ALL-AMERICAN ELIGIBLE DASHBOARD TRAINING GUIDE

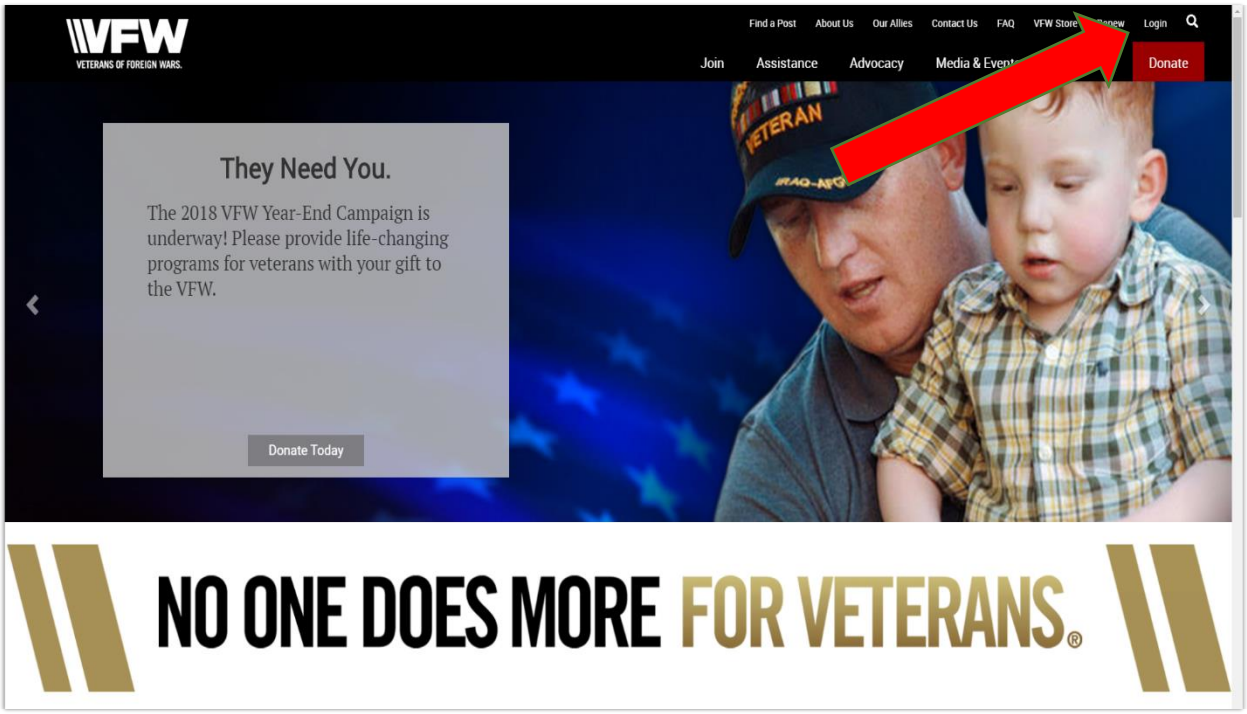
VFW

VETERANS OF FOREIGN WARS®

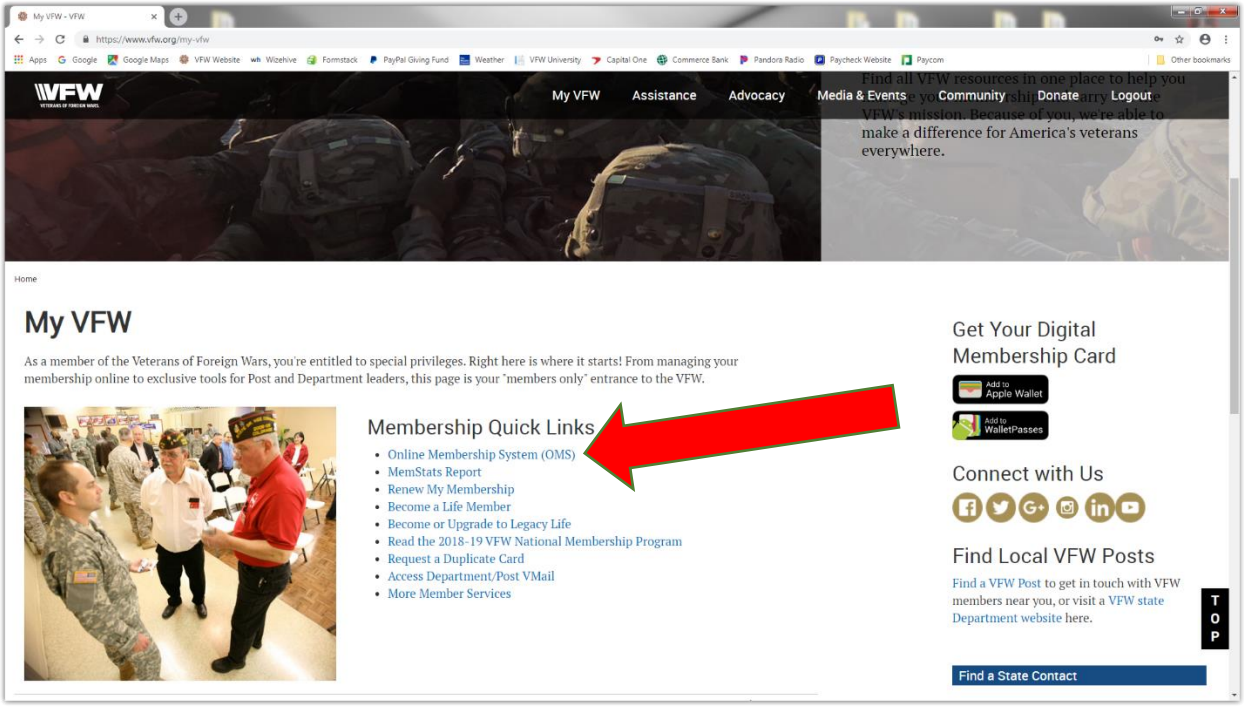
All-American Eligible Dashboard Training Guide & Instructions

