

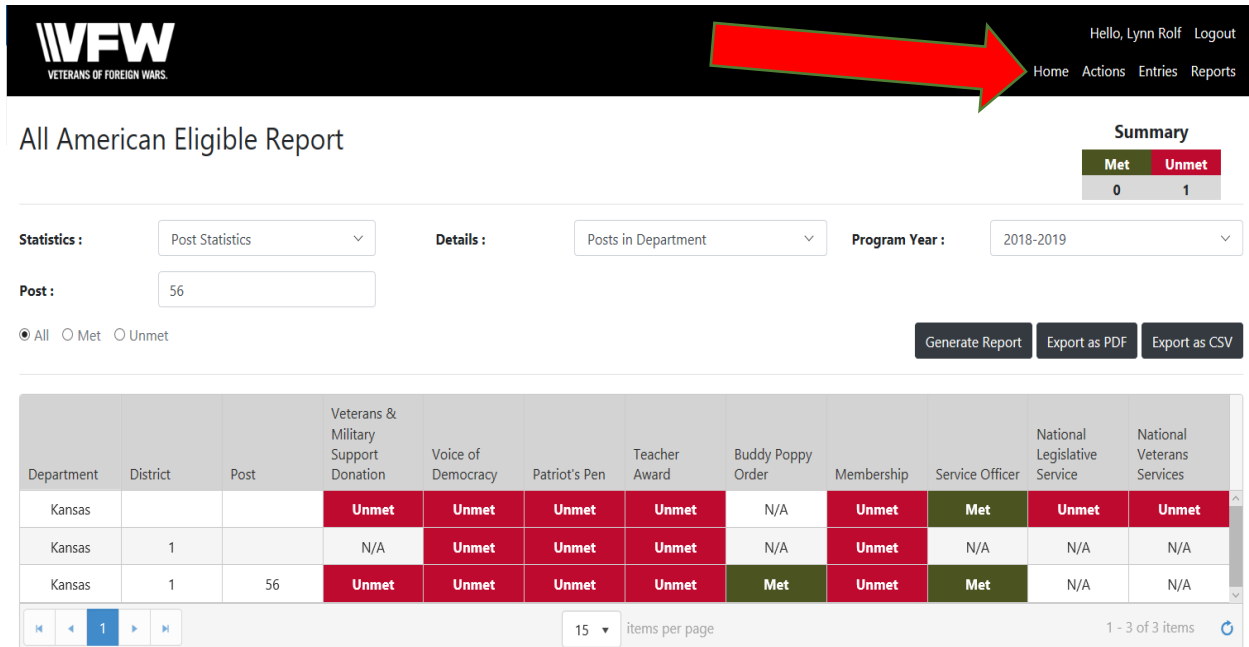
## Post/District/Department Adjutant Access Only: Reporting

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.



WFW 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

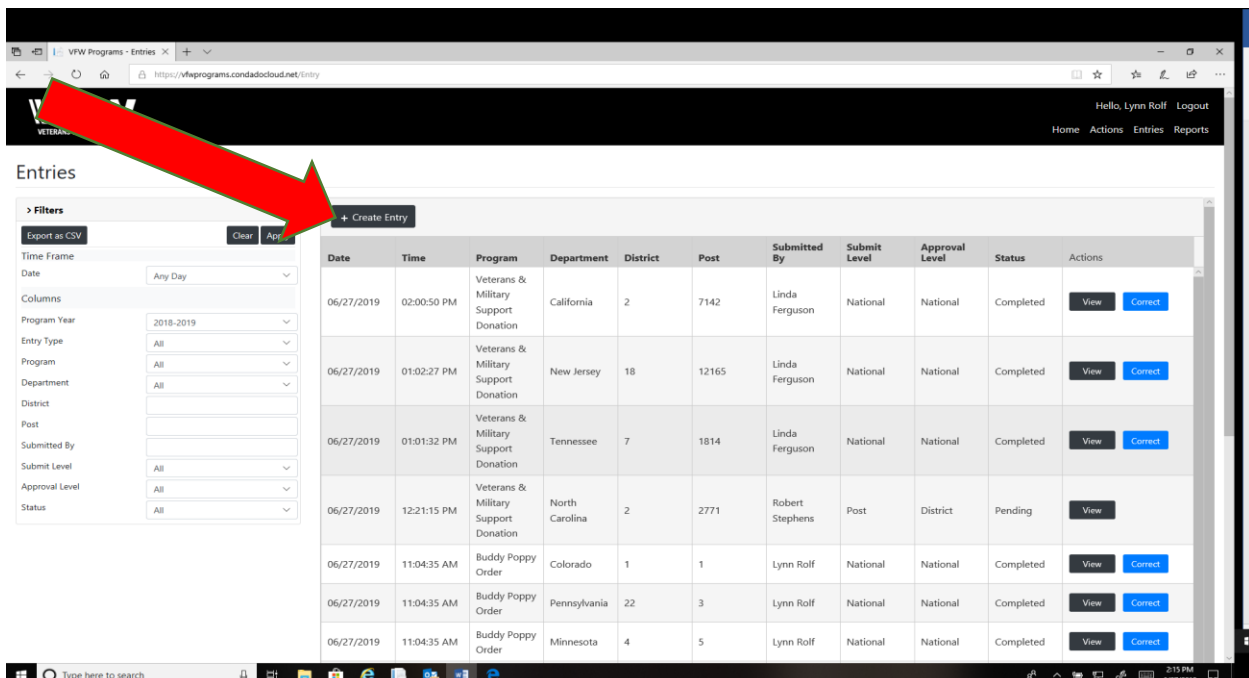
Generate Report Export as PDF Export as CSV

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

1 - 3 of 3 items

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.



WFW VETERANS OF FOREIGN WARS

Hello, Lynn Rolf Logout  
Home Actions Entries Reports

### Entries

+ Create Entry

Export as CSV Clear Apply

Filters

Time Frame: Any Day

Columns: 2018-2019, All, All, All, All, All, All, All, All, All

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

2:15 PM 6/27/2019

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

Copyright © 2018-2019 VFW

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.

**WFW**  
VETERANS OF FOREIGN WARS

Hello, Lynn Rolf Logout  
Home Actions Entries Reports

### Entries

Filters: 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. A red alert banner states: "Notice: You have 1 pending Awards or Citations awaiting your approval. Click here to review." Below this is the "All American Eligible Report" section. It includes a "Summary" table with "Met" (296) and "Unmet" (209) counts. There are filters for "National Statistics", "Details: District and Department Summary", and "Program Year: 2018-2019". A table below shows the status of various awards across different departments and districts. The "Membership" column for Alabama districts 5, 6, and 7 is highlighted in red, indicating they are "Unmet".

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