vTools Overview

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vTools website
http://site.ieee.org/vtools

IEEE vTools

HOME   TOOLS   TUTORIALS   FAQ   BLOG   FEEDBACK   CONTACT

Google Custom Sea

Quick Links

«« IEEE Membership Validator

«« vTools eNotice

«« vTools Events

«« vTools Officer Reporting

«« vTools Student Branch Reporting

«« vTools Voting

» Doodle

» IEEE Events Finder (Android)

» IEEE Events Finder (iOS)

» IEEE OU Analytics

» IEEE Web Hosting

» Other Volunteer Tools

» Remote Conferencing

» Survey Access Request Form

» WebEx Request Form

▶ **Search** - results from vTools website

access   ✕

▶ **Quick Links** - opens the vTools application

▶ **Tools** - brief description of each tool

▶ **Tutorials** - PDF, videos

▶ **Blog** - announcements, release notes, 'how to'

09 JUL   Want to know who has access to vTools?

IEEE

Events

https://events.vtools.ieee.org

► Promote local meetings/events
  ▪ Create content - sponsor, location, date / time
  ▪ Attachments (i.e. speaker notes, flyers)
► Collect registration, may include admission fees
  ▪ Credit Card registration payments for R1-R7 with deposits to Concentration Banking (support for R8-R10 using USD)*
  ▪ Register using *IEEE* mobile app
  ▪ **@Event** - on-site check in provides quick one click 'sign in' for attendees
► **Event-eNotice Integration**
  ▪ Create eNotice from Event information
  ▪ Send email reminders to event attendees (registered and attended guests) for a single event (@Event)
► Feeds (RSS, HTML, XML) -Collabratec, IEEE mobile app, Section site
► **Promote** – Twitter, Facebook, LinkedIn
► **Report** meetings to IEEE headquarters (L31)
  ▪ File Report option - *one* click to submit report
  ▪ Reports submitted into Annual Section Rebate vTools application
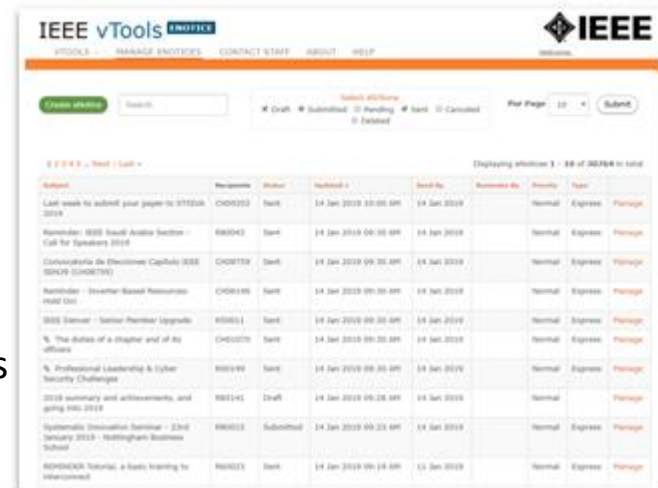
*More info can be found on vTools BLOG
Events tutorials

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eNotice

https://enotice.vtools.ieee.org

- ▶ Electronic messaging service
- ▶ Source of email address IEEE Membership database
- ▶ Volunteers email their members about local events
  - Supports - Region, Councils, Sections, Chapters, Affinity Groups, Student Branches, Society
- ▶ All recipients included are GDPR and member communication preferences compliant
- ▶ Features
  - Express delivery within *two* (2) hours
  - **Events-eNotice integration**
    - Create eNotice content using Event information
  - Send email reminders to *event attendees* (registered and attended guests) for a single event
  - Attachments supported (i.e. speaker notes, flyers)
  - Personalization of eNotice message
  - Customization of eNotice 'From' and 'Reply-to'
  - Preview of Draft and Express versions
  - Footer includes
    - Target OU's URL (if available)
    - Option to manage their communication preferences
  - Send Test eNotice - eNotice sent to volunteer
- **eNotice tutorials**

Voting

https://voting.vtools.ieee.org

▶ Volunteers create ballots for local geo unit elections
  - Supports - Section, Chapter, Affinity Groups, Student Branches, Technical Committees

▶ Features
  - Dashboards - Active, Draft, Past
  - Ballot
    - Creation of multiple positions with multiple candidates
    - *Auto-load voter list* of eligible members for Organization holding election
    - Preview online ballot as DRAFT
    - PDF /Print versions of ballot available
  - Once election is open,
    - Organizer *emails* voters directly from tool
  - Once election has closed
    - Review election results

▶ Online ballot
  - Members sign in with IEEE Account for secure access to online ballot

