

**ALL-AMERICAN**  
**ELIGIBLE**  
**DASHBOARD**  
**TRAINING**  
**GUIDE**



VETERANS OF FOREIGN WARS

# All-American Eligible Dashboard Training Guide & Instructions

## Any Member Access:

Navigate to the VFW website at [www.vfw.org](http://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.





## 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.

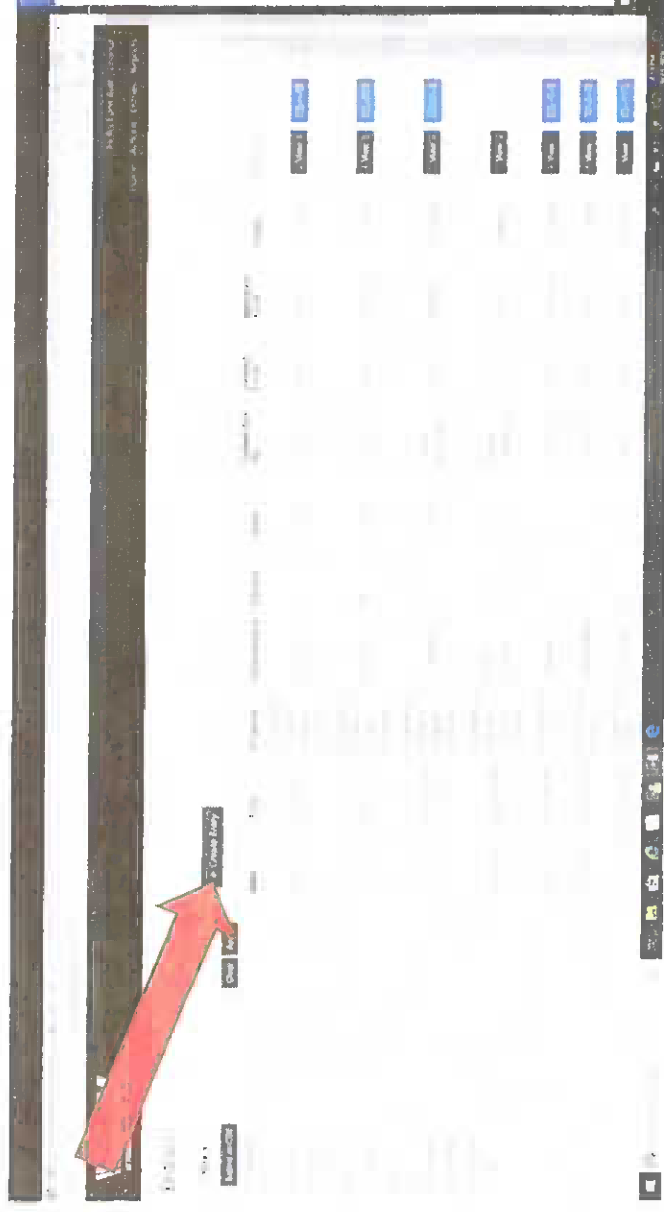
Adjutant will collect participation reports from Chairman at Post/District/Department.