Any Member Access:

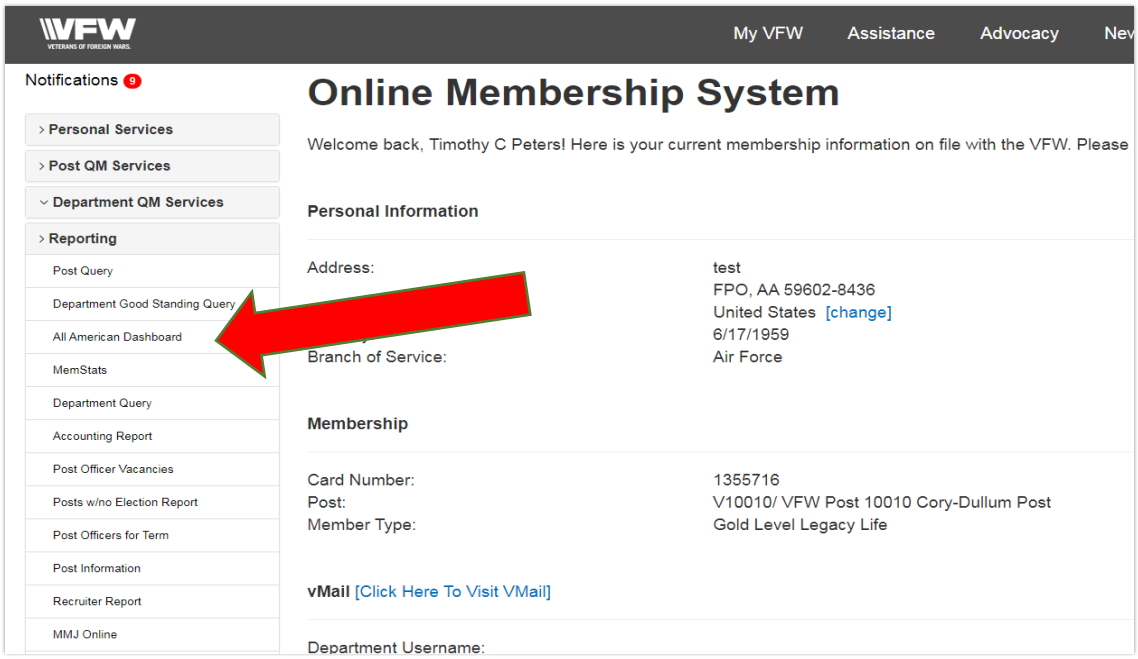
Navigate to the VFW website at www.vfw.org and sign in using the login option on the top right of the home page & log in.



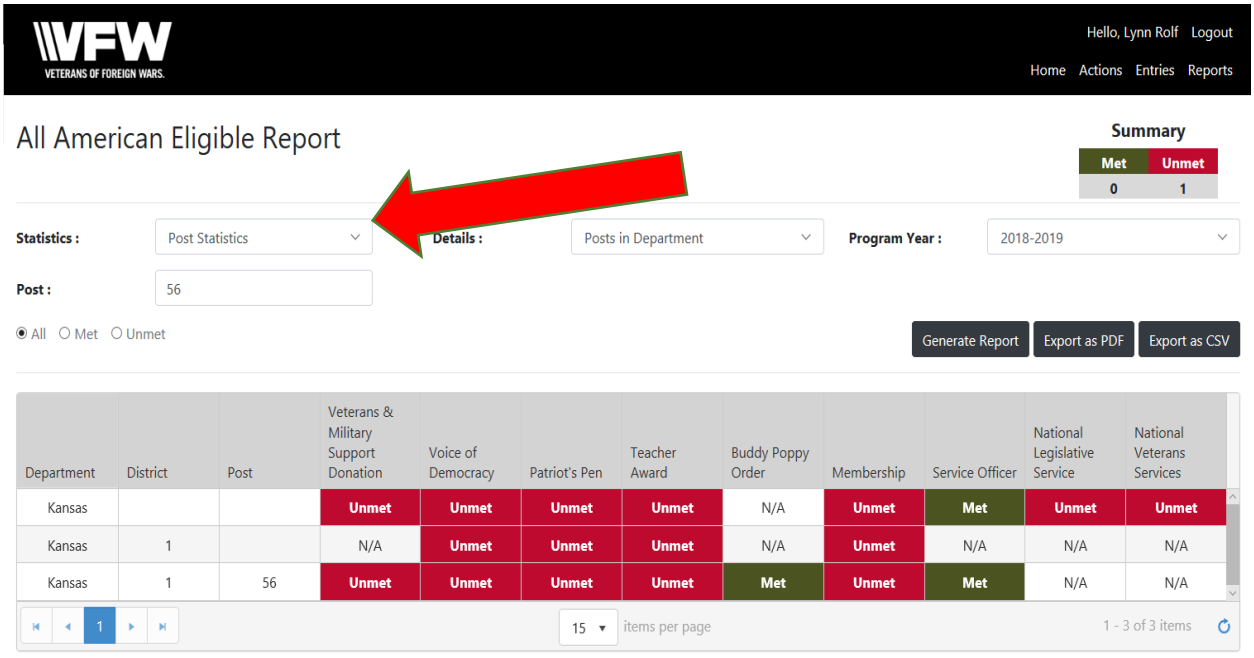
After logging in you will be defaulted to the “My VFW” page. Click on the Online Membership System (OMS) option under the “Membership Quick Links” section.