Voting tutorials

Officer Reporting
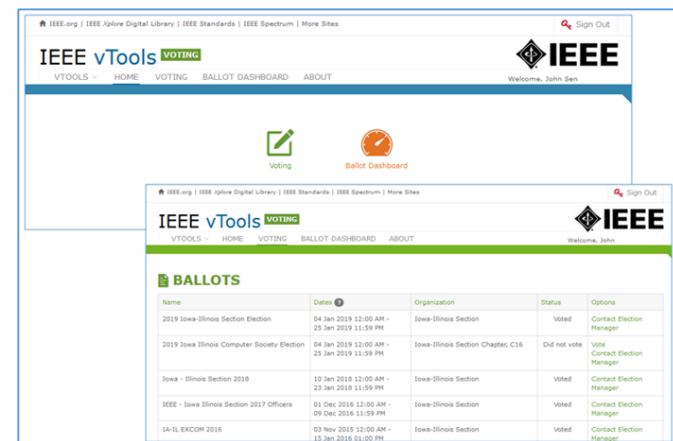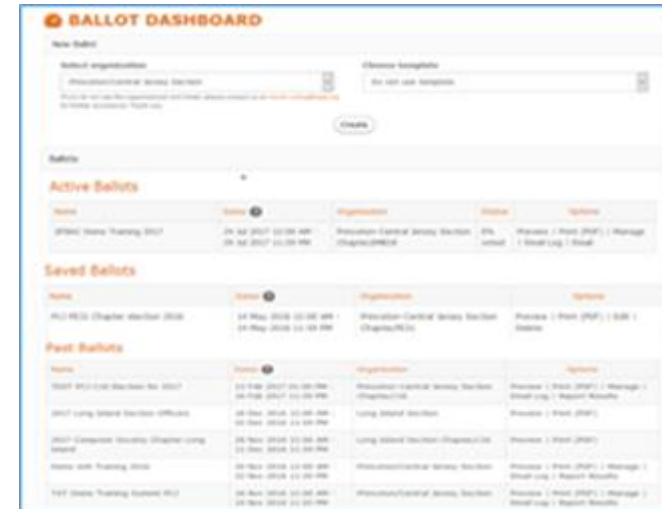
https://officers.vtools.ieee.org

▶ Online officer reporting
- Supports - Regions, Councils, Sections, Sub sections, Chapters, Affinity Groups, Student Branches, IEEE Eta Kappa Nu

▶ Updates IEEE organizational roster (overnight)

▶ Instantaneous updates the IEEE Membership database when submitted by authorized volunteers

▶ Officers have **automatic access** once report saved

▶ Features
- View organizational roster
- Automatic validation of
  - Valid Member Grade, Resides in OU
- Add and/or End term of an officer
- View Officer Logs of organizational roster changes
- Update Organizational Unit URL (website)
  Example   http://www.ieeechile.cl
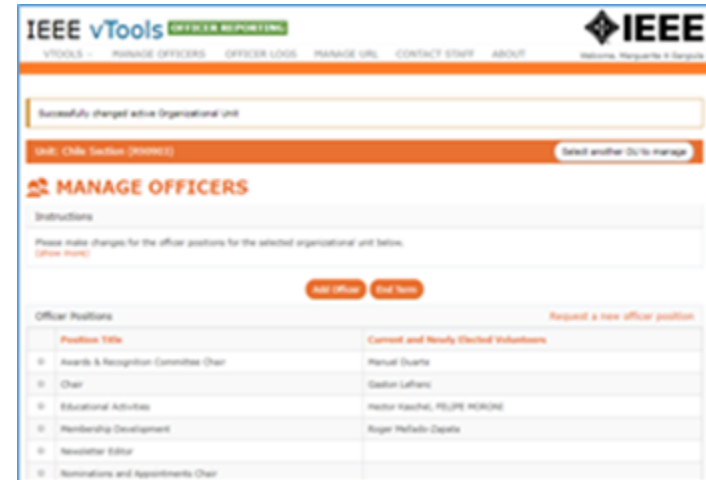
Officer Reporting tutorials

Student Branch Reporting

https://sbr.vtools.ieee.org

▶ Student Branch Officers submit plans for *upcoming* year
▶ Features
  ▪ Student officers (Branch Chair, Counselor, Section Chair, Region Student Representative) provide approval of submitted plans
  ▪ Plan details (i.e. Branch Operations / Function, Goals, Activities planned)
  ▪ **Search** submitted plans, download and PDF versions of a plan

IEEE vTools **STUDENT BRANCH REPORTING** ◆IEEE

VTOOLS ⌄   NEW PLAN   SAVED PLANS   SUBMITTED PLANS   CONTACT   Welcome, Marguerite A Gargiula

