PRESENTS

Introduction to vTools.eNotice
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Sign in to eNotice

http://enotice.vtools.ieee.org

Use your IEEE account credentials to sign in. If you do not recall your account information or aren’t sure you have one, you may go to http://www.ieee.org/web/accounts to recover your password or establish a new account.

An IEEE account provides easy access to a variety of online services. IEEE accounts are available to IEEE members and IEEE Society members, customers and visitors. Access to services varies based on membership and subscription status.
Signing in to eNotice

If you are not authorized to access eNotice, click on “Contact” to request approval to access eNotice.

Welcome to the IEEE vTools eNotice System

To use eNotice, you must be an officer of the organizational unit to which you want to send notices. If you are an officer of the organizational unit and your information does not appear in the online rosters, then please submit your officer information to https://officers.vtools.ieee.org. If your officer position does not appear in the online rosters, then approval from the appropriate officers would be required.

Click on “Contact” tab to request approval to access vTools.eNotice.

To use this system, please click here to contact staff about getting set up.
Getting started with eNotice

If you have a question or wish to request access to this system, complete the form provided.

Help on using eNotice is found here.

Select "List of eNotices" to view all eNotices created for an organizational unit and to create an eNotice.

Click on the "About" tab to view more information about the IEEE eNotice service.

Volunteers with automatic access to eNotice include:
- Region Directors
- Section Executive Committee Members, Newsletter Editors, Webmasters
- Chapter Chairs and eNotice Coordinators

Staff processed eNotices may take up to 5 business days due to the volume of requests received daily.

For critical eNotice requests (e.g., cancellations), that do not qualify for eNotice Express, please set the Priority to "Critical". Every attempt will be made to accommodate critical requests during normal business hours.

IEEE organizational units using this service are strongly encouraged to limit emailings to one per week.
The List of eNotices tab contains all eNotices created for an organizational unit. The list of eNotices shown includes those created by the logged in user (based on their organizational code) as well as those who are authorized to send to their organizational unit(s). This dashboard provides up-to-the-minute status and options to edit, preview and contact staff.
List of eNotices options

A paperclip indicates an attachment has been uploaded to the eNotice.

Click on "Create eNotice" to create a draft eNotice.

Columns can be sorted by clicking on arrows.

Status filters allow you to select what eNotices are displayed. Draft, Submitted and Pending eNotices will be displayed as the default.

Enter a search term to filter the listing of eNotices further.

Action icons allow you to preview, edit, duplicate, delete and contact staff. Place cursor over gear icon to see the actions that can be selected.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Modified</th>
<th>Section</th>
<th>Target OUs</th>
<th>Status</th>
<th>Last Status Update</th>
<th>Owner</th>
<th>Send By</th>
<th>Priority</th>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Join us in celebritin</td>
<td>01/18/2016 06:30PM</td>
<td>R10329</td>
<td>CH01098</td>
<td>Submitted</td>
<td>01/18/2016 06:30PM</td>
<td>Francis Oconnell</td>
<td>01/18/2016</td>
<td>Normal</td>
<td>Express</td>
<td></td>
</tr>
<tr>
<td>Leaving Orbit</td>
<td>01/18/2016 06:18PM</td>
<td>R10329</td>
<td>R10329</td>
<td>Pending</td>
<td>01/18/2016 06:18PM</td>
<td>Vera Lee Sharoff</td>
<td>01/18/2016</td>
<td>Normal</td>
<td>Express</td>
<td></td>
</tr>
<tr>
<td>What is Bitcoin</td>
<td>01/18/2016 06:16PM</td>
<td>R10329</td>
<td>R10329</td>
<td>Submitted</td>
<td>01/18/2016 06:16PM</td>
<td>Vera Lee Sharoff</td>
<td>01/19/2016</td>
<td>Normal</td>
<td>Express</td>
<td></td>
</tr>
<tr>
<td>ISS JSC</td>
<td>01/18/2016 06:10PM</td>
<td>R10329</td>
<td>R10329</td>
<td>Pending</td>
<td>01/18/2016 06:10PM</td>
<td>Francis Oconnell</td>
<td>01/19/2016</td>
<td>Normal</td>
<td>Express</td>
<td></td>
</tr>
<tr>
<td>Technology Today</td>
<td>05:50PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05:50PM</td>
<td>01/18/2016</td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td>Symposium Notice</td>
<td>01/18/2016 05:46PM</td>
<td>R10329</td>
<td>R10329</td>
<td>Pending</td>
<td>01/18/2016 05:46PM</td>
<td>Vera Lee Sharoff</td>
<td>01/19/2016</td>
<td>Normal</td>
<td>Express</td>
<td></td>
</tr>
<tr>
<td>RA24 Chapter</td>
<td>01/18/2016 05:44PM</td>
<td>R10329</td>
<td>CH01148</td>
<td>Draft</td>
<td>01/18/2016 05:44PM</td>
<td>Vera Lee Sharoff</td>
<td>01/19/2016</td>
<td>Normal</td>
<td>Express</td>
<td></td>
</tr>
<tr>
<td>Making you a Leader</td>
<td>01/18/2016 05:43PM</td>
<td>R10329</td>
<td>R10329</td>
<td>Draft</td>
<td>01/18/2016 05:43PM</td>
<td>Francis Oconnell</td>
<td>01/19/2016</td>
<td>Normal</td>
<td>Express</td>
<td></td>
</tr>
</tbody>
</table>
Create an eNotice – Add a draft

Fill in the eNotice information. Items marked in red (also marked with an asterisk (*)) are required.