Once you enter the Online Membership System page, on the left side click on the "Reporting" tab to expand the options. Next, select the "All-American Dashboard."



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



To perform a search, click on the Statistics option dropdown for the level you would like to see from National, Department, and Post. The Details option helps you list what 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 the Generate Report black button to populate a report.

1. The status bar on the Dashboard will be reflected in the yellow as Pending for the level that has not approved your report.
2. The Dashboard will not change to green as Met until National Programs have approved the report.
3. The Dashboard will remain red as Unmet until a report is entered.

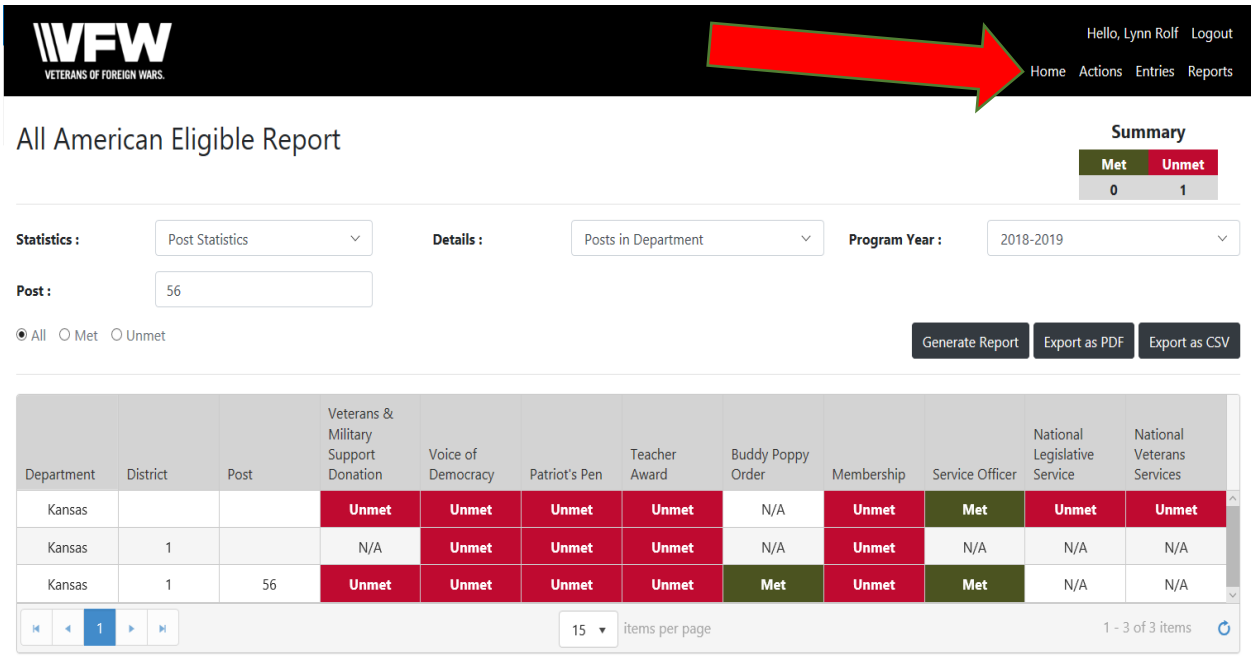
Post/District/Department Adjutant Access Only: Reporting

Adjutants are the official corresponding officer for the Post/District/Department and shall attest to all official communications and reports with their signature.

Adjutants will be granted permissions August 1 based on election reports to access the reporting functions.

