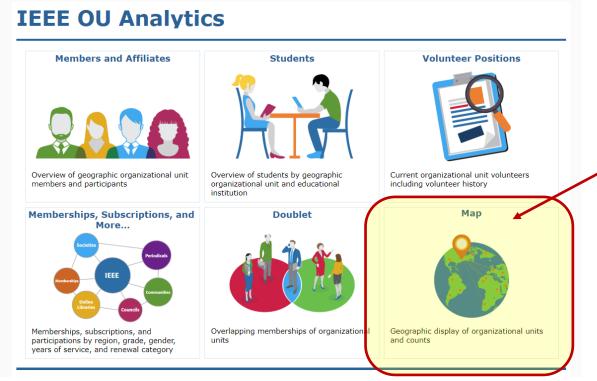
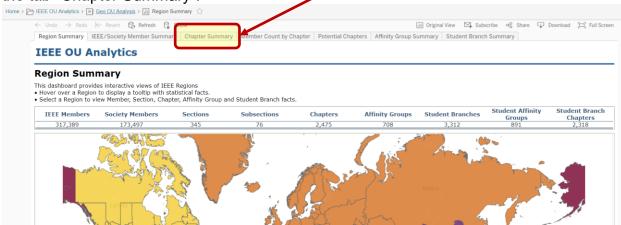
INSTRUCTIONS FOR OBTAINING SOCIETY COUNT OF CHAPTERS BY TYPE FROM OU ANALYTICS DASHBOARD

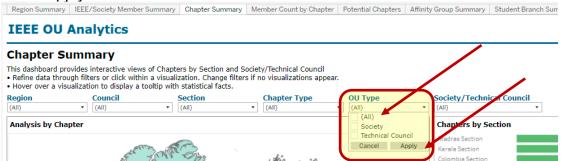
- Log into OU Analytics using your IEEE Username and Password http://www.ieee.org/ouanalytics
- 2. From Landing Page, select Maps



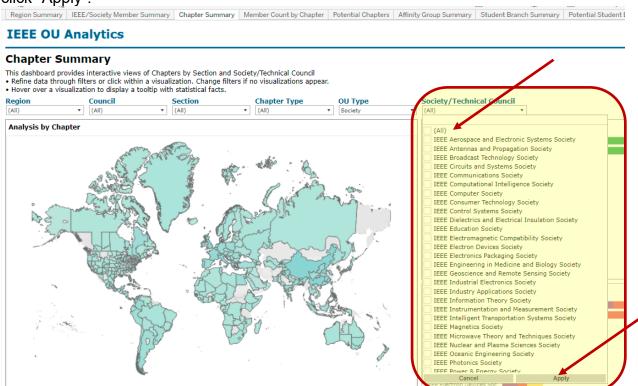
3. You will be taken to the Geo OU Analysis Region Summary dashboard, Click on the tab "Chapter Summary".



4. The filters default are for "All". For OU Type deselect "All" and select "Society". Click "Apply".

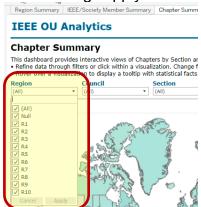


- 5. Click white space on page to close filter box.
- 6. For the Society/Technical Council filter, deselect "All" and select your Society and click "Apply".

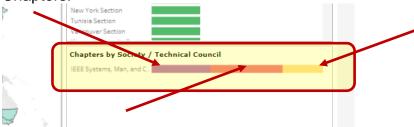


7. Click white space on page to close filter box.

8. You can select the Specific Region (i.e. Regions 1-6, Region 7, Region 8, etc.) using the Region filter, deselecting "All" and selecting the appropriate Region, then clicking "Apply.



- 9. Click white space on page to close filter box.
- 10. The box in the bottom right corner will update to reflect the counts broken out as follows: Purple = Student Branch Chapters; Pink = Chapters; Yellow/Gold = Joint Chapters.



11. To download the information click the white space within the box.



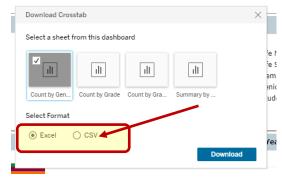
12. Click on "Download" in upper right corner.



13. Click on "Crosstab"



14. 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



15. Your report will generate a csv file, you will need to "Open With" Excel



16. The report will populate all cells in Excel