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

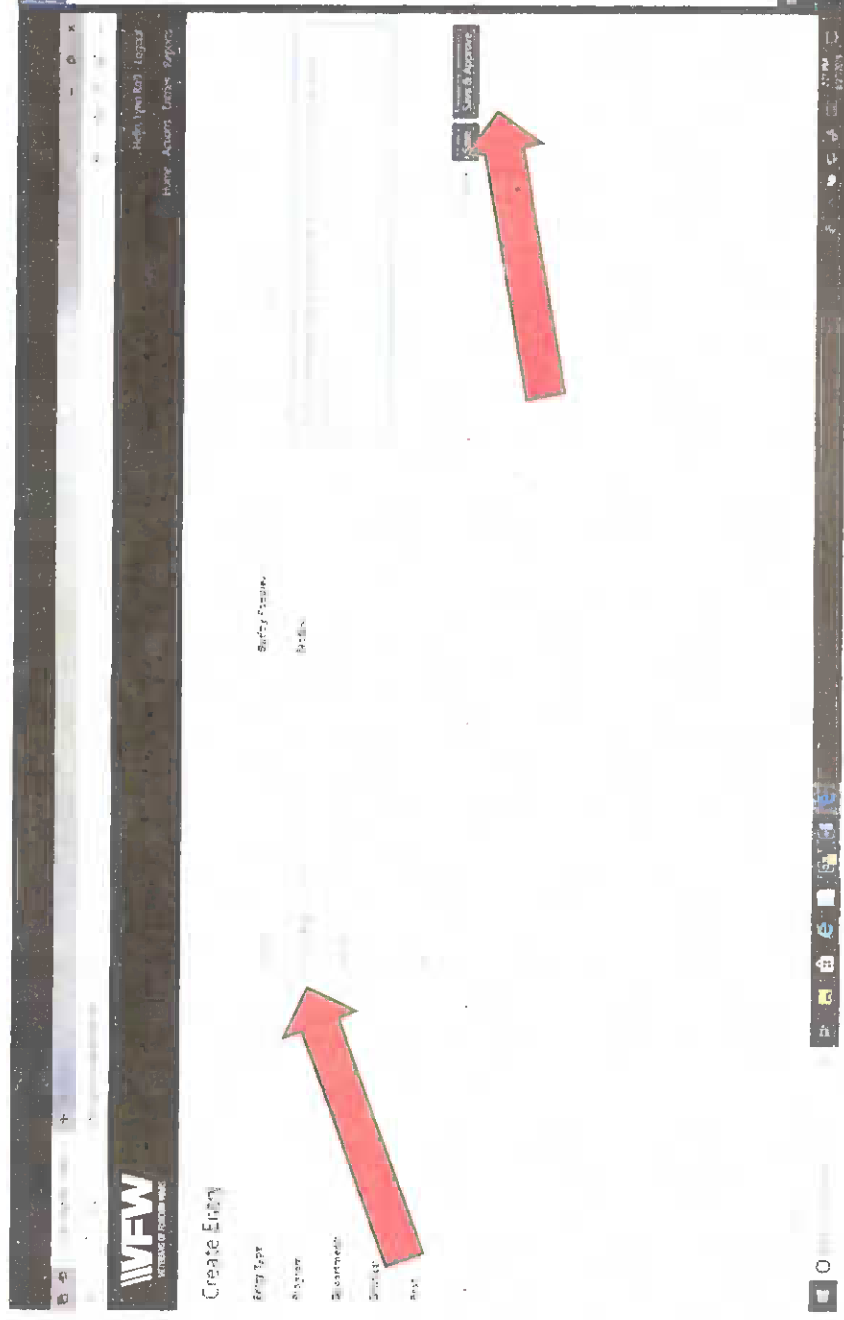


You will see a listing of previous entries submitted and their status, if applicable.

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.