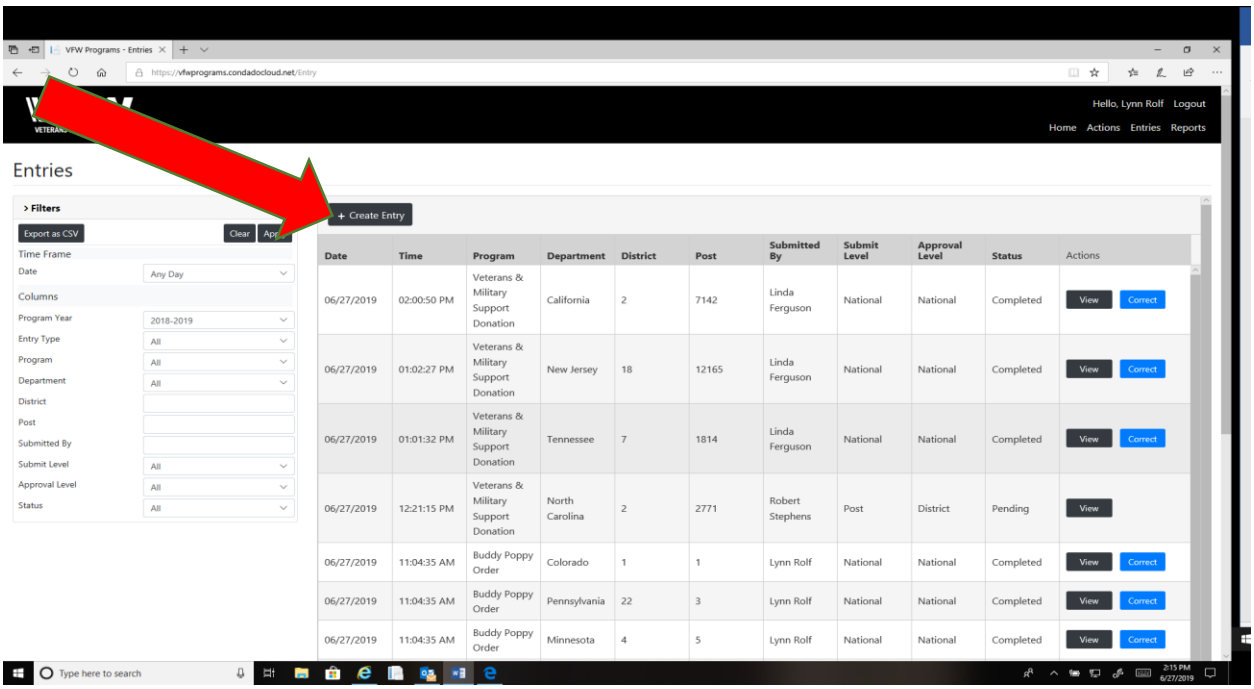
Adjutant will collect participation reports from Chairman at Post/District/Department.

To enter a report, adjutant will click on the Entries tab at the top right under your name.

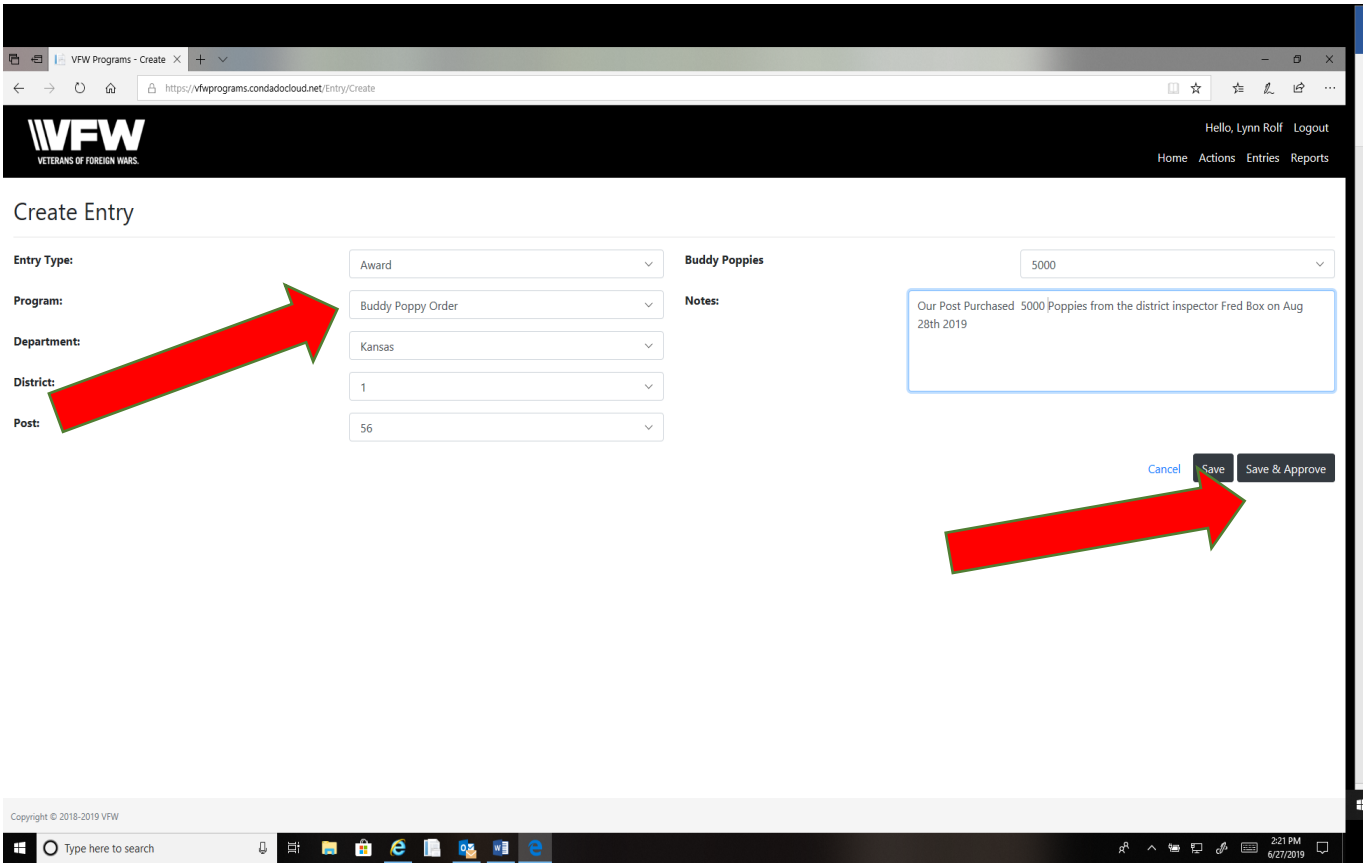


You will see a listing of previous entries submitted and their status, if applicable.

