

From the desk of.....

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Date: October 29, 2019

To: Post Commanders
Post Adjutants

Re: PROGRAM REPORT – ALL AMERICAN DASHBOARD

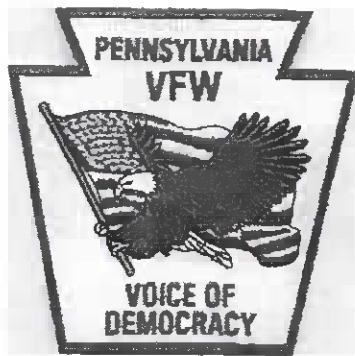
This year there are major changes on how the Posts are to report all program participation.

It is the responsibility of the Adjutant to report the program participation on the All American Dashboard.

Adjutants have been granted permission based on election reports to access the reporting functions. The Training Guide is enclosed

If you have any questions, please contact me.

JBG:jrr



73rd ANNUAL VOICE OF DEMOCRACY
SCHOLARSHIP PROGRAM
DEPARTMENT OF PENNSYLVANIA
VFW 2019-2020
“WHAT MAKES AMERICA GREAT”

October 29, 2019

Dear Comrades,

As this year's Voice of Democracy Audio-Essay Scholarship Competition gets started, there are some changes that need to be known at the Post, District, and State level.

The following information is for reporting to National. All Voice of Democracy and Patriot Pen's participation reporting is completed on the All-American Dashboard, starting at the Post level. Once the Post completes their judging and forwards their winners to the District Chairman, the Post Adjutant must enter the participation stats (Auxiliary participation, number of participating students, number of winners advanced, monetary awards and additional money expended) into the dashboard. When the District and Department approves your participation report, National will approve and turn the status to MET in the dashboard. This process will ensure each Post receives credit.

For instructions on reporting the program, please refer to the enclosed Dashboard Training Guide.

All Posts that participate in VOD/Patriot's Pen will report the following information to District Chairman; number of student entries, monetary amount provided and Auxiliary participated. District Chairman will then report this information to the State Chairman.

If anyone has any questions, please contact me.

Yours in Friendship,

Glenn Owen

Glenn Owen

Dept. of PA VFW V.O.D. Chairman

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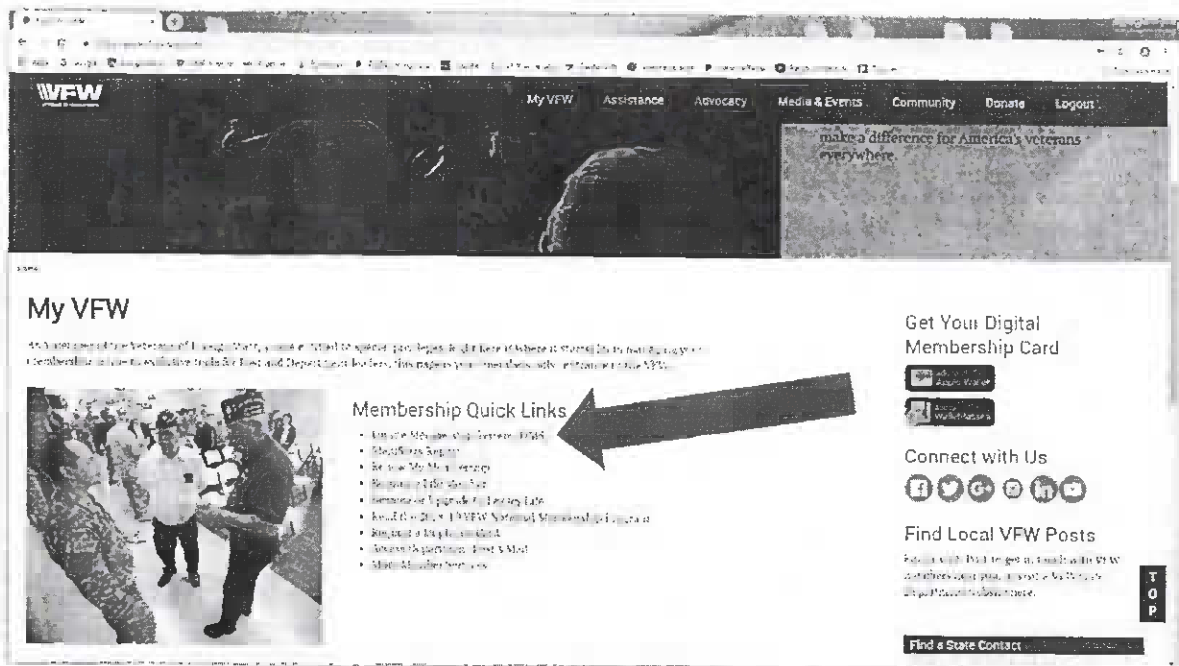
All-American Eligible Dashboard Training Guide & Instructions

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.”

