational institution</p>	<p>Volunteer Positions</p>  <p>Current organizational unit volunteers including volunteer history</p>
<p>Memberships, Subscriptions, and More...</p>  <p>Memberships, subscriptions, and participations by region, grade, gender, years of service, and renewal category</p>	<p>Doublet</p>  <p>Overlapping memberships of organizational units</p>	<p>Map</p>  <p>Geographic display of organizational units and counts</p>

- You will be taken to the Volunteer Positions dashboard Under Organizational Unit (OU) Type, deselect "All" and select Society then click "Apply".

Select Organizational Unit Type, Organizational Unit Name, Volunteer Position, Region or Section below to refine your volunteer list. Enter Last Name

Volunteer Count by Gender

Organizational Unit (OU) Type

- (All)
- Board
- Chapter
- Committee
- Community
- Council
- Division
- IEEE
- IEEE Department
- Joint Chapter
- Region
- Section
- Society
- Student Branch
- Student Branch Chapter
- Sub-section

Last Name

Region

First Name

Section

Member/Customer #

OU Type	OU Name	Pos	First Name	Middle Name	Email Address	Grade
Affinity	A P Shah Institute of .. Adv	Section	Sukhada	Shasha..	ssaloni@apsit.edu.in	Member
Affinity	A P Shah Institute of .. Adv	Section	ANJALI		anjalimasur28s@gmail...	Student Mem.

- Click white space on page to close filter box.
- Under Organizational Unit (OU) Name, deselect "All" and select your Society Name, then click "Apply".

Volunteer Positions

Volunteer Count by Gender

Organizational Unit (OU) Name

- (All)
- IEEE Aerospace and Electronic Systems Society
- IEEE Antennas and Propagation Society
- IEEE Broadcast Technology Society
- IEEE Circuits and Systems Society
- IEEE Communications Society
- IEEE Computational Intelligence Society
- IEEE Computer Society
- IEEE Consumer Technology Society
- IEEE Control Systems Society
- IEEE Dielectrics and Electrical Insulation Society
- IEEE Education Society
- IEEE Electromagnetic Compatibility Society
- IEEE Electron Devices Society
- IEEE Electronics Packaging Society
- IEEE Engineering in Medicine and Biology Society
- IEEE Geoscience and Remote Sensing Society
- IEEE Industrial Electronics Society
- IEEE Industry Applications Society

- Click white space on page to close filter box.

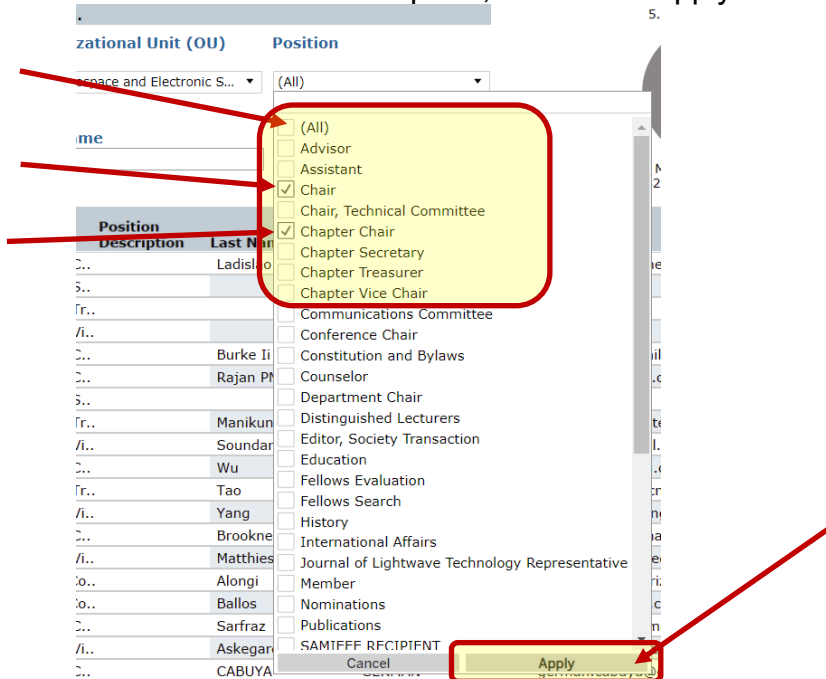
- In the upper left, under the breadcrumb, click on the tab “Volunteer Positions in Related...”.