To enter a report, click on the black + Create Entry button.



Click on Program Box and select the specific program from the drop down for entry report.

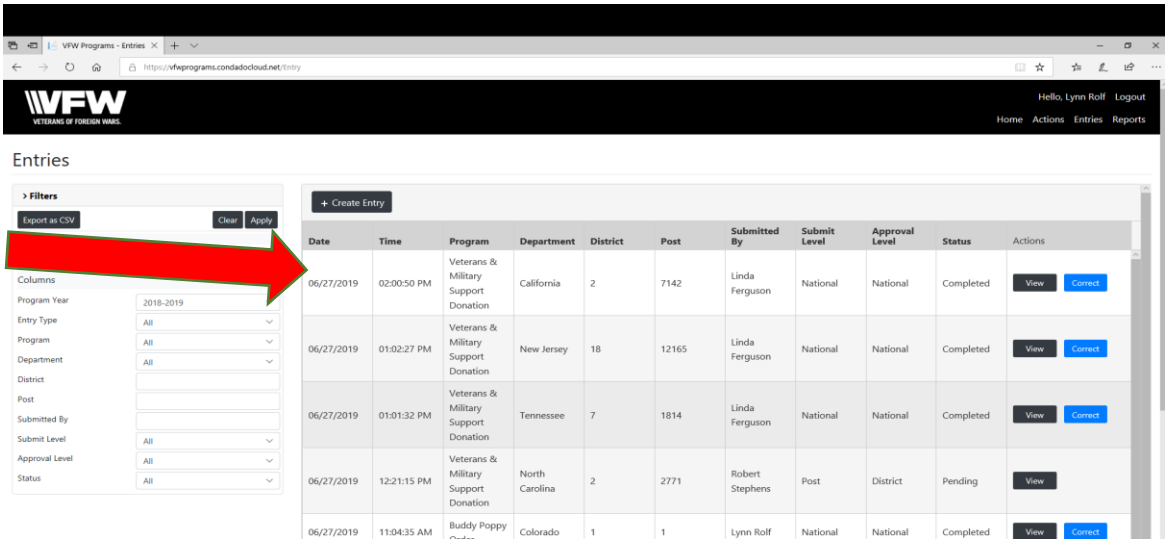


In the notes box explain exactly what your reporting with details.

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

Once complete you can save and come back until ready to submit, or you can click the Save & Approve button to submit.

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 Only: Actions Button

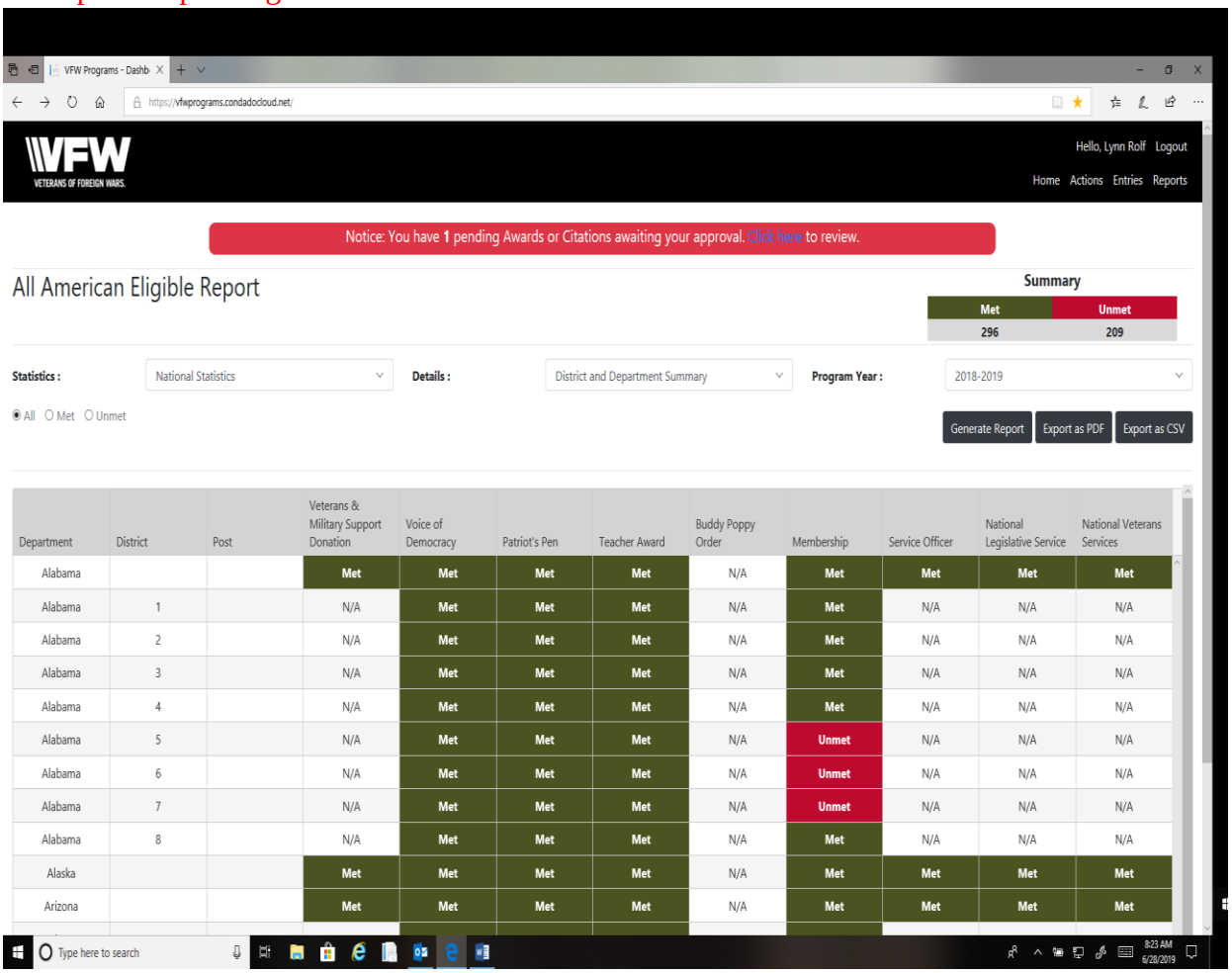
Actions are defined as you have a report to approve or reject for revision based on the level approval authority your role is defined as (District, Department & National.)

