

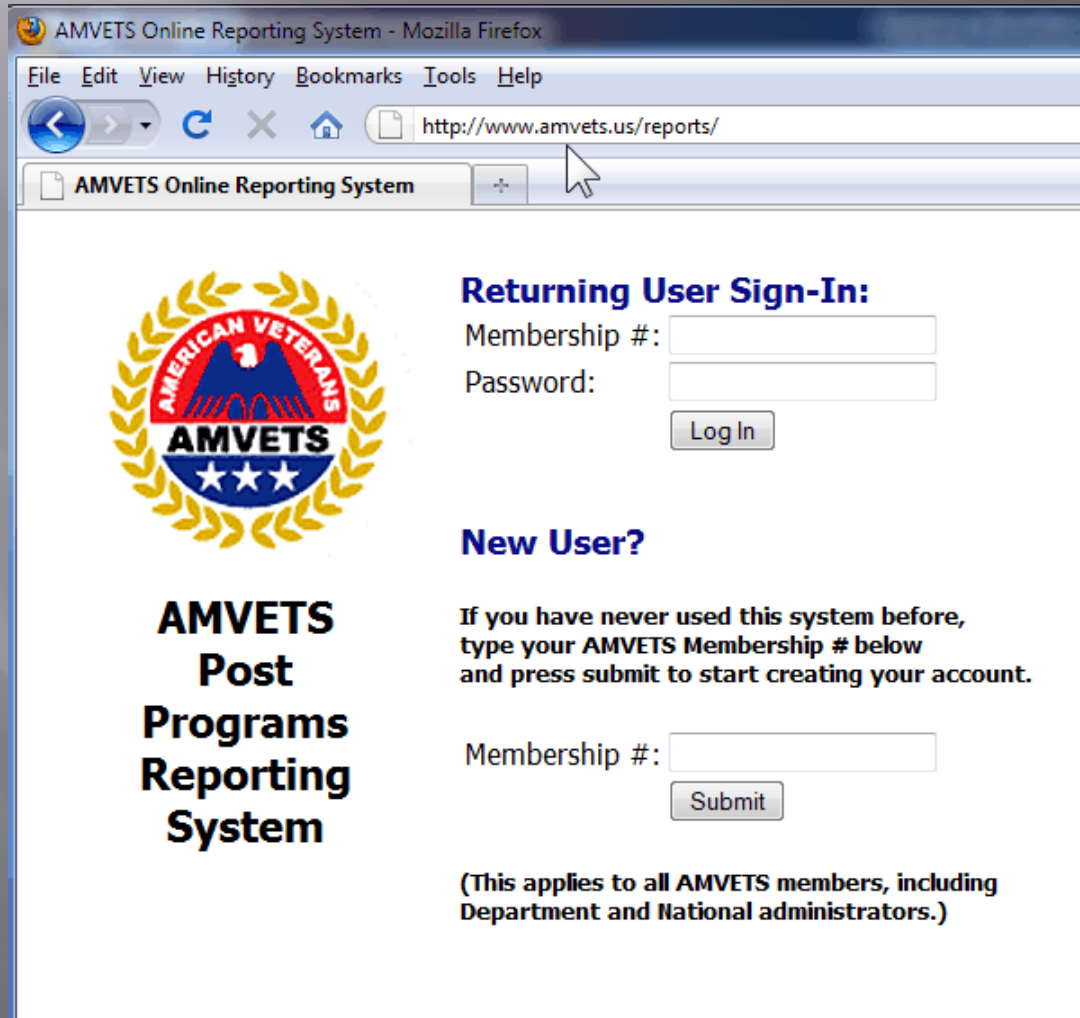
AMVETS Department of Indiana



ONLINE PROGRAMS REPORTING

1. Signing up to use the system

- ❑ Type <http://www.amvets.us/reports/> into address bar
- ❑ Enter your membership # under 'New User' and click 'Submit'



The screenshot shows a Mozilla Firefox browser window with the address bar containing <http://www.amvets.us/reports/>. The page title is "AMVETS Online Reporting System". On the left side, there is the AMVETS logo, which features a circular emblem with a red eagle, a blue shield, and the text "AMERICAN VETERANS" and "AMVETS" with three stars below. Below the logo, the text "AMVETS Post Programs Reporting System" is displayed in bold black font.

On the right side, there are two sections:

- Returning User Sign-In:** This section includes a "Membership #:" input field, a "Password:" input field, and a "Log In" button.
- New User?:** This section includes a heading "New User?", a paragraph stating "If you have never used this system before, type your AMVETS Membership # below and press submit to start creating your account.", a "Membership #:" input field, and a "Submit" button.

At the bottom of the page, there is a note: "(This applies to all AMVETS members, including Department and National administrators.)"

☐ Choose your password and enter in boxes

☐ Choose Indiana for your department and fill in your post #

☐ Enter your personal information – I just used the post address & phone #


☐ Click 'Continue'

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.amvets.us/reports/signup.jsp?membershipNumber=1356951

http://www.amve...Number=1356951



AMVETS Post Programs Reporting

To create your account, use the following form. Your personal data will only be used to verify the validity of your information and on-line activity.

AMVETS Membership #:

Choose Password: (Please choose a password 6 characters or more in length)

Confirm Password:

Your Department:

Your Post #:

Please Note: All Department and National administrators must also establish a personal account, including your own/home post number. If you are an administrator, contact the National Program Department to establish your authorized user level after submitting this form.

