

# **PRESENTS**



Introduction to vTools.eNotice



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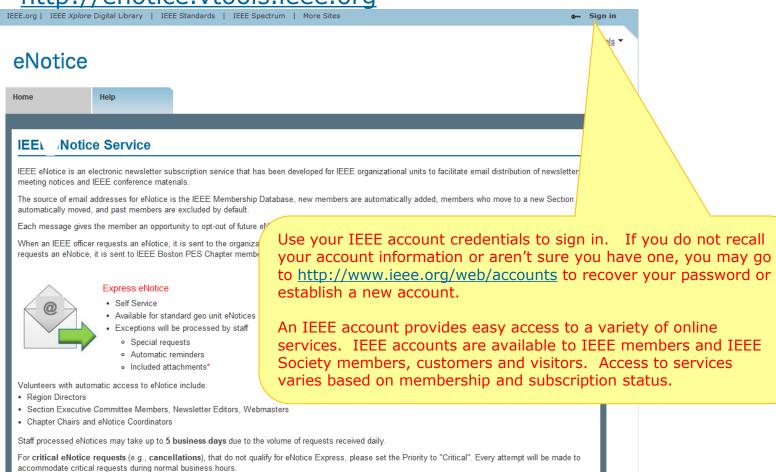
### Sign in to eNotice

http://enotice.vtools.ieee.org

IEEE organizational units using this service are strongly encouraged to limit emailings to one per week.

\* Attachments can be posted on a web page and the URL included in the eNotice text

Is this eNotice for an IEEE sponsored conference?
Please use the IEEE conference eNotice form.
If you need help please click here to view a tutorial.





#### Signing in to eNotice

eNotice

Home

Contact

About

Help

#### Welcome to the IEEE vTools eNotice System

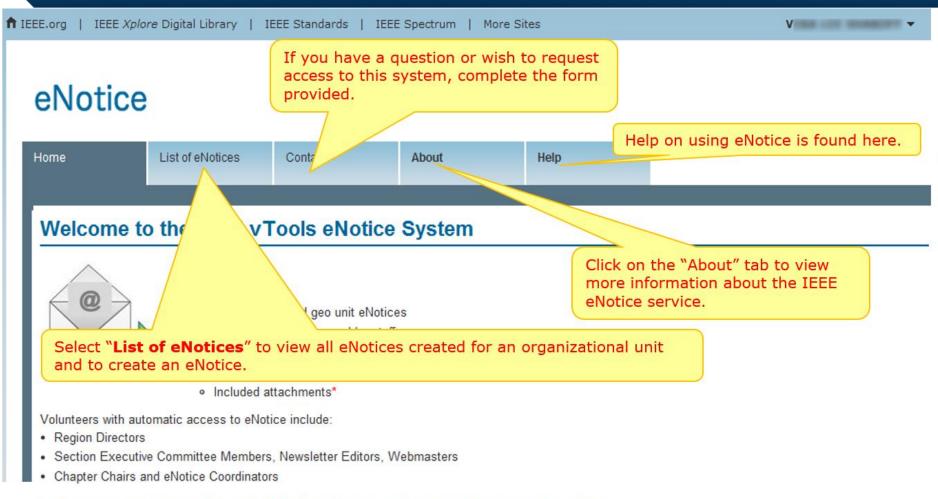
To use eNotice, you must be an officer of the organizational unit to which you want to send notices. If you are an officer of the organizational unit and your information does not appear in the <u>online rosters</u>, then please submit your officer information to <a href="https://officers.vtools.ieee.org">https://officers.vtools.ieee.org</a>. If your officer position does not appear in the <u>online rosters</u>, 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 stated with eNotice

