



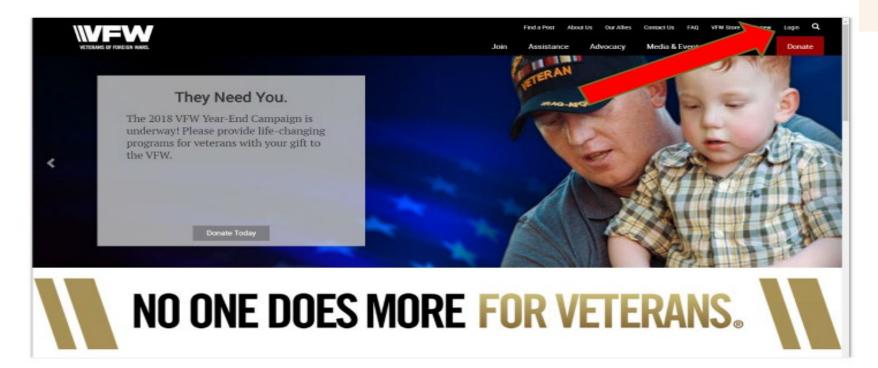


DEPARTMENT OF OHIO NATIONAL WEBSITE GUIDE

Programs DASHBOARD Training Instructions

Any Member ACCESS:

Navigate to the VFW website at <u>www.vfw.org</u> and sign in using the login option on the top right of the home page & Log In

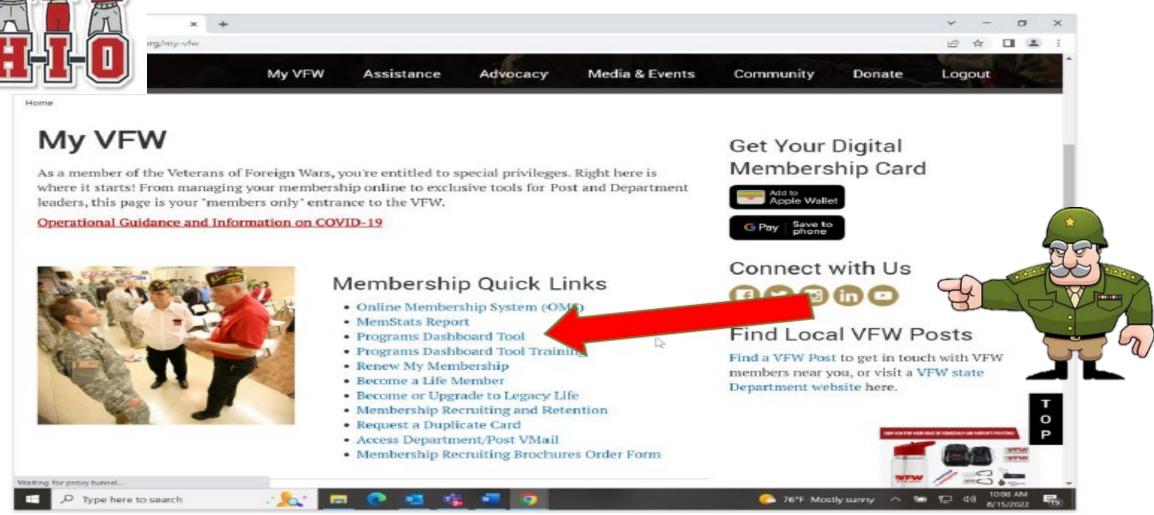




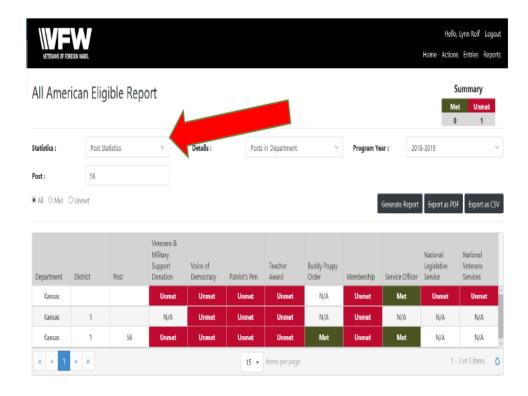
Let's Tackle This!



