

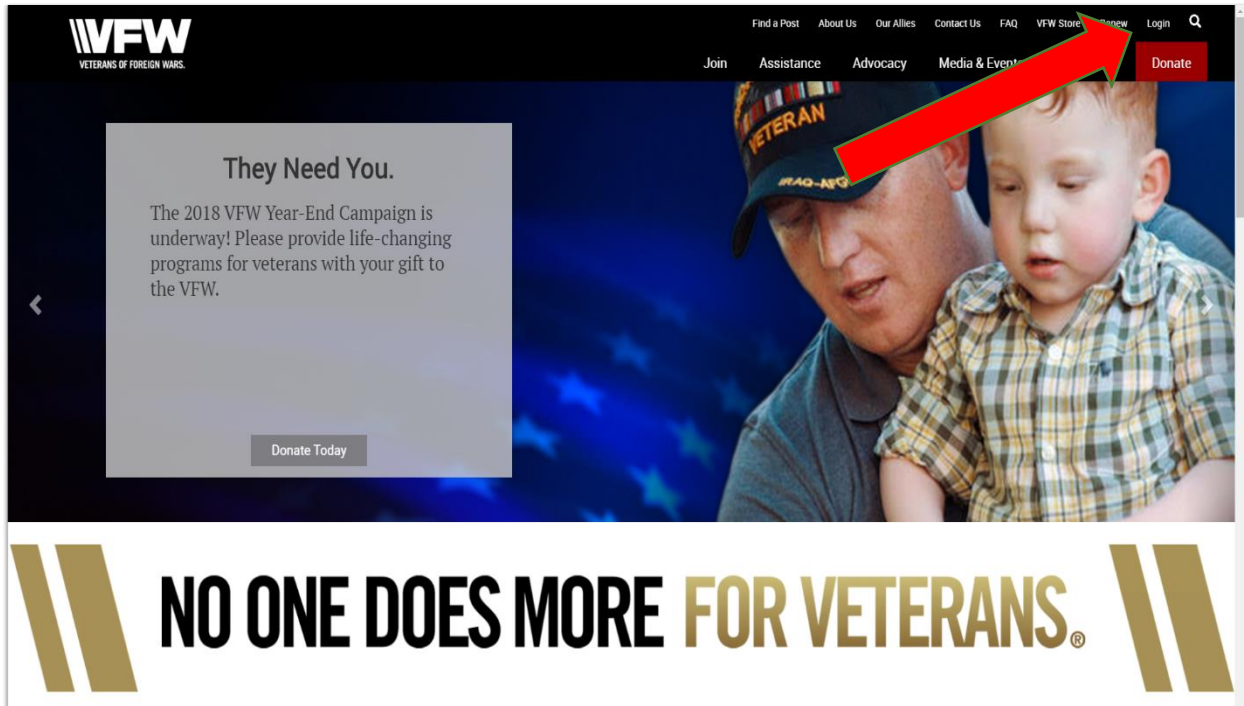
**ALL-AMERICAN**  
**ELIGIBLE**  
**DASHBOARD**  
**TRAINING**  
**GUIDE**



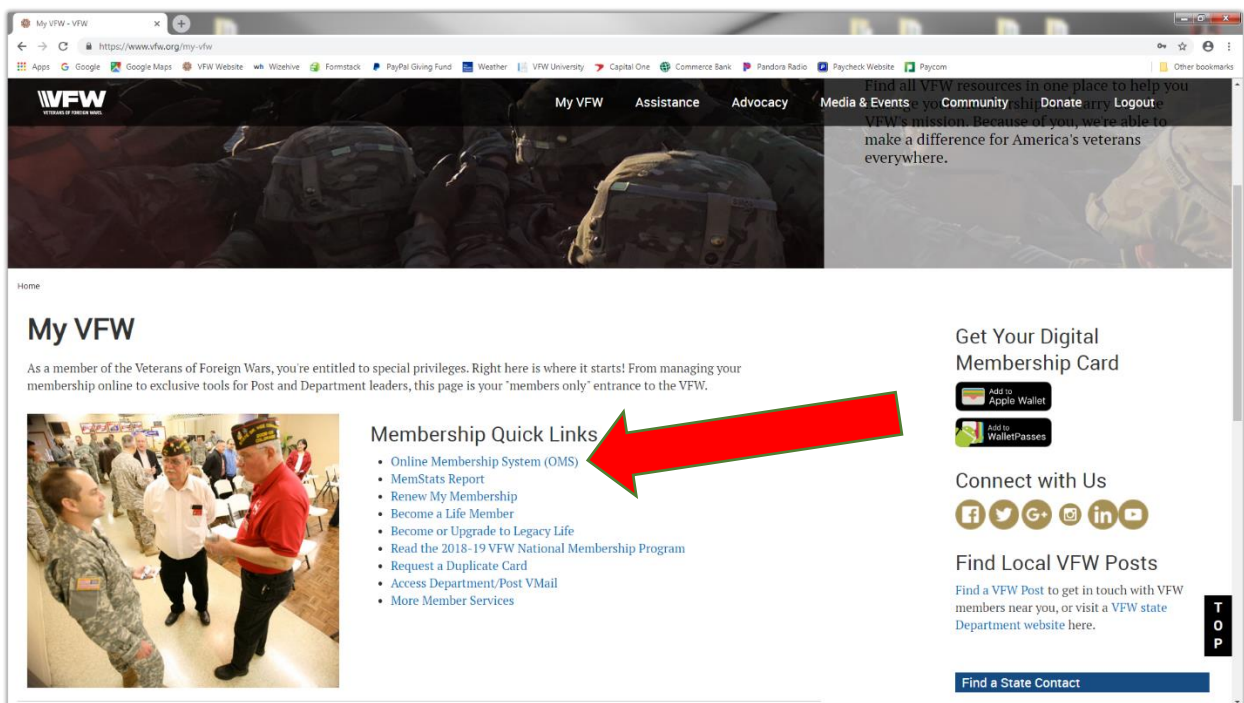
# All-American Eligible Dashboard Training Guide & Instructions

## 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.



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**  
VETERANS OF FOREIGN WARS

My VFW Assistance Advocacy New

Notifications 4

## Online Membership System

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

**Personal Information**

Address: test  
FPO, AA 59602-8436  
United States [\[change\]](#)  
6/17/1959  
Branch of Service: Air Force

**Membership**

Card Number: 1355716  
Post: V10010/ VFW Post 10010 Cory-Dullum Post  
Member Type: Gold Level Legacy Life

[vMail \[Click Here To Visit VMail\]](#)

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**  
VETERANS OF FOREIGN WARS

Hello, Lynn Rolf Logout

Home Actions Entries Reports

## All American Eligible Report

**Summary**

Met	Unmet
0	1

**Statistics :** Post Statistics Details : Posts in Department **Program Year :** 2018-2019

**Post :** 56

All  Met  Unmet

[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	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

15 items per page 1 - 3 of 3 items

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.

Summary

Met	Unmet
0	1

Statistics: Post Statistics Details: Posts in Department Program Year: 2018-2019

Post: 56