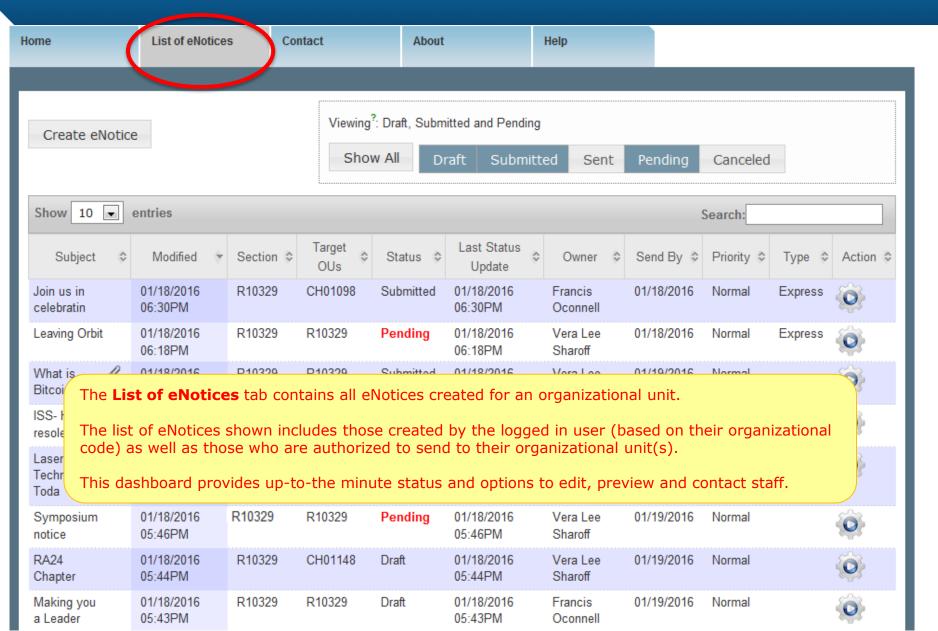


Staff processed eNotices may take up to 5 business days due to the volume of requests received daily.

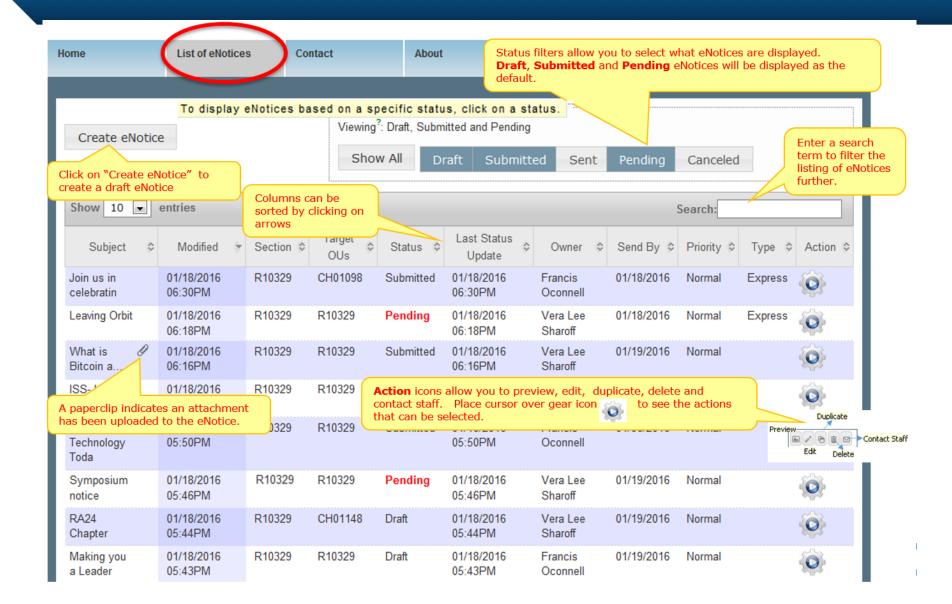
For **critical eNotice requests** (e.g., **cancellations**), that do not qualify for eNotice Express, please set the Priority to "Critical". Every attempt will be made to accommodate critical requests during normal business hours.

IEEE organizational units using this service are strongly encouraged to limit emailings to one per week.