VFW My VFW Assistance Advocacy New

Notifications

Online Membership System

Welcome back Timothy Peters! Here is your current membership information on file with the VFW. Please

Personal Information

Address: test
FPO AA 89652-8436
United States (change)
61771559
Air Force

Branch of Service:

Membership

Card Number: 1355716
Post: V10010 VFW Post 1001C Cory-Durham Post
Member Type: Gold Level Legacy Life

vMail (Click Here To Visit V-Mail)

Department Username:

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.

VFW Hello, Lynn Rolf Logout
Home Actions Entries Reports

All American Eligible Report

Summary

	Met	Unmet
	0	1

Statistics: Post, District, Department, Program Year: 2015-2016

Post: Kansas

Generate Report Export as PDF Export as CSV

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			N/A	Unmet	Unmet	Unmet	N/A	Unmet	N/A	N/A	N/A
Kansas		54	Unmet	Unmet	Unmet	Unmet	Met	Unmet	Met	N/A	N/A

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.

The screenshot shows the WFW reporting interface. At the top right, a user profile for Lynn Rolf is visible with a 'Log out' link and a navigation menu containing 'Home', 'Actions', 'Entries', and 'Reports'. A large arrow points from the 'Entries' link to the 'All American Eligible Report' page.

The 'All American Eligible Report' page features a 'Summary' table:

Met	Unmet
0	1

Below the summary are navigation tabs for 'Statistics', 'Details', and 'Program Year'. The 'Program Year' is set to 2021. There are buttons for 'Generate Report', 'Export as PDF', and 'Export as CSV'.

The main data table lists various programs and their status for different departments and posts:

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

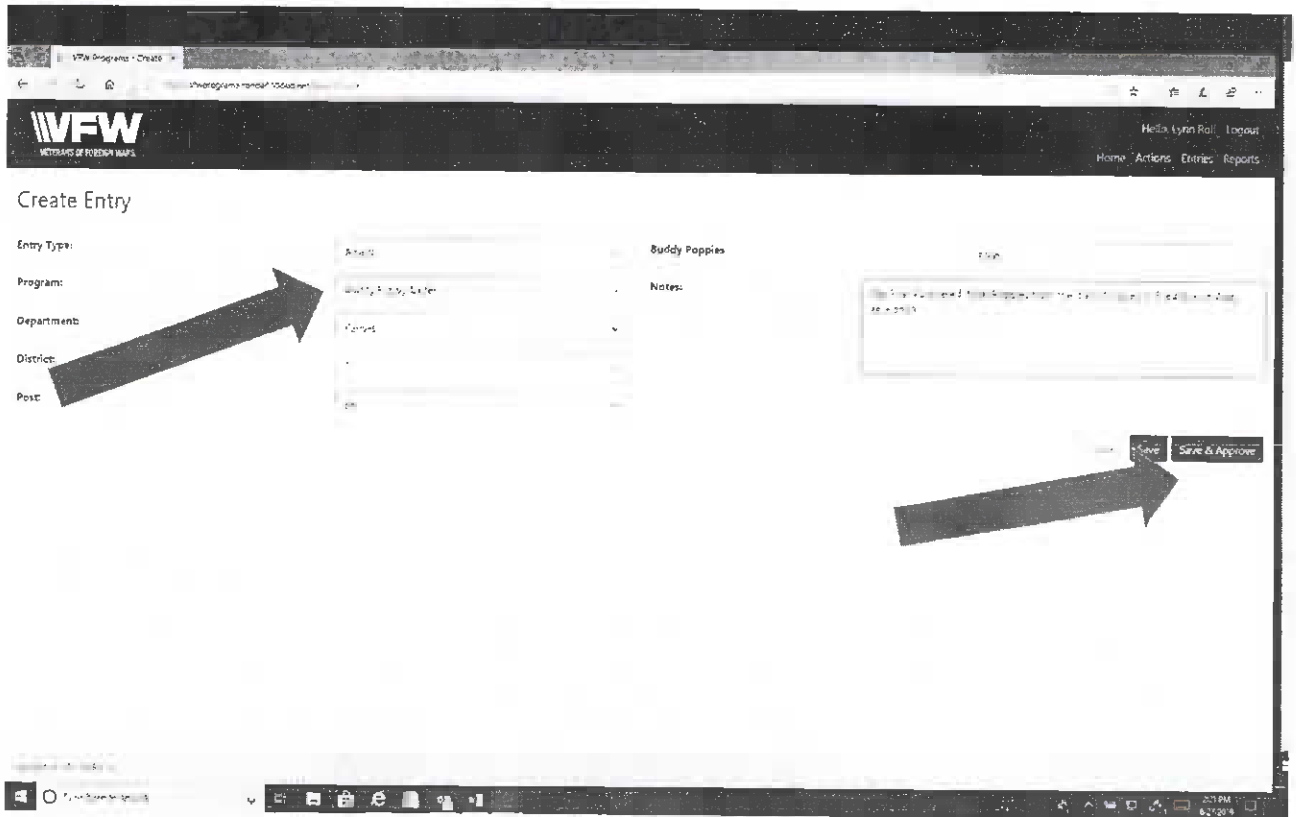
You will see a listing of previous entries submitted and their status, if applicable.

