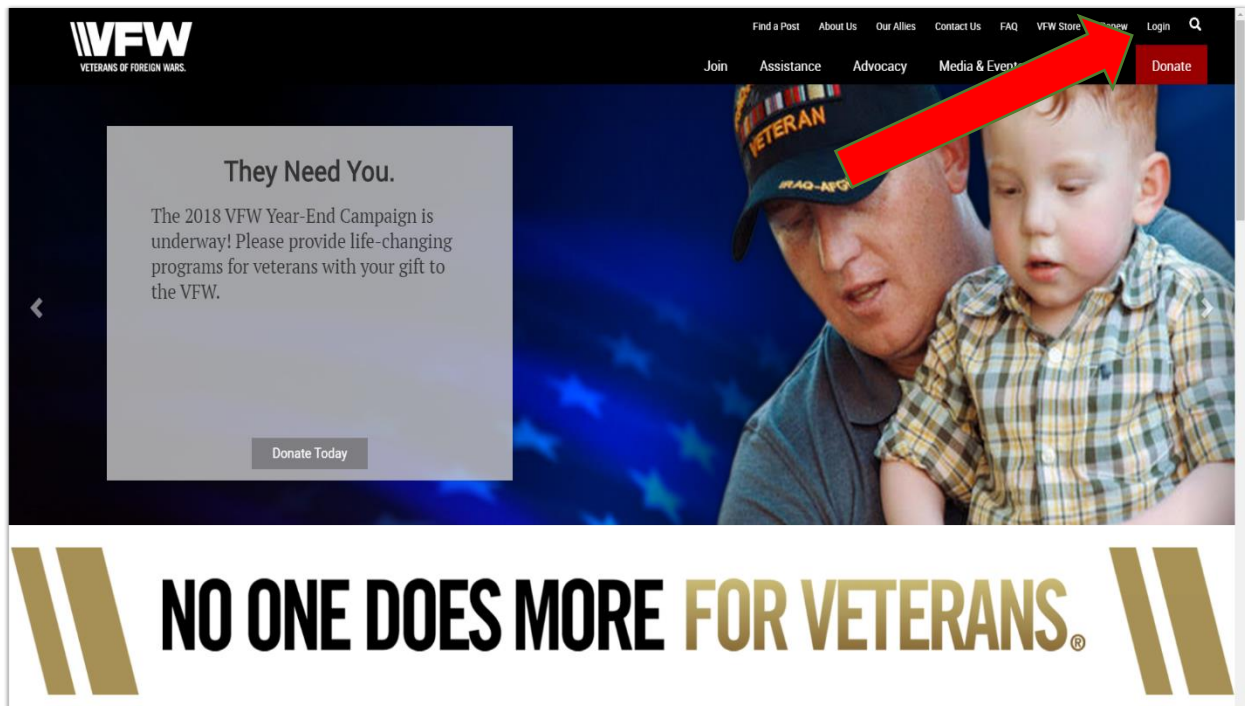# Programs DASHBOARD Training Instructions

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 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.

1. 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.

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Poppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Kansas			Unmet	Unmet	Unmet	Unmet	N/A	Unmet	Met	Unmet	Unmet
Kansas	1		N/A	Unmet	Unmet	Unmet	N/A	Unmet	N/A	N/A	N/A
Kansas	1	56	Unmet	Unmet	Unmet	Unmet	Met	Unmet	Met	N/A	N/A

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.

9. 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.

4. 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)
5. 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 <mark>Yellow</mark> 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 <mark style="background-color:red">Red</mark> 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

EXAMPLE: DEPARTMENT POST PARTICIPATION REPORT FOR VOICE OF DEMOCRACY

DEPARTMENT VOICE OF DEMOCRACY REPORT FORM

POST #	AUXILIARY	NUMBER OF PARTICIPATING STUDENTS (need minimum of one)	NUMBER OF POST WINNERS ADVANCED (need minimum of one)	MONETARY AWARDS	ADDL. MONEY EXPENDED
56	Yes	20	1	$ 50.00	$ 50.00
1175	Yes	20	1	$ 50.00	$ 50.00
1650	Yes	20	1	$ 50.00	$ 50.00
3084	Yes	20	1	$ 50.00	$ 50.00
7285	Yes	20	1	$ 50.00	$ 50.00
7458	Yes	20	1	$ 50.00	$ 50.00
9271	Yes	20	1	$ 50.00	$ 50.00
10815	Yes	20	1	$ 50.00	$ 50.00
11499	Yes	20	1	$ 50.00	$ 50.00
111	Yes	20	1	$ 50.00	$ 50.00
846	Yes	20	1	$ 50.00	$ 50.00
1980	Yes	20	1	$ 50.00	$ 50.00
3712	Yes	20	1	$ 50.00	$ 50.00
5901	Yes	20	1	$ 50.00	$ 50.00
6654	Yes	20	1	$ 50.00	$ 50.00
7397	Yes	20	1	$ 50.00	$ 50.00
10552	Yes	20	1	$ 50.00	$ 50.00
704	Yes	20	1	$ 50.00	$ 50.00

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 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:

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