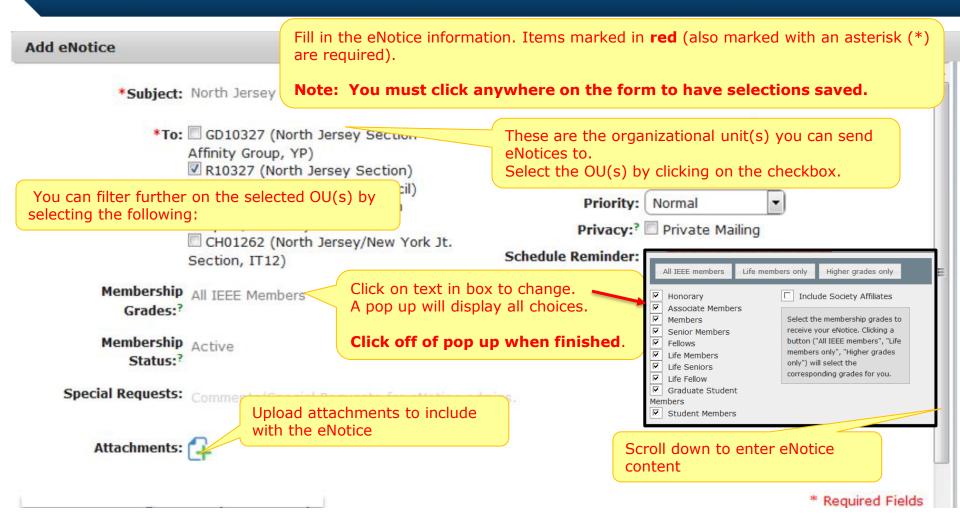
#### List of eNotices



# List of eNotices options

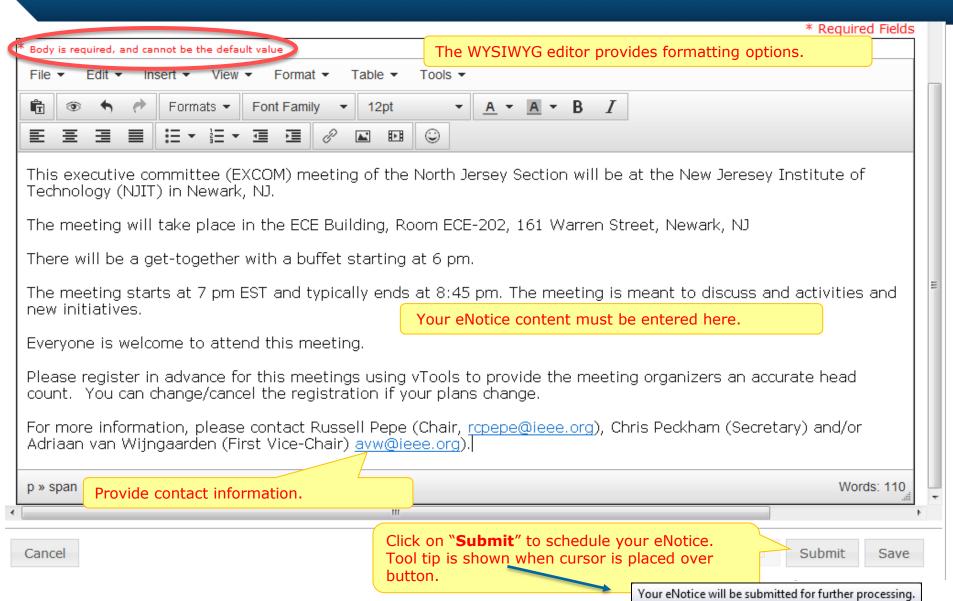


#### Create an eNotice - Add a draft



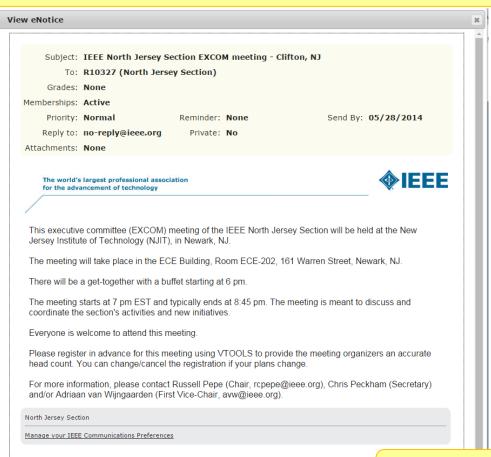


# **Create an eNotice – Compose content**



#### Preview an eNotice

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



Click on "Cancel" to close preview.