After logging in you will be defaulted to the "My VFW" page. Click on the Programs Dashboard Tool. For training resources click on the Programs Dashboard Training Resources



Your View will be based on the Post that you belong to with the District Status and Department Status above. Any member has this view and can search for any Post/District/Department.



To search Click on the Statistics option for level you would like to see from National, Department, and Post. Details Option helps you list what all you want to see in the levels. For example, District & Department Summary or all Posts within a Department. Once you have

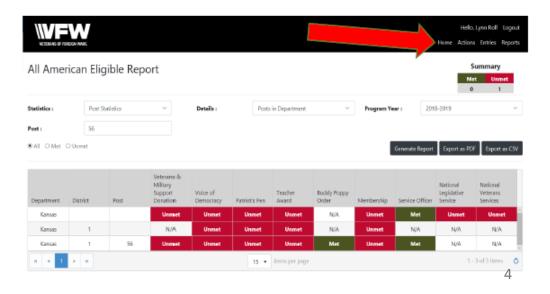
made a selection Click on Generate Report (IN BLACK BUTTON) and then you will receive the populated report.

- The status bar on the Dashboard will be reflected in the Color Yellow as Pending the level that has not approved your report.
- 2. The Dashboard will not change to Green until National Programs has approved.
- 3. The Dashboard will remain Red until a report is entered.

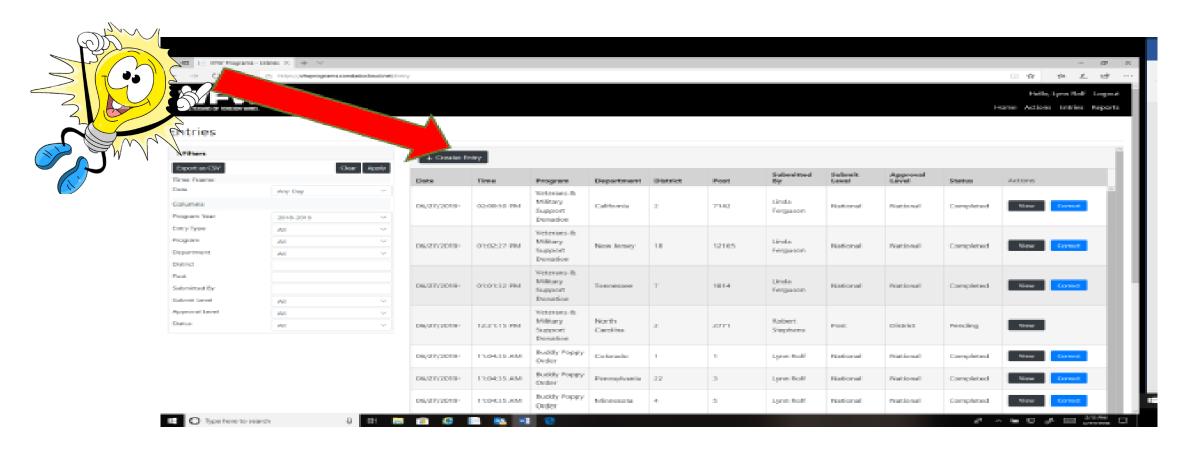
Post/District/Department Adjutant

District Commander/District SVC/JVC/QM Have access to report as of July 2022

- 1.Adjutants are the official corresponding officer for the Post/District/Department and shall attest to all official communications and reports with their signature.
- 2. Adjutants will be granted permissions August 1st based on election reports to access the reporting functions.