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

The screenshot shows the 'Entries' page. A large arrow points to a '+ Create Entry' button. Below the button is a table listing previous entries:

Date	Time	Program	Department	District	Post	Submitted By	Submit Level	Approval Level	Status	Action
06/01/2019	11:40:02 AM	Veterans & Military Support Donation	Kansas	1	18	lynn.rolf@wfw.org	Post	Post	Completed	View Correct
06/01/2019	11:40:02 AM	Veterans & Military Support Donation	Kansas	1	18	lynn.rolf@wfw.org	Post	Post	Completed	View Correct
06/01/2019	01:01:37 PM	Veterans & Military Support Donation	Kansas	1	18	lynn.rolf@wfw.org	Post	Post	Completed	View Correct
06/01/2019	12:05:55 PM	Veterans & Military Support Donation	Kansas	2	201	lynn.rolf@wfw.org	Post	Post	Pending	View
06/01/2019	11:04:05 AM	Buddy Poppy Order	Kansas	1		lynn.rolf@wfw.org	Post	Post	Completed	View Correct
06/01/2019	11:04:15 AM	Buddy Poppy Order	Kansas	1		lynn.rolf@wfw.org	Post	Post	Completed	View Correct
06/01/2019	11:04:15 AM	Buddy Poppy Order	Kansas	1		lynn.rolf@wfw.org	Post	Post	Completed	View Correct

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



In the notes box, explain exactly what you're 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 **Unmet** 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:

The screenshot shows the VFW website dashboard. At the top, there is a navigation bar with the VFW logo and user information. A prominent red alert banner states: "Notice: You have 1 pending Awards or Citations awaiting your approval to review." Below this, the main content area is titled "All American Eligible Report". On the right side, there is a "Summary" box with two columns: "Met" (296) and "Unmet" (209). Below the summary, there are buttons for "Generate Report", "Export as PDF", and "Export as CSV". The main part of the dashboard is a table with columns for various award categories and their status (Met or Unmet).

Department	District	Row	Veterans & Military Support Donor	Voices of Democracy	Father's For	Teacher Award	Buddy Poppy Order	Membership Services	Service Officer	National Legislative Service	National Veterans Services
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Alabama	1		Met	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	2		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	2		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	4		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	5		N/A	Met	Met	Met	N/A	Unmet	N/A	N/A	N/A
Alabama	5		N/A	Met	Met	Met	N/A	Unmet	N/A	N/A	N/A
Alabama	7		N/A	Met	Met	Met	N/A	Unmet	N/A	N/A	N/A
Alabama	8		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met

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

2018-2019
DEPARTMENT PARTICIPATION SUMMARY REPORT
WFW VOICE OF DEMOCRACY ESSAY CONTEST
DEPARTMENT OF
Kansas
PARTICIPATION TOTALS

POST	53	STUDENTS	1000
AUXILIARY	53	POST WINNERS ADVANCED	53
DISTRICTS	2	COUNTY COUNCILS	0

Use the following table to track the number of participants for each post. Use the following table to track the number of additional participants.

POST AWARDS	1,000	POST/AUXILIARY EXPENSES	\$1,000.00
DISTRICT AWARDS	1,000	DISTRICT EXPENSES	\$1,000.00
COUNTY COUNCIL AWARDS	1,000		
DEPARTMENT AWARDS	1,000	DEPARTMENT EXPENSES	\$1,000.00
TOTAL ALL AWARDS	1,000	TOTAL ALL EXPENSES	\$1,000.00

Use the following table to track the number of participants for each post.

	1	2	3	4	5	6	7	8	9	10

Use the following table to track the number of participants for each post.