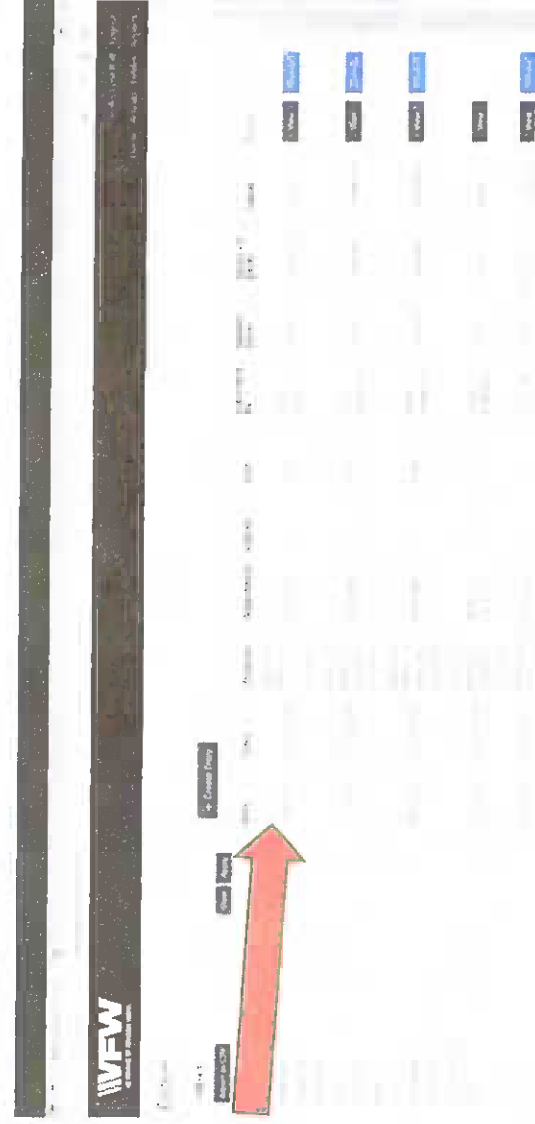


In the notes box explain exactly what your reporting with details.

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.)

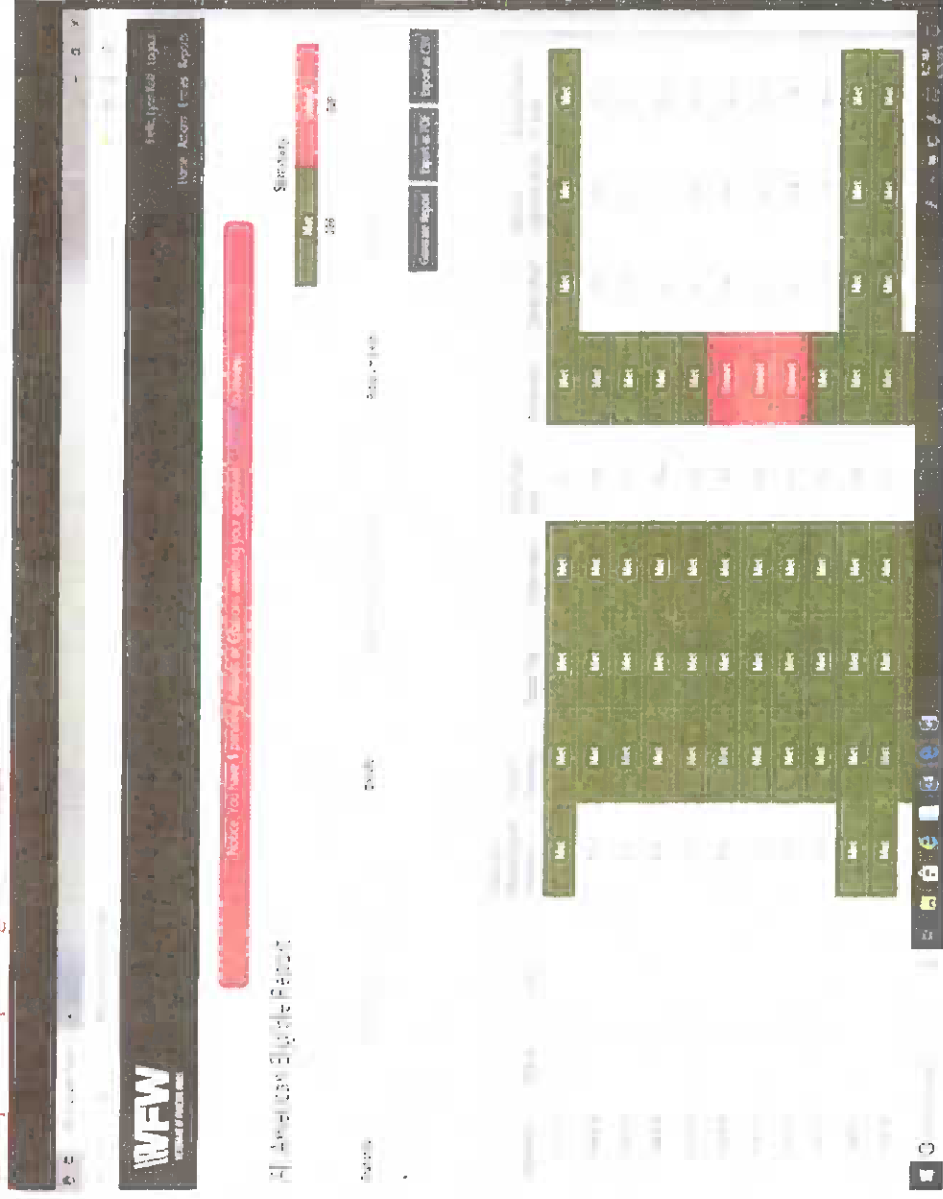
Adjutant must regularly review these actions to give credit to their lower level entity. The status bar on the Dashboard will reflect as **Pending** the level that has not approved.