Adjutant must regularly review these actions to give credit to their lower level entity. The status bar on the Dashboard will reflect as Pending the level that has not approved.

The Dashboard will not change to Met until National Programs has approved.

The Dashboard will remain Unmnet until a report is entered.

At the Post level when your report has been rejected and you can make revisions or accept.
Example of a pending alert in RED:



Post/District/Department Adjutant Access Only: Reports Button

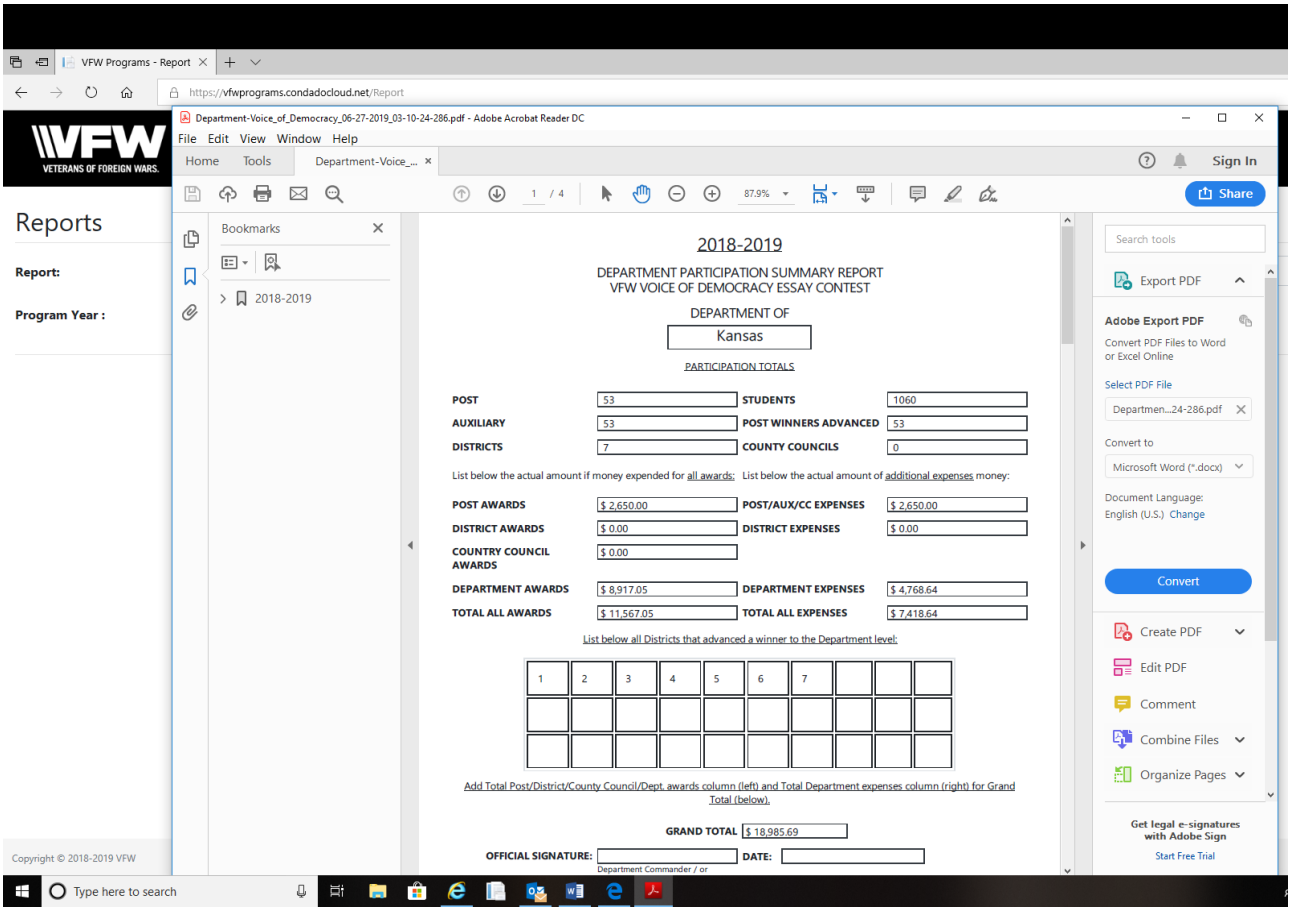
All Participation reports will be tallied and featured here.