**Note:** You must click anywhere on the form to have selections saved.

These are the organizational unit(s) you can send eNotices to. Select the OU(s) by clicking on the checkbox.

You can filter further on the selected OU(s) by selecting the following:

Click on text in box to change. A pop up will display all choices. Click off of pop up when finished.

Upload attachments to include with the eNotice

Scroll down to enter eNotice content
Create an eNotice – Compose content

The WYSIWYG editor provides formatting options.

This executive committee (EXCOM) meeting of the North Jersey Section will be at the New Jersey Institute of Technology (NJIT) in Newark, NJ.

The meeting will take place in the ECE Building, Room ECE-202, 161 Warren Street, Newark, NJ.

There will be a get-together with a buffet starting at 6 pm.

The meeting starts at 7 pm EST and typically ends at 8:45 pm. The meeting is meant to discuss and activities and new initiatives.

Everyone is welcome to attend this meeting.

Please register in advance for this meeting using vTools to provide the meeting organizers an accurate head count. You can change/cancel the registration if your plans change.

For more information, please contact Russell Pepe (Chair, rcpepe@ieee.org), Chris Peckham (Secretary) and/or Adriaan van Wijngaarden (First Vice-Chair) avw@ieee.org.

Provide contact information.

Your eNotice content must be entered here.

Click on “Submit” to schedule your eNotice. Tool tip is shown when cursor is placed over button.
Preview an eNotice

From **List of eNotices** tab, click on the action icon “**Preview**” to display eNotice content.

The eNotice content is copied when you click here.

Click on “**Cancel**” to close preview.
eNotice Express

- **eNotice Express** is a new feature that sends an eNotice without staff intervention.
**eNotice Express - continued**

- **Self-service eNotices**
  - **Volunteers** will
    - Enter Subject
    - Select target audience
    - Specify criteria (active, arrears, grades etc...)
    - Provide message content

- Click **Send** to **preview** and **confirm** express delivery.

- **Recipient list** is created.

- **eNotice Express messages are sent** *without staff intervention*.

- *Up-to-the minute status* and mailing statistics is provided on the eNotice dashboard.
Create an Express eNotice

- Enter Subject
- Select target audience
- Specify criteria (grades, status)
- Provide message content

Remember to click anywhere on form to have selections evaluated for express eligibility.

Express eligibility message displayed.

Enabled if eligible for express

If ineligible, Send button will be disabled. A tool tip includes details such as:
Preview eNotice express message.

Click on “Cancel” to continue editing the eNotice.

Click on “Confirm” to send Express.

Once confirmed, recipient list is created and eNotice is scheduled for delivery.
Dashboard up-to-the minute status

For **Express eNotices**, a tool tip will include mailing statistics (queued, recipients loaded, delivery date/time stamp).

When an express eNotice status is “Submitted”, the Express tool tip will indicate the status for the express steps for example:

```
Queued for recipient loading
```

Express eNotices will be delivered within two (2) hours.
**eNotice Express Best Practices**

- **Browser Information**
  - For the most optimized experience, it is recommended that users access **vTools.eNotice** with the following browsers:
    - Chrome
    - Mozilla Firefox

  For additional information please see [IEEE Browser Policy](#).

- **Attachments** – **post** to a web page and include the **URL** in the eNotice message.

- **Send express** - Click anywhere on form to enable **Send** button.
  - A tool tip will provide **express eligibility** details

  ![Tool Tip Example](image-url)
eNotice Express Exceptions

- **Exceptions** – eNotices with the following information will be processed by staff:
  - Special requests
  - Automatic reminders
  - Attachments*

*Attachments can be posted to a web page and the URL included in the eNotice message.*
eNotice Express Exceptions

Exceptions - eNotices with the following information will be processed by staff:

- Special requests
- Automatic reminders
- Attachments - post to a web page and include the URL in the eNotice message.

NOTE: Staff processed eNotices may take up to five (5) business days to process.
Contact Staff

You can contact staff for a selected eNotice by clicking on the “Contact Staff” icon shown on the List of eNotices.
**Feeds of eNotices**

Once an eNotice is sent, the content may be included in public feeds automatically.

*Subject:* North Jersey Excomm meeting

*To:* GD10327 (North Jersey Section Affinity Group, YP)
   - R10327 (North Jersey Section)
   - R103 (Metro Sec. Act. Council)
   - CH01156 (No. Jersey Section Chapter, COM 19)
   - CH01262 (North Jersey/New York Jt. Section, IT12)

*Send By:* 03/18/2016

*Reply to:* no-reply@ieee.org

*Privacy:* Exclude from public feeds (e.g., RSS)

Select checkbox if you do not want your eNotice included in public feeds.

An atom feed can be accessed to produce a list of eNotices for one or more organizational units. The URL for a specific organizational unit is:


where **SPOID** is the SPO ID for the organizational unit. Multiple organizational units can also be included:

http://enotice.vtools.ieee.org/public/feed.atom?org_unit=SPOID1,SPOID2,SPOID3

*Note that only eNotices that have been sent, and are not set as private, will appear in public feeds.*
Sign out

Once you’re done using the system, please sign out by clicking on “Sign Out” and close the browser.
Thank you for viewing the tutorial. Please remember to visit the vTools site (http://vtools.ieee.org) to learn more about our projects.

Thank you!