IEEE • 445 HOES LANE • PISCATAWAY, NJ 08854 USA

The eNotice content is copied when you click here.



#### **eNotice Express**



• eNotice Express is a new feature that sends an eNotice without staff intervention.

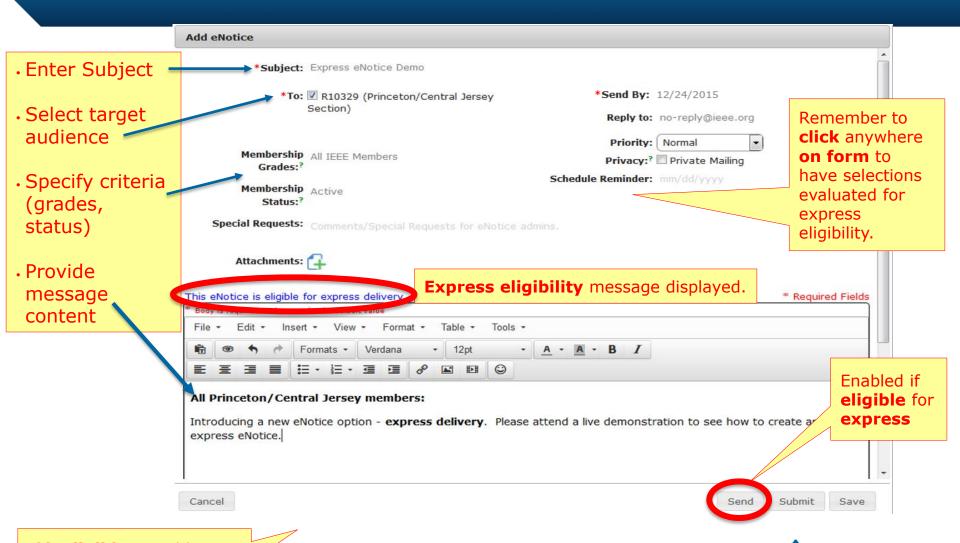


# **eNotice Express - continued**

- 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.



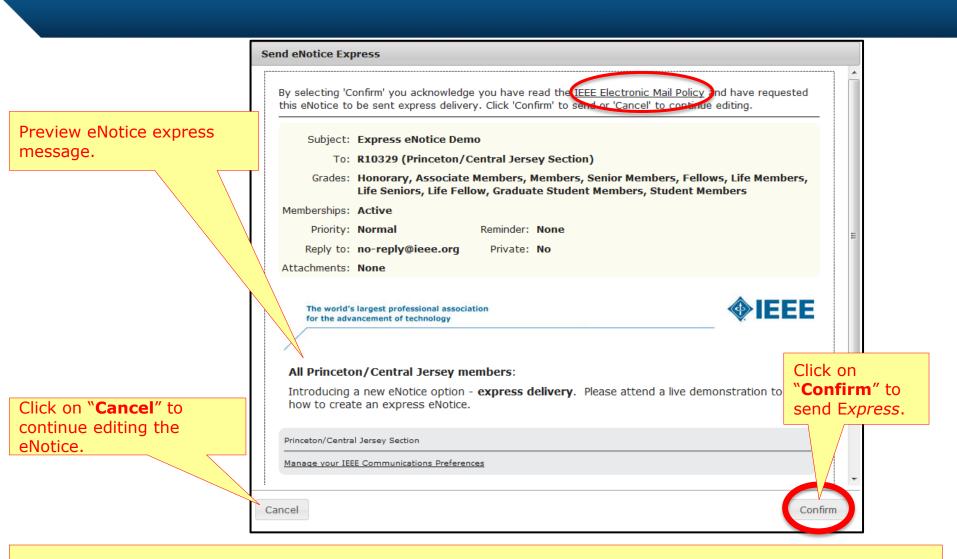
# Create an Express eNotice



If **ineligible**, Send button will be *disabled*. A tool tip includes details such as:

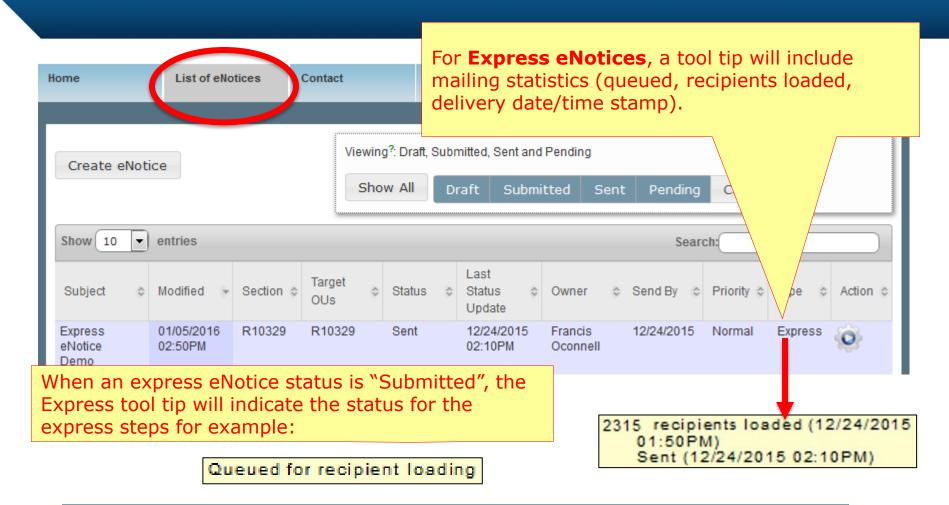


# **Preview and Confirm eNotice Express**



Once confirmed, recipient list is created and eNotice is scheduled for delivery.

### Dashboard up-to-the minute status



**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 <u>vTools.eNotice</u> 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

This eNotice is not currently eligible for express delivery. To make it eligible:

- Special Requests must be empty.
- Schedule Reminder must be empty.
- Remove any attachments.



#### **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.



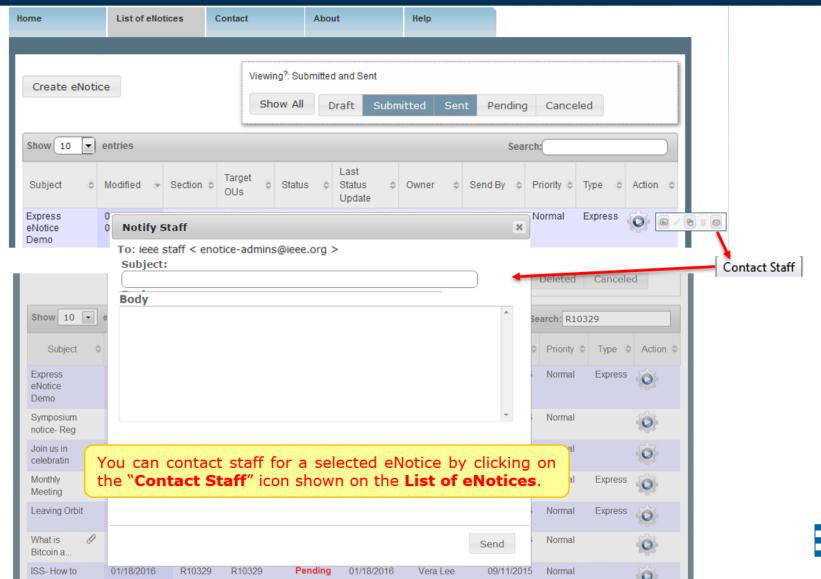
#### **eNotice Express Exceptions**

- **Exceptions -** eNotices with the following information will be processed by **staff**:
  - Special requests
  - Automatic reminders
  - Attachments post to a web page and the include the URL in the eNotice message.

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



#### **Contact Staff**





#### 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

PridExclude from public feeds (e.g., RSS)

Privacy: Private Mailing

Schedule Reminder: mm/dd/yyyy

#### **Public eNotice Feed**

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:

http://enotice.vtools.ieee.org/public/feed.atom?org unit=SPOID

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





# Thank you!



#### End of the tutorial

Thank you for viewing the tutorial. Please remember to visit the vTools site (<a href="http://vtools.ieee.org">http://vtools.ieee.org</a>) to learn more about our projects.

Thank you!