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

The Dashboard will remain **Unmanned** 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.**

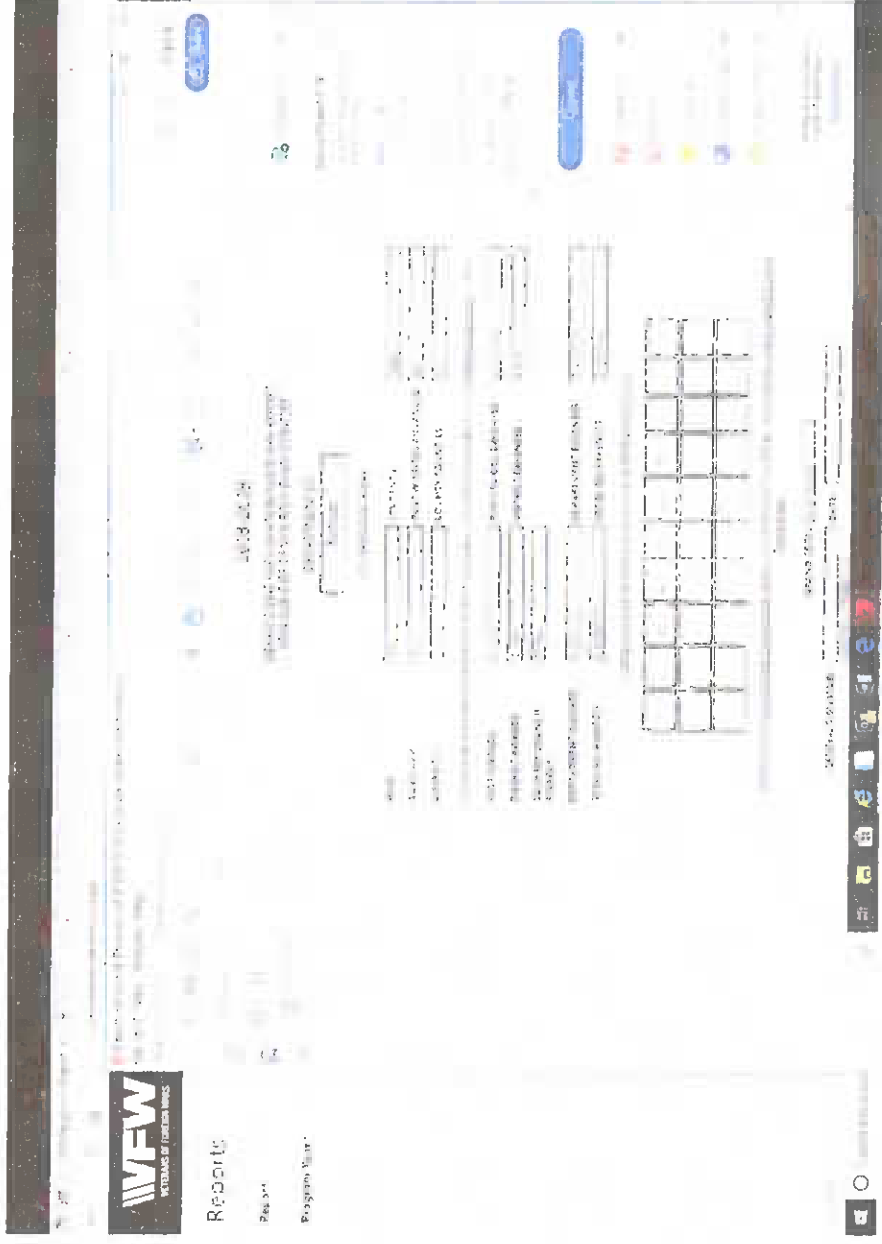


### Post/District/Department Adjutant Access Only: Reports Button

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

**VFW**  
IN TROUSERS OF HONOR AND FAITH

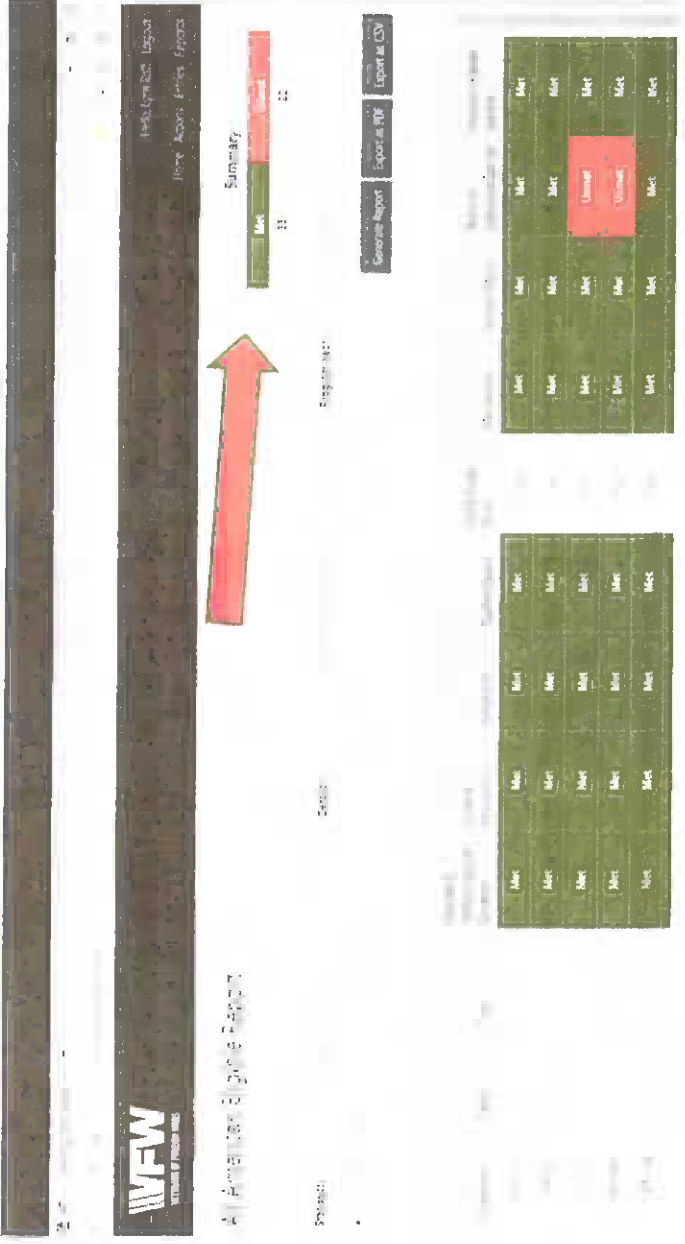
### Reports

Report: **DEPARTMENT POST PARTICIPATION REPORT**  
Program Year: **2023**

Region	Assessor	NUMBER OF PARTICIPANTS PROPOSED	NUMBER OF PARTICIPANTS AWARDED	NUMBER OF PARTICIPANTS SERVED	ADDRESS
01	01	100	100	100	100
02	02	100	100	100	100
03	03	100	100	100	100
04	04	100	100	100	100
05	05	100	100	100	100
06	06	100	100	100	100
07	07	100	100	100	100
08	08	100	100	100	100
09	09	100	100	100	100
10	10	100	100	100	100
11	11	100	100	100	100
12	12	100	100	100	100
13	13	100	100	100	100
14	14	100	100	100	100
15	15	100	100	100	100
16	16	100	100	100	100
17	17	100	100	100	100
18	18	100	100	100	100
19	19	100	100	100	100
20	20	100	100	100	100
21	21	100	100	100	100
22	22	100	100	100	100
23	23	100	100	100	100
24	24	100	100	100	100
25	25	100	100	100	100
26	26	100	100	100	100
27	27	100	100	100	100
28	28	100	100	100	100
29	29	100	100	100	100
30	30	100	100	100	100
31	31	100	100	100	100
32	32	100	100	100	100
33	33	100	100	100	100
34	34	100	100	100	100
35	35	100	100	100	100
36	36	100	100	100	100
37	37	100	100	100	100
38	38	100	100	100	100
39	39	100	100	100	100
40	40	100	100	100	100
41	41	100	100	100	100
42	42	100	100	100	100
43	43	100	100	100	100
44	44	100	100	100	100
45	45	100	100	100	100
46	46	100	100	100	100
47	47	100	100	100	100
48	48	100	100	100	100
49	49	100	100	100	100
50	50	100	100	100	100