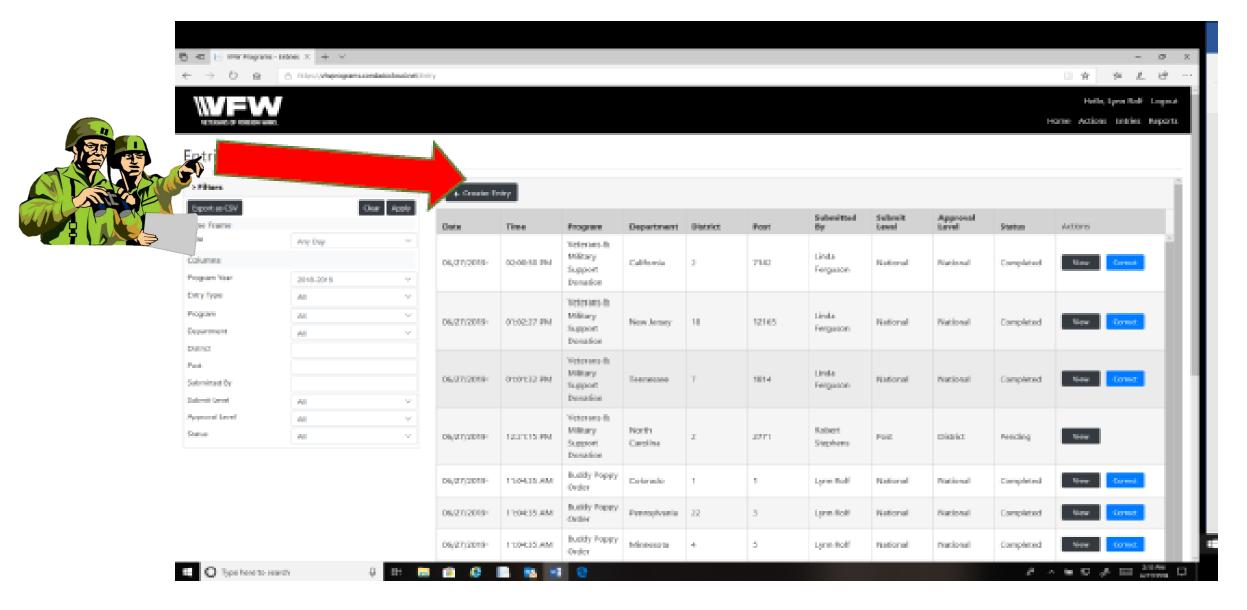


- 3. Adjutant will collect participation reports from Chairman at Post/District/Department.
- 4. Adjutant will Click on the Entry Tab at the Top Right under your name