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	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.

Entries

+ Create Entry

Date	Time	Program	Department	District	Post	Submitted By	Submit Level	Approval Level	Status	Actions
06/27/2019	02:00:50 PM	Veterans & Military Support Donation	California	2	7142	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:02:27 PM	Veterans & Military Support Donation	New Jersey	18	12165	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:01:32 PM	Veterans & Military Support Donation	Tennessee	7	1814	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	12:21:15 PM	Veterans & Military Support Donation	North Carolina	2	2771	Robert Stephens	Post	District	Pending	View
06/27/2019	11:04:35 AM	Buddy Poppy Order	Colorado	1	1	Lynn Rolf	National	National	Completed	View Correct
06/27/2019	11:04:35 AM	Buddy Poppy Order	Pennsylvania	22	3	Lynn Rolf	National	National	Completed	View Correct
06/27/2019	11:04:35 AM	Buddy Poppy Order	Minnesota	4	5	Lynn Rolf	National	National	Completed	View Correct



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

WFW  
VETERANS OF FOREIGN WARS

Hello, Lynn Rolf Logout  
Home Actions Entries Reports

### Create Entry

Entry Type: Award

Program: Buddy Poppy Order

Department: Kansas

District: 1

Post: 56

Buddy Poppies: 5000

Notes: Our Post Purchased 5000 Poppies from the district inspector Fred Box on Aug 28th 2019

Cancel Save Save & Approve

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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.

