

# IEEE vTools at a Glance

Tools to support IEEE Volunteers

<http://sites.ieee.org/vtools>



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# vTools at a Glance

[sites.ieee.org/vtools/documents/2013/10/table-contents-pdf-links.pdf](https://sites.ieee.org/vtools/documents/2013/10/table-contents-pdf-links.pdf)

## Technology Support for Volunteer Leaders

- vTools – Getting Started :

- [sites.ieee.org/vtools/documents/2013/10/vtools-getting-started-pdf.pdf](https://sites.ieee.org/vtools/documents/2013/10/vtools-getting-started-pdf.pdf)

- vTools.Meetings (<https://meetings.vtools.ieee.org/main>)

- vTools.OfficerReporting (<https://officers.vtools.ieee.org>)

- vTools.StudentBranchReporting (<https://sbr.vtools.ieee.org/>)

- vTools.Voting (<https://voting.vtools.ieee.org/>)

- vTools.WebInaBox (<https://webinabox.vtools.ieee.org/>)

- eNotice (<http://enotice.vtools.ieee.org/>)

- FluidSurveys (<https://surveys.vtools.ieee.org/>)

- SAMIEEE (<http://www.ieee.org/about/volunteers/samieee/index.html>)

- Web Conferencing [www.ieee.org/about/volunteers/remote\\_conferencing/index.html](http://www.ieee.org/about/volunteers/remote_conferencing/index.html)

- Section Vitality Dashboard

[www.ieee.org/societies\\_communities/geo\\_activities/dashboard.html](http://www.ieee.org/societies_communities/geo_activities/dashboard.html)

# vTools.Meetings

Used for Managing Section and Chapter Meetings

<https://meetings.vtools.ieee.org/main>

**Purpose:** To allow Officers to create meeting announcements with no dependence on webmaster availability and show them on your website.

- Members and the public may see and register for upcoming meetings.
- Click on the following links to download the PP, PDF or video tutorials:
  - Schedule a meeting – Training Intro ([PPT](#)) ([PDF](#))([Video1](#))
  - Find, Edit, Cancel, and Delete an Existing Meeting ([PPT](#)) ([PDF](#))
  - Using existing Meeting as a template in creating a new Meeting Notice ([PPT](#)) ([PDF](#))
  - Registration functionality and Meeting Statistics ([PPT](#)) ([PDF](#))
  - Creating Menu Tag and Name Tags ([PPT](#)) ([PDF](#))
  - Creating and Searching L31 Reports ([PPT](#)) ([PDF](#))([Video2](#))
  - How to automatically fill in fields in similar L31 reports ([PPT](#)) ([PDF](#))
  - Payment Functionality and Pricing Levels ([PPT](#)) ([PDF](#))
  - Meeting Notice feeds and iCal Functionality ([PPT](#)) ([PDF](#))
  - Finding a meeting in vTools and MyIEEE ([PPT](#)) ([PDF](#))

# vTools.OfficerReporting

<https://officers.vtools.ieee.org/>

**Purpose:** To enables authorized volunteers to submit officer change reports.

- Updates the central IEEE database
- Volunteers can view/add/remove/update officers.
- OfficerReporting Tutorials :
  - [sites.ieee.org/vtools/documents/2013/10/online-officer-reporting.pptx](https://sites.ieee.org/vtools/documents/2013/10/online-officer-reporting.pptx) or
  - [sites.ieee.org/vtools/documents/2013/10/online-officer-reporting-pdf.pdf](https://sites.ieee.org/vtools/documents/2013/10/online-officer-reporting-pdf.pdf)

# vTools.StudentBranchReporting

<https://sbr.vtools.ieee.org/>

**Purpose:** Allows Student branches to submit annual plan, report of activities and report Officer changes.

- Student Branch Reporting Tutorial (video)  
<https://www.youtube.com/watch?v=R0NfuYbvWzk>

# vTools.Voting

<https://voting.vtools.ieee.org/>

**Purpose:** To allow volunteers to generate and send election ballots and automatically tally the results.

- Allows members to submit votes in their Section/Chapter/Affinity Group Officer Elections online.
- Offers voter authentication via IEEE web accounts;
- Ability to create professionally looking ballots;
- Ability to send ballots and reminders via e-mail.
- Tutorials:
  - Voter Instructions ([PPT](#)) ([PDF](#))
  - Instructions for volunteers on managing a ballot and running an election ([PPT](#)) ([PDF](#))
  - Instructions for volunteers on getting a voter list ([PPT](#)) ([PDF](#))
  - FAQ's (<http://sites.ieee.org/vtools/vtools-voting-faq/>)

# vTools.WebInABox

<https://webinabox.vtools.ieee.org/>

**Purpose:** To enable volunteers to generate a simple website for their Operational Unit.

- WebInABox uses a wizard to generate simple section/chapter/affinity group websites that are automatically updated.