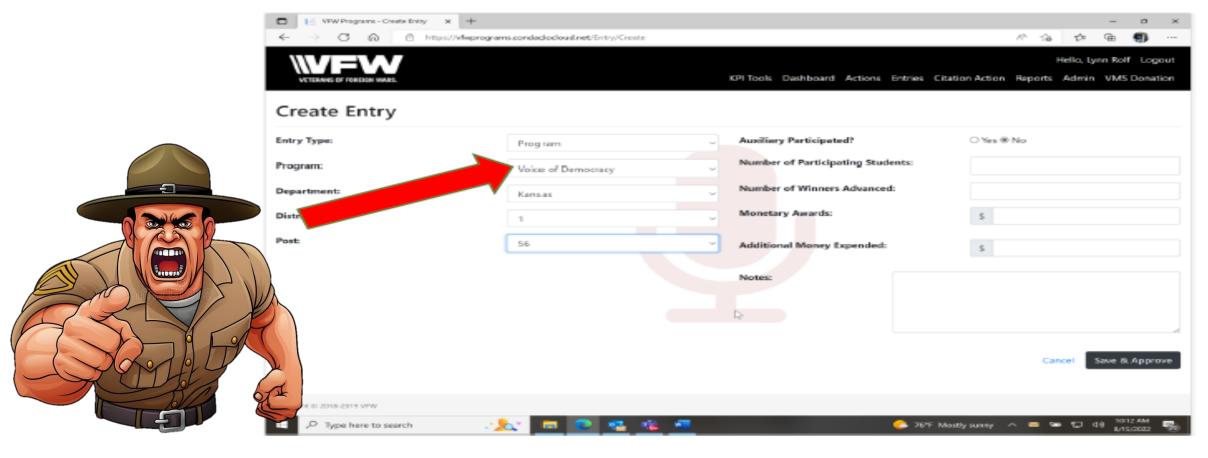


5. You will see a listing of previous entries if submitted and status

6. To enter a report Click on + Create Entry Black Button



7. Click on Program Box and select specific program for entry report

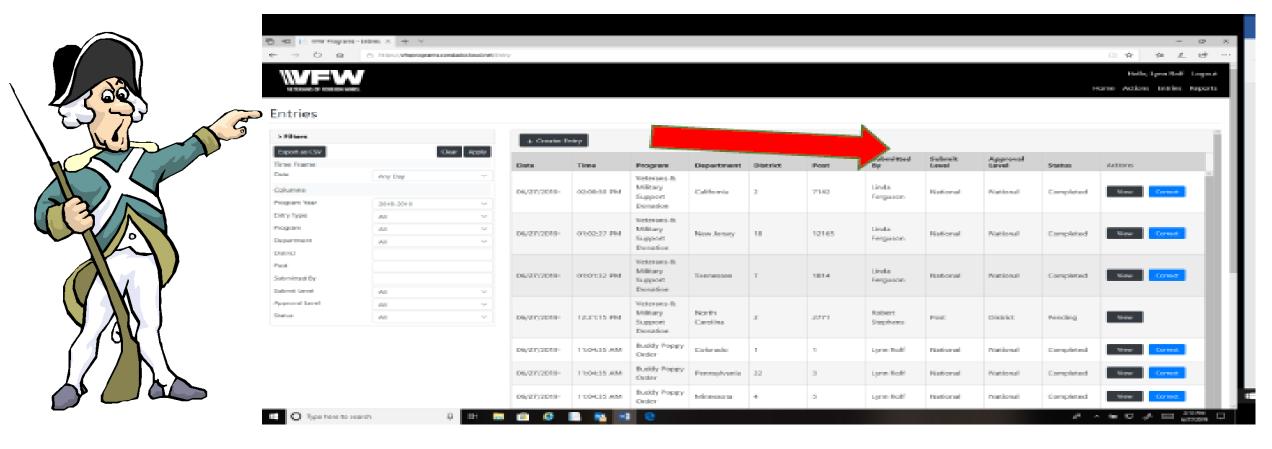


8. In the notes box explain exactly what your reporting with details.

Every Box will be pre-populated based on what permissions are assigned to your role. You can only report on your Post/District/Department.

10. Once complete you can Save and come back until ready to submit. When ready to submit Click the Save & Approve Button.

11. The report that you submitted will be back in the initial screen and will tell you status as it moves up the Chain for approval.



*The Higher level can submit on behalf of the lower level in the entry tab

*The Higher level can approve on behalf of the lower level by clicking on My Organizations Action on the left

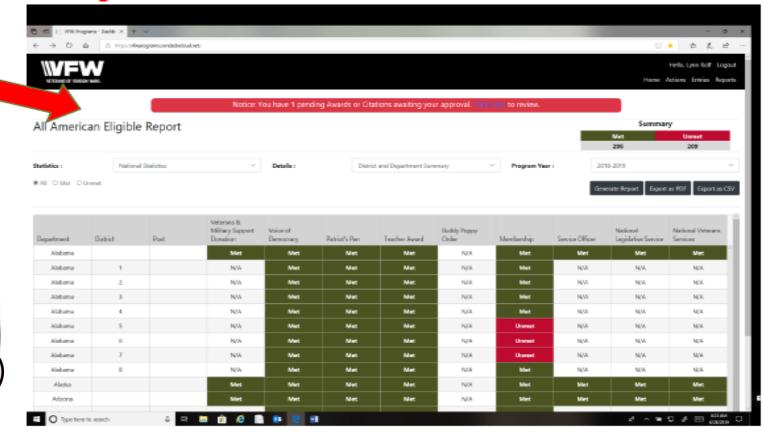
Post/District/Department Adjutant Access: Actions Button

Post Commander/SVC/JVC/QM now have access to report. 1 Report will be authorized.



