PRESENTS

Introduction to vTools.eNotice
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Logging in to eNotice

Navigate to https://entoice.vtools.ieee.org/

Use your IEEE account credentials to login. If you do not recall your account information, or aren’t sure you have one, you may go to: http://www.ieee.org/web/accounts to recover your password, or establish a new account.

An IEEE Account provides easy access to a variety of online services. IEEE Accounts are available to IEEE members and IEEE Society members, customers, and visitors. Access to services varies based on membership and subscription status.

IEEE eNotice Service

IEEE eNotice is an electronic newsletter subscription service that has been developed for IEEE organizational units to facilitate email distribution of newsletters, meeting notices and IEEE conference materials.

The source of email addresses for eNotice is the IEEE Membership Database, new members are automatically added, members who move to a new Section are automatically moved, and past members are excluded by default.

Each message gives the member an opportunity to opt-out of future eNotices.

When an IEEE officer requests an eNotice, it is sent to the organizational unit (OU) to which that officer belongs (e.g., when IEEE Boston PES Chapter Chair requests an eNotice, it is sent to IEEE Boston PES Chapter members only).

Please use the IEEE conference eNotice form for conference eNotices.
Logging in to eNotice

If you are not authorized to access eNotice, click on "Contact" to request approval to access eNotice.
Getting started with eNotice

If you have a question or wish to request access to this system, complete the form provided.

Help on using eNotice is found here.

Welcome to the IEEE Tools eNotice System

- For critical eNotice requests (e.g., cancellations), please be certain to select "Prominent Notice" during normal business hours.
- IEEE organizational units are strongly encouraged to limit mailings to one per week.
- Please be aware that the list of officers of the organizational unit and your information does not appear in the online rosters, please submit your officer information to https://officers.vtools.ieee.org. If your officer position does not appear in the online rosters, approval from the appropriate officers would be required.

Click on the “About” tab to view more information about the IEEE eNotice service.

Select “List of eNotices” to view all eNotices created for an organizational unit and to create an eNotice.

Please use the IEEE conference eNotice form for conference eNotices.
List of eNotices

The **List of eNotices** tab contains all eNotices created for an organizational unit.

The list of eNotices shown includes those created by the logged in user (based on their organizational code) as well as those who are authorized to send to their organizational unit(s).
List of eNotices – Display options

Status filters allow you to select what eNotices are displayed. **Draft**, **Submitted** and **Pending** eNotices will be displayed as the default.

Columns can be sorted by clicking on arrows.

Hover cursor over the status for description.

Enter a search term to filter the listing of eNotices further.
List of eNotices – Content options

Click on “Create eNotice” to create a draft eNotice.

Action icons allow you to preview, edit, duplicate, delete and contact staff. Place cursor over icon to see action that can be selected.

Click on 'Edit' icon to view saved eNotice content.
Create an eNotice – Add a draft

Fill in the eNotice information. Items marked in red (also marked with an asterisk (*) are required).

These are the organizational unit(s) you can send eNotices to. Select the OU(s) by clicking on the checkbox.

You can filter further on the selected OU(s) by selecting the following:

- Hover cursor over text and click on entry to change. A pop up will display all choices ----→
- Click off of field when finished.

Upload attachments to include with the eNotice.

Scroll down to enter eNotice content.
Create an eNotice – Compose content

The WYSIWYG editor provides formatting options.

This executive committee (EXCOM) meeting of the IEEE North Jersey Section will be held at the New Jersey Institute of Technology (NJIT), in Newark, NJ.

The meeting will take place in the ECE Building, Room ECE-202, 161 Warren Street, Newark, NJ.

There will be a get-together with a buffet starting at 6 pm.

The meeting starts at 7 pm EST and typically ends at 8:45 pm. The meeting is meant to discuss and coordinate the section's activities and new initiatives.

Everyone is welcome to attend this meeting.

Please register in advance for this meeting using VTOOLS to provide the meeting organizers an accurate head count. You can change/cancel the registration if your plans change.

For more information, please contact Russell Pepe (Chair, rcpepe@ieee.org), Chris Peckham (Secretary) and/or Adriaan van Wijngaarden (First Vice-Chair, avw@ieee.org).

Your eNotice content is entered here.

Click on ‘Submit’ to schedule your eNotice.
Saved eNotice options

On **List of eNotices** tab, Action icons allow you to preview, edit, duplicate, delete and contact staff. Place cursor over icon to see action that can be selected.

A paperclip indicates an attachment has been uploaded to the eNotice.

Click **“Edit”** to open a saved eNotice.

You can duplicate a saved eNotice by clicking on the **‘Duplicate’** action icon.

You can delete a saved eNotice by clicking on the **‘Delete’** action icon.

Click on **‘Contact Staff’** action icon to send email for the selected eNotice. Complete the form and click ‘Send’.
Feeds of eNotices

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:


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.*
Preview an eNotice

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

The eNotice content is copied when you click here.

Click on “Cancel” to close preview.
You can contact staff by clicking on the “Contact” tab.

IEEE eNotice contact form

Please fill out the form below if you have a question or wish to request access to this system.

NOTE: To use eNotice, you must be an officer of the organizational unit to which you want to send notices.

If you are requesting permission to send to an organizational unit that you are not an officer of, please include the target organizational unit you would like to send to in the body of the message.

From: [email@email.org]

To: ieee staff <enotice_staff@ieee.org>

Subject:

Body

Submit
Logging out

Welcome to the IEEE vTools eNotice System

- For **critical eNotice requests** (e.g., **cancellations**), please be certain to select "Priority - Critical". We will do our best to accommodate your critical requests during normal business hours.
- IEEE organizational units using this service are strongly encouraged to limit mailings to **one per week**.
- Processing time can be up to **5 business days** due to the volume of requests we receive daily.
- 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 **online rosters**, please submit your officer information to [https://officers.vtools.ieee.org](https://officers.vtools.ieee.org). If your officer position does not appear in the **online rosters**, approval from the appropriate officers would be required.

Click on the tab labeled "List of eNotices" to view all eNotices for an organizational unit and/or to create an eNotice.

Please use the [IEEE conference eNotice form](https://vtools.ieee.org) for conference eNotices.

Once you’re done using the system, please log out by clicking on “Sign Out”.
Thank you for viewing the tutorial. Please remember to visit the vTools site (http://vtools.ieee.org) to learn more about our projects.

Thank you!