GRAND TOTAL: 1,000

OFFICIAL SIGNATURE: _____ DATE: _____

EXAMPLE: DEPARTMENT POST PARTICIPATION REPORT FOR VOICE OF DEMOCRACY

POST #	AUXILIARY	NUMBER OF PARTICIPATING STUDENTS	NUMBER OF POST WINNERS ADVANCED	MONETARY AWARDS	ADDL. MONEY EXPENDED
95	Yes	22	1	\$1200	\$1000
1175	Yes	20	1	\$1000	\$1000
1050	Yes	20	1	\$1000	\$1000
8564	Yes	20	1	\$1000	\$1000
1280	Yes	20	1	\$1000	\$1000
7108	Yes	20	1	\$1000	\$1000
3213	Yes	20	1	\$1000	\$1000
10011	Yes	20	1	\$1000	\$1000
11445	Yes	20	1	\$1000	\$1000
111	Yes	20	1	\$1000	\$1000
846	Yes	20	1	\$1000	\$1000
1306	Yes	20	1	\$1000	\$1000
3712	Yes	20	1	\$1000	\$1000
0707	Yes	20	1	\$1000	\$1000
9294	Yes	20	1	\$1000	\$1000
8307	Yes	20	1	\$1000	\$1000
10010	Yes	20	1	\$1000	\$1000
074	Yes	20	1	\$1000	\$1000

Additional Features:

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

Summary

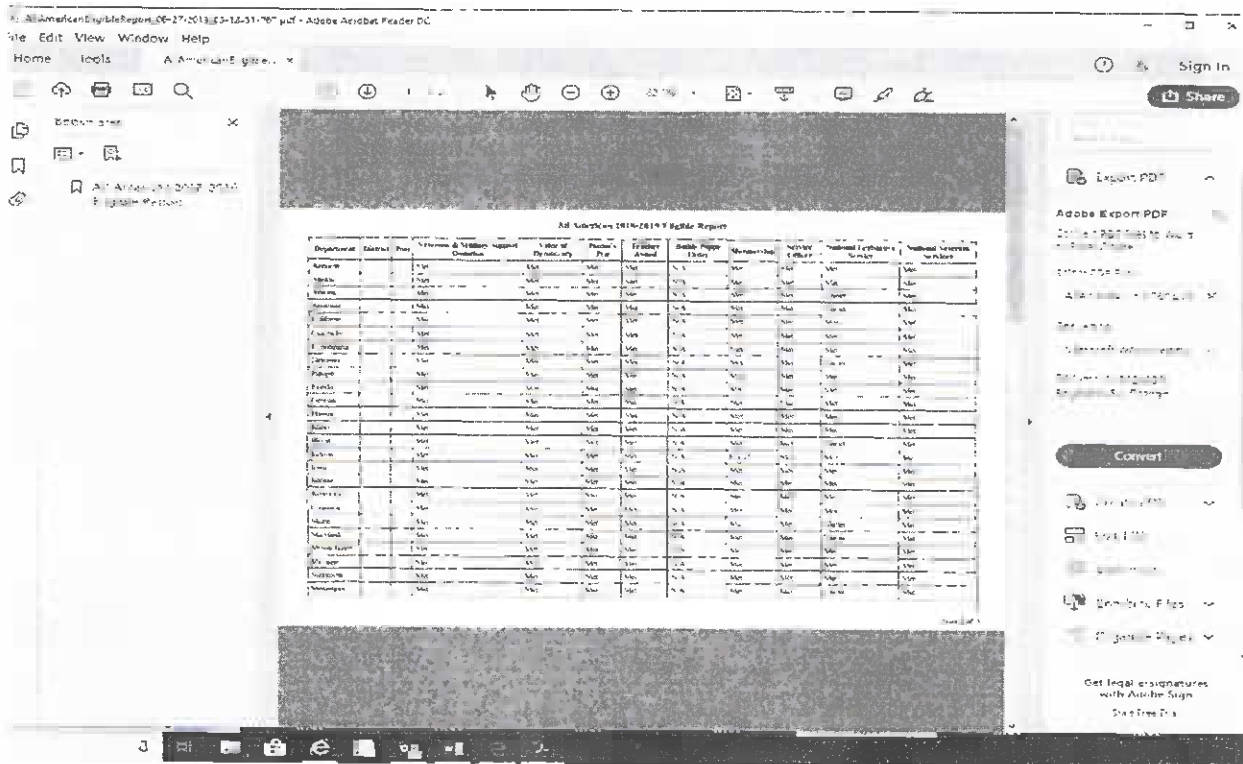
Met	Unmet
33	20

Statistics: [Filter] Details: [Filter] Program Year: [Filter]

Generate Report | Export as PDF | Report as CSV

Department	Country	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Sandy Preppy Cycle	Membership	Service Offices	National Legislative Service	National Veterans Services
Alabama			Met	Met	Met	Met	1/3	Met	Met	Met	Met
Alaska			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Arizona			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Arkansas			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
California			Met	Met	Met	Met	N/A	Met	Met	Met	Met

- 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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