- Actions are defined as you have a report to approve or reject for revision based on the level approval authority your role is defined as (District, Department & National)
- Adjutant must regularly review these actions to give credit to their lower level entity. The status bar on the Dashboard will be Reflected in the Color Yellow as Pending the level that has not approved.
- 6. The Dashboard will not change to Green until National Programs has approved.
- 7. The Dashboard will remain Red until a report is entered.

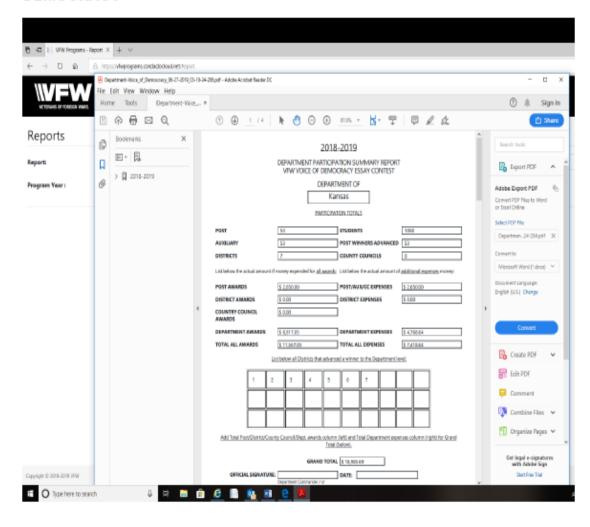
- 8. When a Submission is Pending Approval Click on Alert. Example
 - Pending Alert In RED



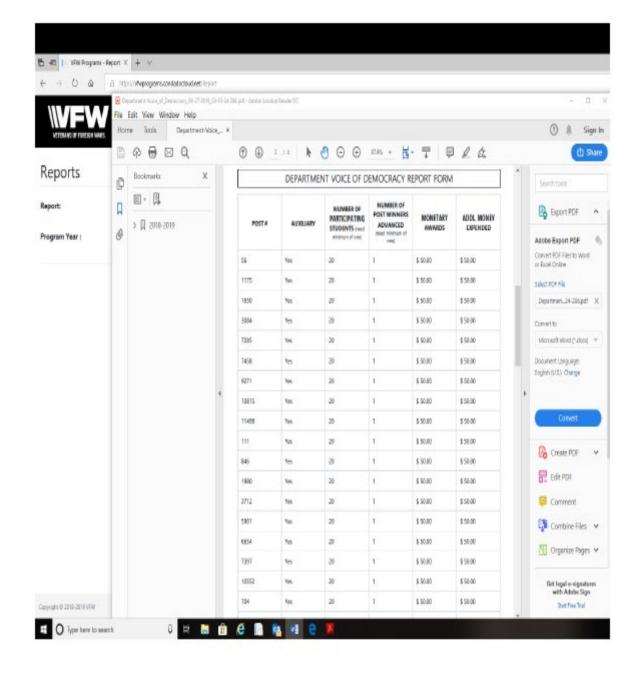
Reports Button

- 1. All Participation reports will be tallied and featured here.
- 2. Click on the Report Button and a drop down will show the reports available.
- 3. Click the Department & or District
- 4. You will see a pop that asks you to Save or Open.