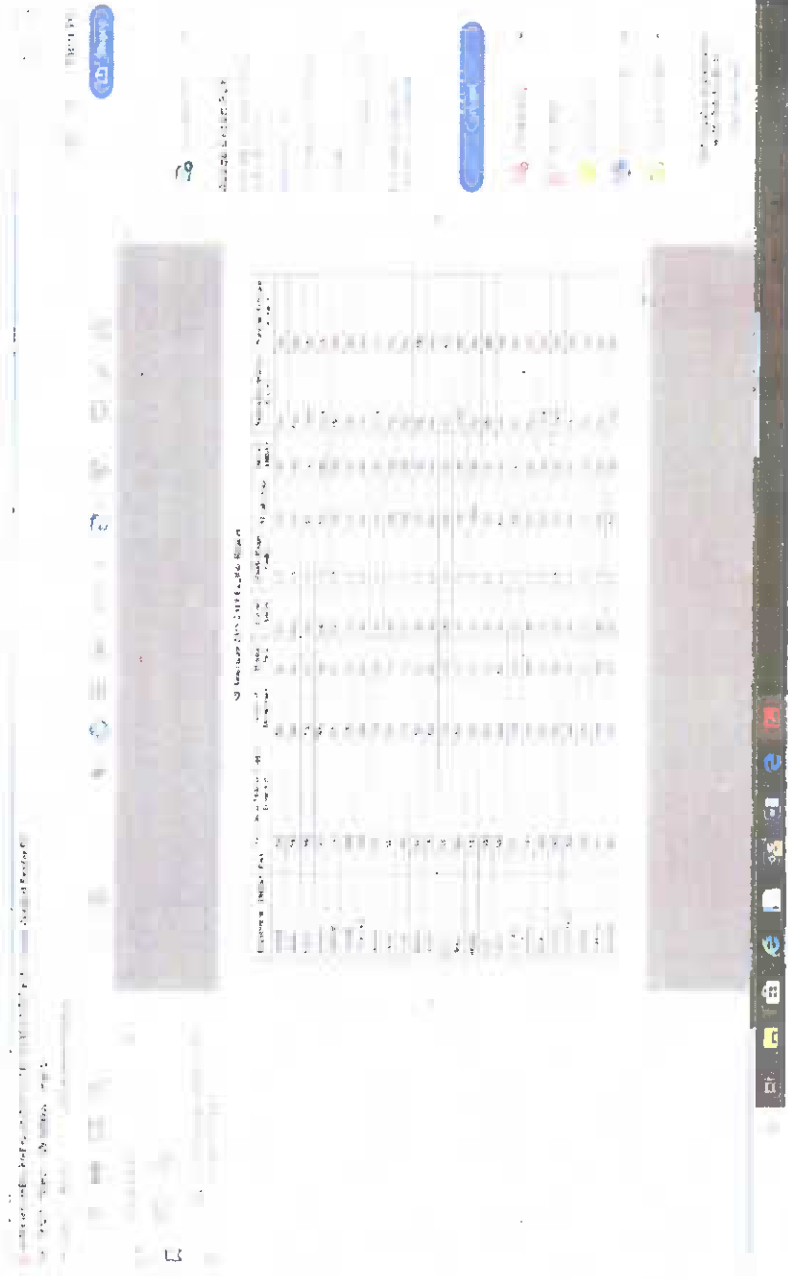
Additional Features:

- 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:

**Lynn W. Rolf III**

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