- WebInABox Tutorials:

<http://sites.ieee.org/vtools/webinabox-tutorials/>

- WebInABox PowerPoint Instructions ([PPT](#)) ([PDF](#))
- WebInABox – Redirect visitors to new site ([PPT](#)) ([PDF](#))

# E-Notice

<http://enotice.vtools.ieee.org>

**Purpose:** IEEE eNotice is an electronic newsletter subscription service that has been developed for IEEE organizational units to facilitate email distribution of newsletters, meeting notices, social events and IEEE conference materials.

- The source of e-mail addresses for eNotice is the IEEE Membership Database.
- E-Notice Tutorial:

<http://sites.ieee.org/vtools/files/2014/05/eNotice-Published.pdf>



# FluidSurvey

<https://surveys.vtools.ieee.org/>

**Purpose:** To quickly create online surveys using an intuitive interface and distribute them via e-mail, e-notice, etc.

- Select a Template (lots from which to choose)
- Select Questions (depends on Template)
- Numerous Expected Answer Formats
  - Yes/No, Multiple Guess, Free flow, etc.
- Response Analysis in numerous forms.
- FluidSurvey Tutorial:  
[sites.ieee.org/vtools/documents/2014/04/vtools-surveyloginaccess.pdf](https://sites.ieee.org/vtools/documents/2014/04/vtools-surveyloginaccess.pdf)

# SAMIEEE

<http://www.ieee.org/about/volunteers/samieee/index.html>

**Purpose:** To provide ad hoc query tool that provides volunteers access to member data.

- Note: All volunteers with access to IEEE member data have a responsibility to ensure that member data remains confidential.
- [SAMIEEE Reference Materials](#)
- SAMIEEE Tutorial/Traning:
  - [SAMIEEE-OBIEE Training Presentation \(PDF, 2.1 MB\)](#)
  - [View the recorded WebEx "what's new" training session](#)
- [Visit the Section Vitality Dashboard](#) (part of SAMIEEE)

# Remote Conferencing (WebEx)

[http://www.ieee.org/about/volunteers/remote\\_conferencing/index.html](http://www.ieee.org/about/volunteers/remote_conferencing/index.html)

Purpose: To conduct online meetings, webinars, training, demos and presentations.

- Register to use WebEX

- [sites.ieee.org/vtools/products/webex/webex-registration/](http://sites.ieee.org/vtools/products/webex/webex-registration/)

- Support and FAQs:

- [www.ieee.org/about/volunteers/remote\\_conferencing/faq\\_page\\_vol\\_remote\\_conf.html](http://www.ieee.org/about/volunteers/remote_conferencing/faq_page_vol_remote_conf.html)

- Tutorial/Training Information:

- Scheduling A Meeting

- [www.ieee.org/about/volunteers/remote\\_conferencing/volunteer\\_schedule\\_a\\_meeting.pdf](http://www.ieee.org/about/volunteers/remote_conferencing/volunteer_schedule_a_meeting.pdf)

- Running a Meeting

- [www.ieee.org/about/volunteers/remote\\_conferencing/volunteer\\_run\\_a\\_meeting.pdf](http://www.ieee.org/about/volunteers/remote_conferencing/volunteer_run_a_meeting.pdf)

- Participant Management

- [www.ieee.org/about/volunteers/remote\\_conferencing/volunteer\\_participant\\_management.pdf](http://www.ieee.org/about/volunteers/remote_conferencing/volunteer_participant_management.pdf)

- Event Center User's Guide

- [www.ieee.org/about/volunteers/remote\\_conferencing/webex\\_event\\_center\\_user\\_guide.pdf](http://www.ieee.org/about/volunteers/remote_conferencing/webex_event_center_user_guide.pdf)

# Vitality Dashboard

[www.ieee.org/societies\\_communities/geo\\_activities/dashboard.html](http://www.ieee.org/societies_communities/geo_activities/dashboard.html)

**Purpose:** Provides Section and other organizational unit leaders a monitoring tool that provides real-time, top-down status view of their section vitality metrics.

- Access for Unit Leaders only ([SAMIEEE access](#))
- Annual IEEE and Unit Statics
  - Student Membership
  - Society Publications
  - Gender by Grade
- Unit Leadership – Current and History
- Members – Active, Arrears, Inactive, No Email, etc.
- Actual Recorded Unit Meeting Activity
- Dashboard Tutorial

[www.ieee.org/societies\\_communities/geo\\_activities/volunteer/vitality\\_dashboard\\_tutorial.pdf](http://www.ieee.org/societies_communities/geo_activities/volunteer/vitality_dashboard_tutorial.pdf)