



# PRESENTS



## eNotice Dashboard

# Volunteer eNotice Home

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IEEE vTools **ENOTICE**



Welcome, Your name

VTTOOLS ▾ **MANAGE ENOTICES** CONTACT STAFF ABOUT HELP

Select "**Manage eNotices**" to access *volunteer only* features - eNotice dashboard and Create eNotices.

## VTTOOLS ENOTICE

Automatic access is granted to Region Directors, Section Executive Committee Members, MD Chairs, SAMIEEE Recipients, Newsletter Editors, Webmasters; Chapter Executive Committee Members, Affinity Group Executive Committee Members, Student Branch Executive Committee Members and eNotice Coordinators.

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**.

**Is this eNotice for an IEEE sponsored conference?**

Please use [the IEEE conference eNotice form](#).

For additional help, please view the [tutorials](#).

**Access information** – a list of officer roles who are authorized to send eNotices.

### Express eNotice

- Exceptions will be processed by staff
  - Special requests
  - Automatic reminders



# eNotice Dashboard

Create eNotice

Click "Create eNotice" to open blank eNotice form.

Search

Select All/None



- Draft  Submitted  Pending  Sent  
 Canceled

Per Page

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Submit

Click "Manage" to access and view details about the saved eNotice.

Subject	Recipients	Status	Updated v	Send By	Reminder By	Priority	Type	
 SA Monthly Meeting	R70023	Submitted	08 Jan 2019 05:03 PM	08 Jan 2019		Normal	Express	Manage
IEEE 1547 and DER interconnections	CH07034	<b>Pending</b>	07 Jan 2019 07:40 PM	08 Jan 2019		Normal	Express	Manage
Customize eNotice	R70023	Draft	07 Jan 2019 07:00 PM			Normal		Manage
Personalize an eNotice	R70023	Draft	07 Jan 2019 06:00 PM			Normal		Manage
 Send Test eNotice	R70023	Draft	07 Jan 2019 06:00 PM			Normal		Manage
IEEE 1547 and DER interconnections	Custom	Sent	07 Jan 2019 04:00 PM			Normal	Express	Manage
IEEE Southern Alberta Section AGM	R70023	Sent	22 Oct 2014 10:29 AM	28 Oct 2014	21 Oct 2014	Normal		Manage

For eNotice Express, a tool tip will include mailing statistics (recipients loaded, delivery time stamp).

**NOTE: eNotices with type of 'Express' will be sent within two (2) hours.**

Energy Generation

# Dashboard up-to-the minute status

Create eNotice

Select All/None
 Draft 
  Submitted 
  Pending 
  Sent 
  Canceled
 Per Page

This eNotice has 1 custom recipients, loaded from Events 186866

Displaying eNotices 1 - 10 of 325 in total

Subject	Recipients	Status	Updated v	Send By	Reminder By	Priority	Type		
Reminder: Modeling and Control of Proton Exchange Membrane Fuel Cells	Custom	Draft	09 Jan 2019 03:38 PM	10 Jan 2019		Normal		Manage	
Phaser technology	WE10329	Submitted	09 Jan 2019 03:23 PM	09 Jan 2019		Normal		Manage	
IEEE PCJS SIGNAL PROCESSING SOCIETY CHAPTER MEETING: GUEST SPEAKER	R10329, CH01201	Submitted	09 Jan 2019 07:50 AM	10 Jan 2019	21 Jan 2019	Normal	Express	Manage	
IEEE PCJS SIGNAL PROCESSING SOCIETY CHAPTER MEETING: GUEST SPEAKER	R10329	Sent	02 Jan 2019 09:00 AM	02 Jan 2019		Normal	Express	Manage	
Reminder: IEEE PCJS SIGNAL PROCESSING SOCIETY CHAPTER MEETING: GUEST SPEAKER	R10329	Submitted	1922 recipients loaded (02 Jan 2019 08:01 AM America/New_York) Sent (02 Jan 2019 09:00 AM America/New_York)						
eNotice id 42839	None	Draft	21 Dec 2018 10:06 AM	24 Dec 2018		Normal		Manage	
Cultivating Smart and Connected Communities: Design of Resilient	R10327, R10329, R10345	Sent	14 Dec 2018 12:00 PM	14 Dec 2018		Normal	Express	Manage	

**NOTE: eNotices with type of 'Express' will be sent within two (2) hours.**