1. Click on the Report button and a drop down will show the reports available.

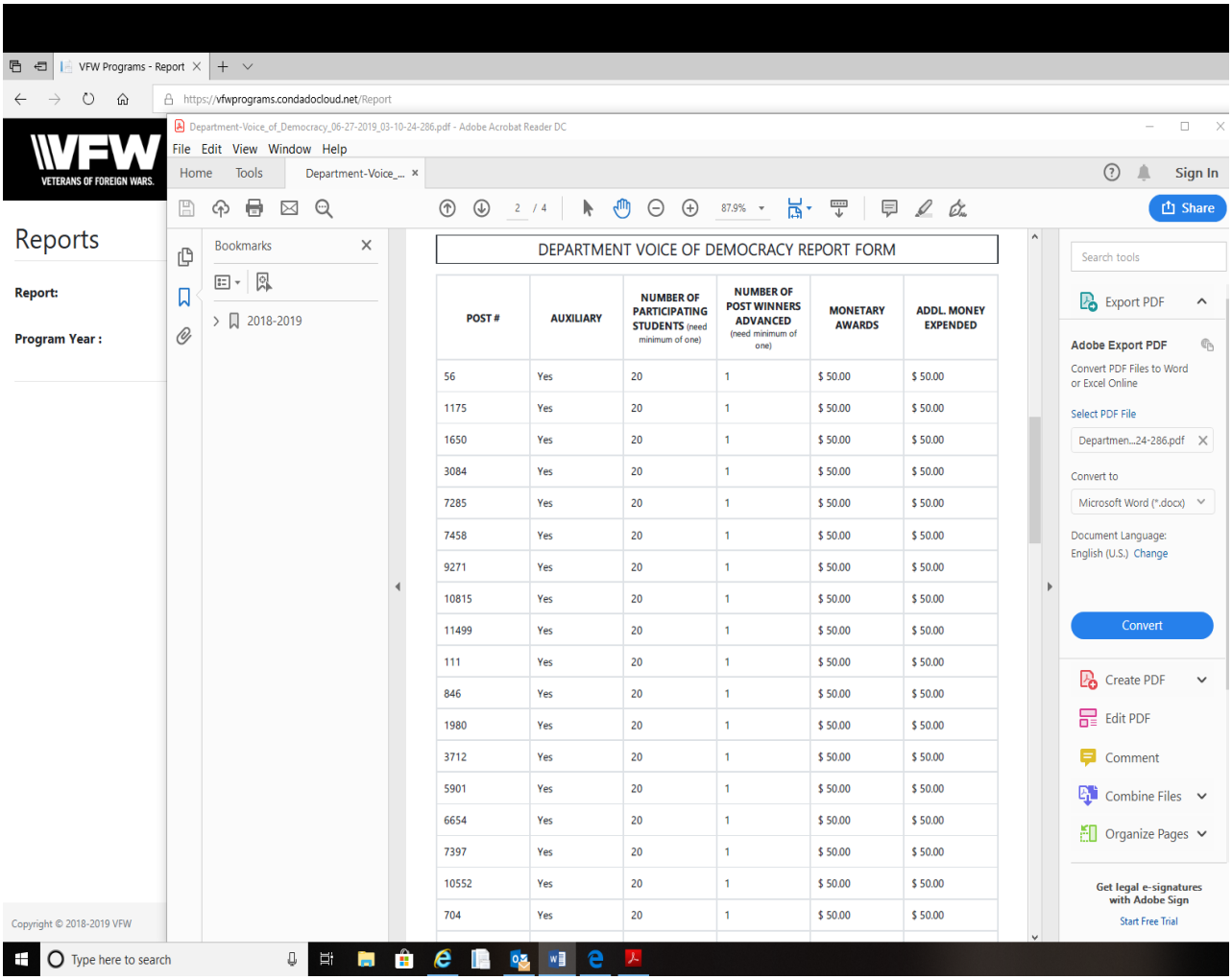
2. Click the Department & or District.