WFW  
VETERANS OF FOREIGN WARS

Hello, Lynn Rolf Logout  
Home Actions Entries Reports

### Entries

Export as CSV Clear Apply

Date	Time	Program	Department	District	Post	Submitted By	Submit Level	Approval Level	Status	Actions
06/27/2019	02:00:50 PM	Veterans & Military Support Donation	California	2	7142	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:02:27 PM	Veterans & Military Support Donation	New Jersey	18	12165	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:01:32 PM	Veterans & Military Support Donation	Tennessee	7	1814	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	12:21:15 PM	Veterans & Military Support Donation	North Carolina	2	2771	Robert Stephens	Post	District	Pending	View
06/27/2019	11:04:35 AM	Buddy Poppy	Colorado	1	1	Lynn Rolf	National	National	Completed	View Correct

\*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 Programs dashboard. At the top, there is a navigation bar with the VFW logo and user information: "Hello, Lynn Rolf Logout". Below the navigation bar, a red alert banner states: "Notice: You have 1 pending Awards or Citations awaiting your approval. Click here to review." The main content area is titled "All American Eligible Report" and includes a "Summary" section with two bars: "Met" (296) and "Unmet" (209). Below the summary, there are filters for "Statistics" (National Statistics), "Details" (District and Department Summary), and "Program Year" (2018-2019). There are also buttons for "Generate Report", "Export as PDF", and "Export as CSV". The main data table has the following columns: Department, District, Post, Veterans & Military Support Donation, Voice of Democracy, Patriot's Pen, Teacher Award, Buddy Poppy Order, Membership, Service Officer, National Legislative Service, and National Veterans Services. The table shows data for Alabama (Districts 1-8) and Arizona. District 5, 6, and 7 of Alabama are marked as "Unmet" in red, while all other entries are marked as "Met" in green.

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
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Alabama	1		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	3		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	6		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
Alaska			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Arizona			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  
VFW VOICE OF DEMOCRACY ESSAY CONTEST

DEPARTMENT OF  
**Kansas**

**PARTICIPATION TOTALS**

POST	53	STUDENTS	1060
AUXILIARY	53	POST WINNERS ADVANCED	53
DISTRICTS	7	COUNTY COUNCILS	0

List below the actual amount if money expended for **all awards**: List below the actual amount of **additional expenses** money:

POST AWARDS	\$ 2,650.00	POST/AUX/CC EXPENSES	\$ 2,650.00
DISTRICT AWARDS	\$ 0.00	DISTRICT EXPENSES	\$ 0.00
COUNTRY COUNCIL AWARDS	\$ 0.00		
DEPARTMENT AWARDS	\$ 8,917.05	DEPARTMENT EXPENSES	\$ 4,768.64
<b>TOTAL ALL AWARDS</b>	<b>\$ 11,567.05</b>	<b>TOTAL ALL EXPENSES</b>	<b>\$ 7,418.64</b>

List below all Districts that advanced a winner to the Department level:

1	2	3	4	5	6	7			

Add Total Post/District/County Council/Dept. awards column (left) and Total Department expenses column (right) for Grand Total (below).

**GRAND TOTAL** \$ 18,985.69

OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# EXAMPLE: DEPARTMENT POST PARTICIPATION REPORT FOR VOICE OF DEMOCRACY

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

**Summary**

Met	Unmet
33	20

Statistics: National Statistics | Details: Department Summary Only | Program Year: 2018-2019

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
Alabama			Met	Met	Met	Met	N/A	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 American 2018-2019 Eligible Report**

Department	District	Post	Veterans & Military Support Division	Voice of Democracy	Patriot's Pin	Teacher Award	Buddy Puppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Alabama			Met	Met	Met	Met	N/A	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
Colorado			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Connecticut			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Delaware			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Florida			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Georgia			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Hawaii			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Idaho			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Illinois			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Indiana			Met	Met	Met	Met	N/A	Unmet	Met	Met	Met
Iowa			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Kansas			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Kentucky			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Louisiana			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Maine			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Maryland			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Massachusetts			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Michigan			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Minnesota			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Mississippi			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met

Page 1 of 3

All questions direct to:

**Lynn W. Rolf III**

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