- This page will display all the Chapter, Joint Chapter, Student Branch Chapter, and Committee Officers. This includes Chairs, Treasurers, Vice Chairs, Secretary, etc.

OU Type	OU Name	Position	Position Description	Last Name	First Name	Middle Name	Email Address	Grade	Gender	Position Start	Position End	Country	Region
Chapter	Malaya Chapter	Chair		M. Abdul	M. Abdul		M. Abdul	Chair	M	21 Jul 2017	21 Jul 20	Malaya	SEA

- 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”



- Click white space on page to close filter box.

11. To save this view, click on “Original View” in the upper right.

The screenshot shows the IEEE OU Analytics dashboard. At the top right, there is a toolbar with several icons. The 'Original View' icon, which consists of a document with a checkmark, is highlighted with a red box and a red arrow pointing to it. Below the toolbar, the dashboard content includes a search bar, filter options for Organizational Unit (OU) Type, Name, and Position, and two pie charts: 'Volunteer Count by Gender' and 'Position Vacant or Filled'. A table of volunteer positions is visible at the bottom.

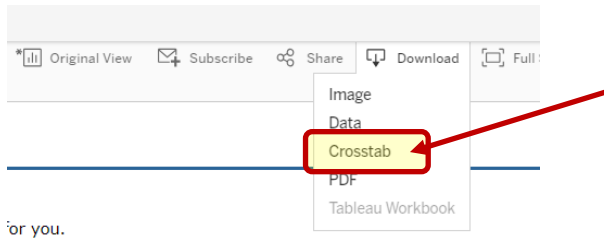
12. A dialogue box will open. Type in the name you would like this view saved as, then click “Save”. If you would like this view displayed when you open this tab, click on the box next to “Make it my default”.

The screenshot shows a dialog box for saving a view. The title bar says 'Original View'. There is a text input field containing the word 'Test'. To the right of the input field is a green 'Save' button. Below the input field are two checkboxes: 'Make it my default' (which is checked) and 'Make it public'. Below the dialog box, there is a section titled 'My Views' which currently shows 'Nothing saved yet'. Below that is a section titled 'Other Views' which lists 'Original View (default)' and 'BTS Fellows'.

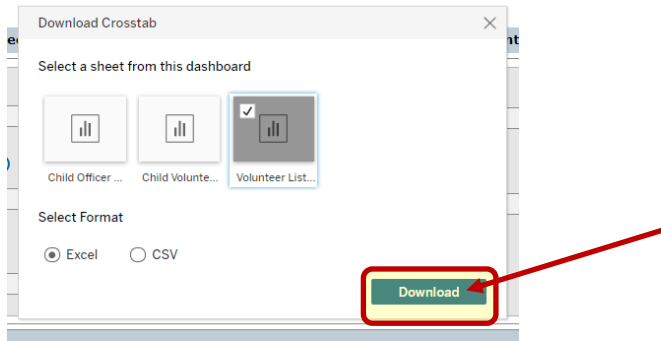
13. To download, click in grey, title bar, or somewhere within the table, then click on “Download” icon in upper right corner.

The screenshot shows the IEEE OU Analytics dashboard with the 'Download' icon highlighted in the top right corner. The dashboard content is similar to the previous screenshot but with different filter settings. The 'Volunteer Count by Gender' pie chart shows 13.45% Unknown, 15.20% Female, and 71.35% Male. The 'Position Vacant or Filled' pie chart shows 14.94% Vacant and 85.06% Filled. A table of volunteer positions is visible at the bottom, with the first row highlighted in grey. The table has columns for OU Type, OU Name, Position, Position Description, Last Name, First Name, Middle Name, Email Address, Grade, Gender, Position Start, Position End, Country, and Region.

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”



16.

17. Your report will generate and you can “Open With” Excel



18. The report will populate all cells in Excel