3. You will see a pop that asks you to Save or Open.

EXAMPLE: DEPARTMENT ROLL UP REPORT FOR VOICE OF DEMOCRACY

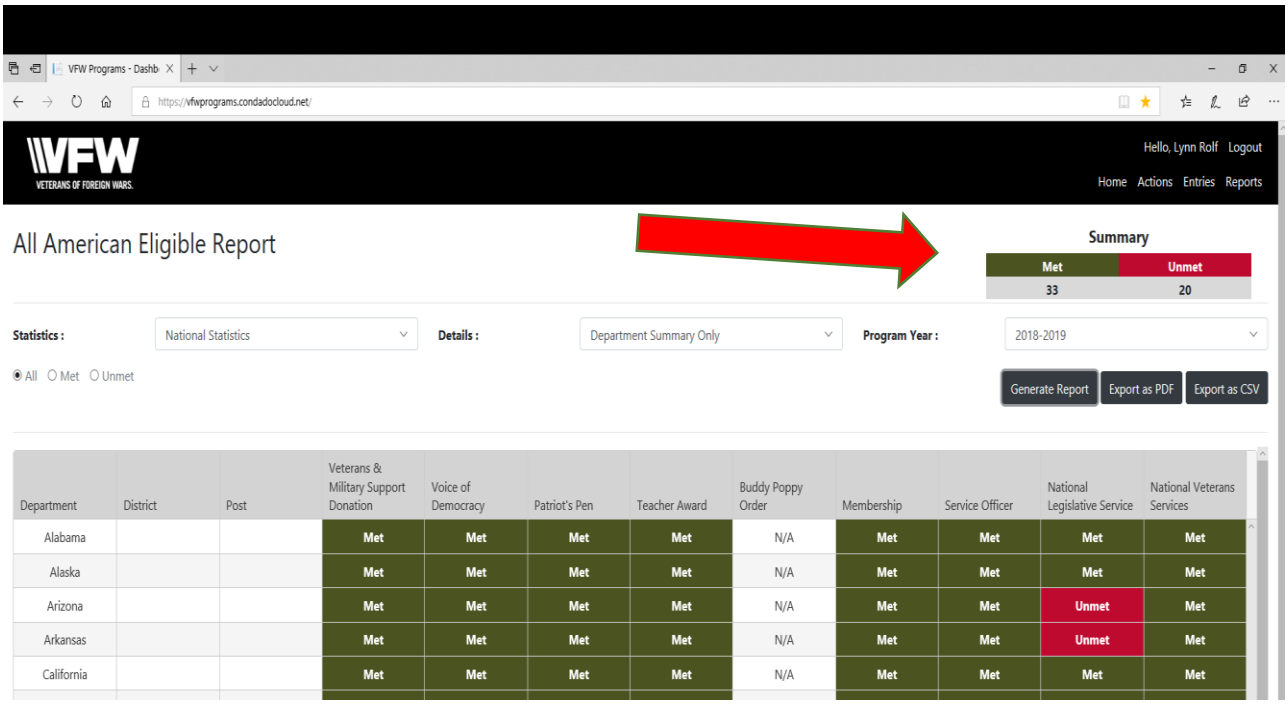


EXAMPLE: DEPARTMENT POST PARTICIPATION REPORT FOR VOICE OF DEMOCRACY

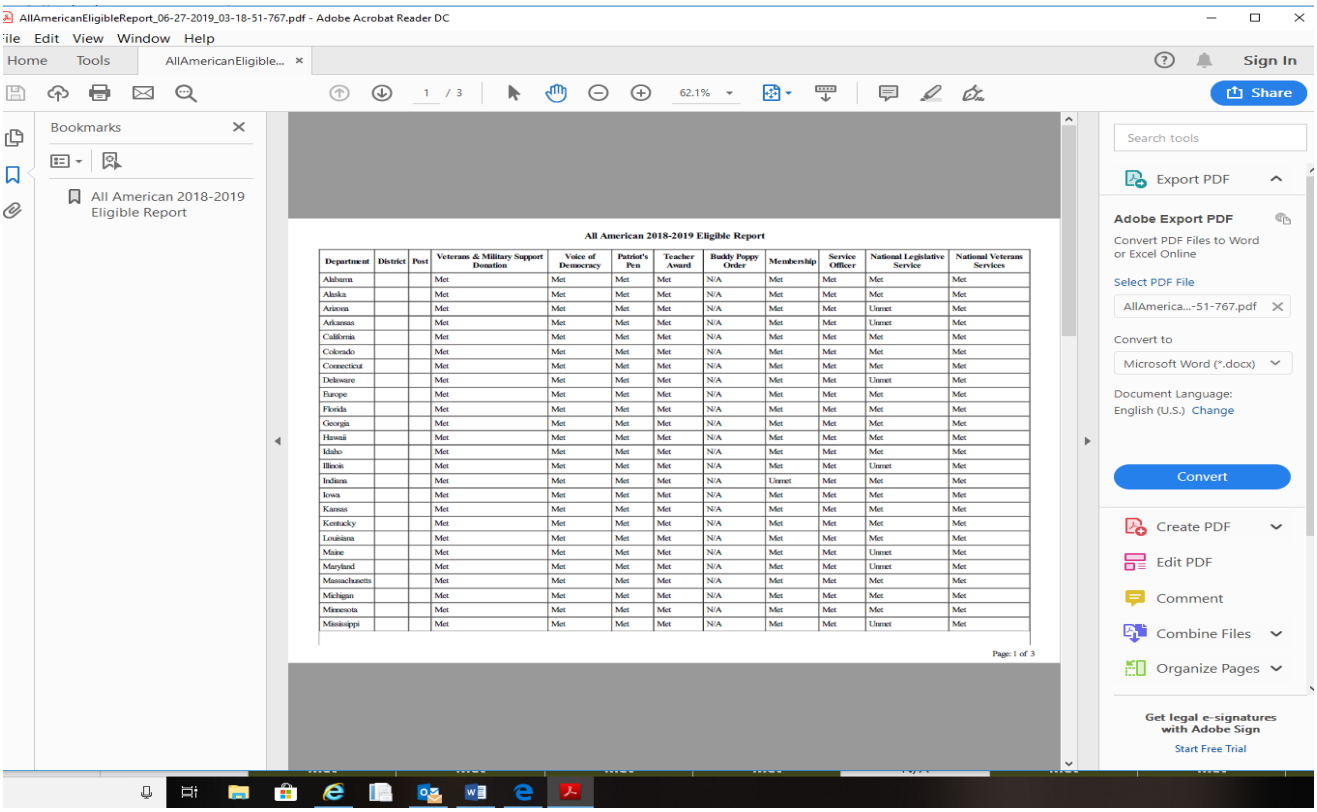


Additional Features:

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



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



All questions direct to:

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