EXAMPLE: DEPARTMENT ROLL UP REPORT FOR VOICE OF DEMOCRACY

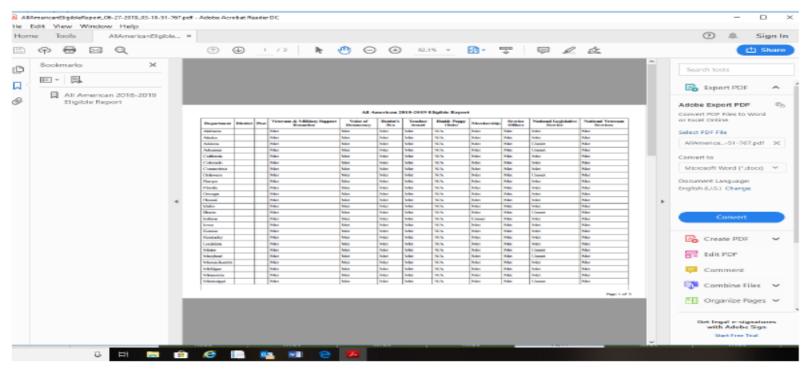






Contact this guy for questions on National Website

Every Report can be converted to a .PDF file or .CSV file for presentation at any meeting



All Data will be imported into the Key Performance Indicators (KPI) Tab.

Key Performance Indicator (KPI) Definition

A Key Performance Indicator is a measurable value that demonstrates how effectively a Post/District/Department/National is achieving key business objectives. Organizations use KPIs at multiple levels to evaluate their success at reaching targets. Our KPIs focus on the overall performance of the VFW.

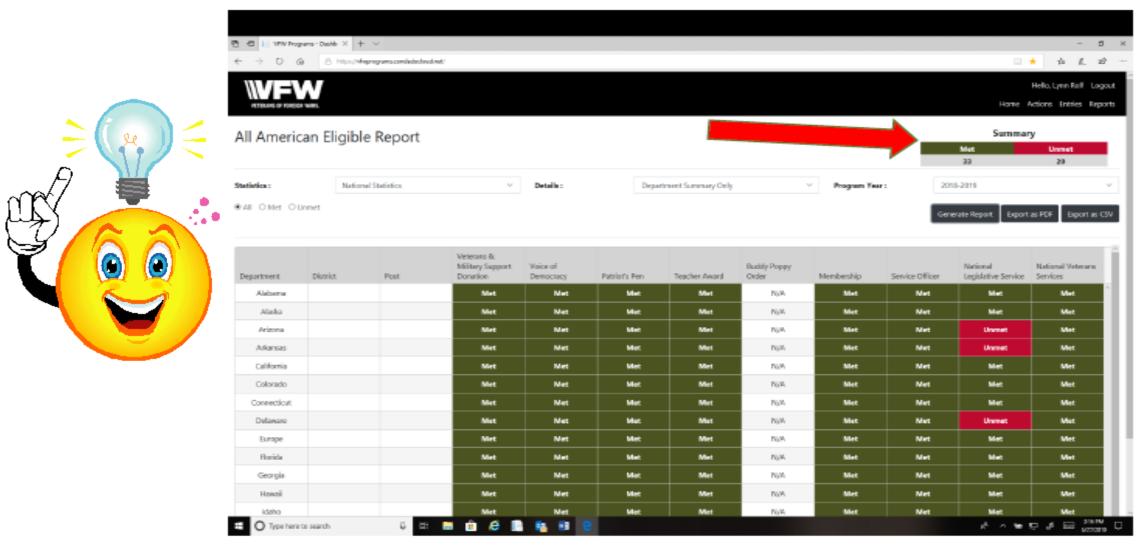
All Questions direct to:

Lynn W. Rolf III

Programs Director Veterans of Foreign Wars of the United States o:816.968.1116 C: 913.290.1754 Irolf@vfw.org

Additional Features:

Summary Chart shows a quick snap shot of Met vs. Unmet based on the level your viewing



The other critical input for All-American is VMS Donations, this also must be done on-line through OMS, usually by the Quartermaster.





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		must be received by June 30
		to qualify for All American