School Name	School Code	Reporting Year	Plan Name	Last Updated	Action
Parul Institute of Engineering & Technology	STB15851	2022	MPYSYParul	29 Aug 2016 04:16 PM	✎ 🗑

Student Branch Reporting tutorial

◆IEEE

WebInABox

https://webinabox.vtools.ieee.org

- ▶ Basic web site "WebInABox" with wizard-like interface for creation
- ▶ No webmaster involvement required
- ▶ Enables a common look and feel compliant with IEEE web presence guidelines
- ▶ Integrates with **Events** - includes upcoming and past events
- ▶ Data driven with auto updates from central IEEE database
- ▶ Provides Officer Roster
- ▶ Provides file storage
- ▶ Supports Sections, Chapters, and Affinity Groups
- ▶ Not meant to compete with or replace complex content management systems such as WordPress

WebInABox tutorial

◆IEEE

Xtreme

https://xtreme.vtools.ieee.org
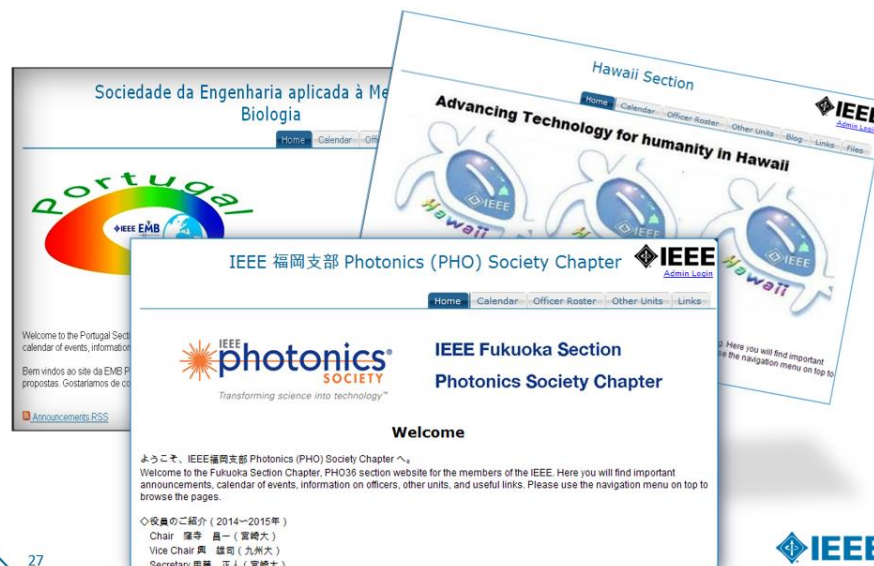
- ▶ IEEEXtreme is a global challenge in which teams of IEEE Student members—advised and proctored by an IEEE member, and often supported by an IEEE Student Branch—compete in a 24-hour time span against each other to solve a set of programming problems.
- ▶ vTools provides registration process for teams
- ▶ Team information provided to competition platform host /vendor
- ▶ Features
  - ▪ Member eligibility - Student and Graduate Student Members
  - ▪ Proctor Registration
  - ▪ Proctor validation
  - ▪ Email confirmations to team admins, proctor and team members

Who can access vTools?

Automatic access is granted for the following:

- ► Region Executive Committee Members
- ► Region-level Representatives (eg. Students, YP, WIE)
- ► Region Directors
- ► Section, Chapter, Affinity Group *Executive Committee Members*
    - ▪ Chair, Vice Chair, Secretary, Treasurer
- ► Newsletter Editors**#**
- ► Webmasters**#**
- ► Membership Development (MD) Chair
- ► SAMIEEE Recipient
- ► Council Chairs
- ► Student Branch and HKN Executive Committee Members
    - ▪ Includes Advisor, Counselor
- ► vTools Coordinator**#**
- ► eNotice Coordinator - access <u>limited</u> to eNotice only
- ► *# - does not require active IEEE membership*

- ► [View BLOG post for more details](#)
- ► To report officers in order to have access to vTools, use **vTools.Officer Reporting**

vTools Support - Organizational Units

vTools Application	Region	Council	Section	Subsection	Chapter/ Joint Chapter	Affinity Group	Student Branch (includes Chapters/ Affinity Groups HKN Chapers
Events	Yes	N/A	Yes	Yes	Yes	Yes	Yes
eNotice	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Officer Reporting	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Voting	Yes	N/A	Yes	Yes	Yes	Yes	Yes
WebInABox	N/A	N/A	Yes	Yes	Yes	Yes	No
Student Branch Reporting	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Contact Information

http://vtools.ieee.org – contains project status, blog, contact information, FAQ, and training/tutorial information

vtools@ieee.org – contact e-mail for any questions related to the project

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