Full Name:

Title:

Email:

Street:

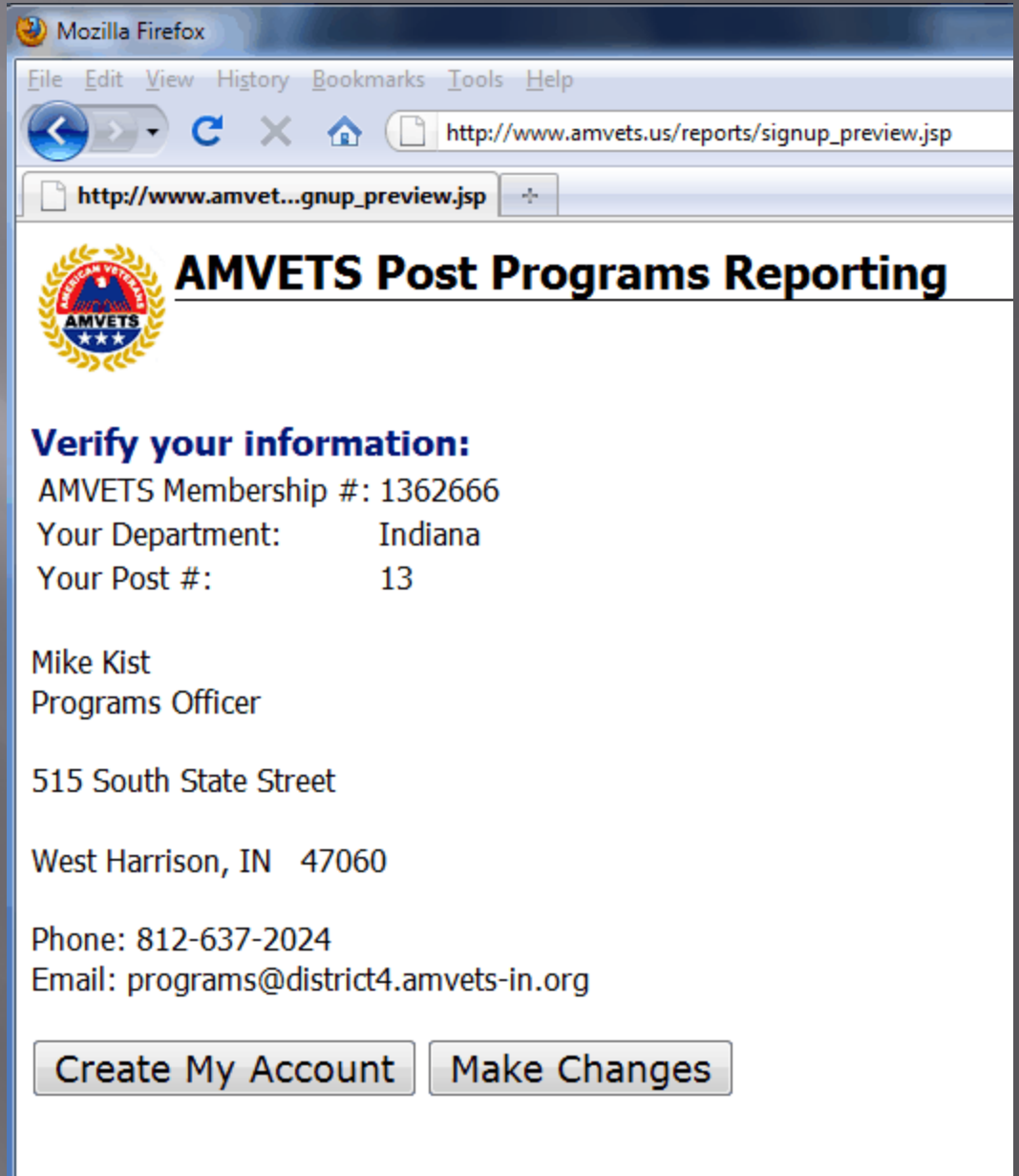
City:

State Abbrev.:

Zip:

Phone #:

❑ Click 'Make Changes' if you made a mistake or 'Create My Account' if you are satisfied with the information.




Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.amvets.us/reports/signup_preview.jsp

http://www.amvet...gnup_preview.jsp



AMVETS Post Programs Reporting

Verify your information:

AMVETS Membership #: 1362666
Your Department: Indiana
Your Post #: 13

Mike Kist
Programs Officer

515 South State Street
West Harrison, IN 47060

Phone: 812-637-2024
Email: programs@district4.amvets-in.org

Create My Account Make Changes

❑ You will be presented with the original sign-on screen. Enter your Membership # & Password then click 'Log In'

❑ The system Welcome screen appears

AMVETS Online Reporting System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.amvets.us/reports/login.jsp

AMVETS Online Reporting System



**AMVETS
Post
Programs
Reporting
System**

Returning User Sign-In:

Membership #:

Password:

New User?

If you have never used this system before, type your AMVETS Membership # below and press submit to start creating your account.

Membership #:

(This applies to all AMVETS members, including Department and National administrators.)

Select - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.amvets.us/reports/menu.jsp

Select



**AMVETS
Post
Programs
Reporting
System**

Welcome, Mike Kist
Programs Officer
Department of Indiana
Post #13

515 South State Street
West Harrison, IN 47060

812-637-2024

2) Adding programs information to the form

- ❑ From the Welcome screen click 'Add New Program Data' to get the screen below.

AMVETS Post Programs Reporting

Six Month Period: Ending Dec. 2009
Post #13, Department of Indiana

Frederic Financ

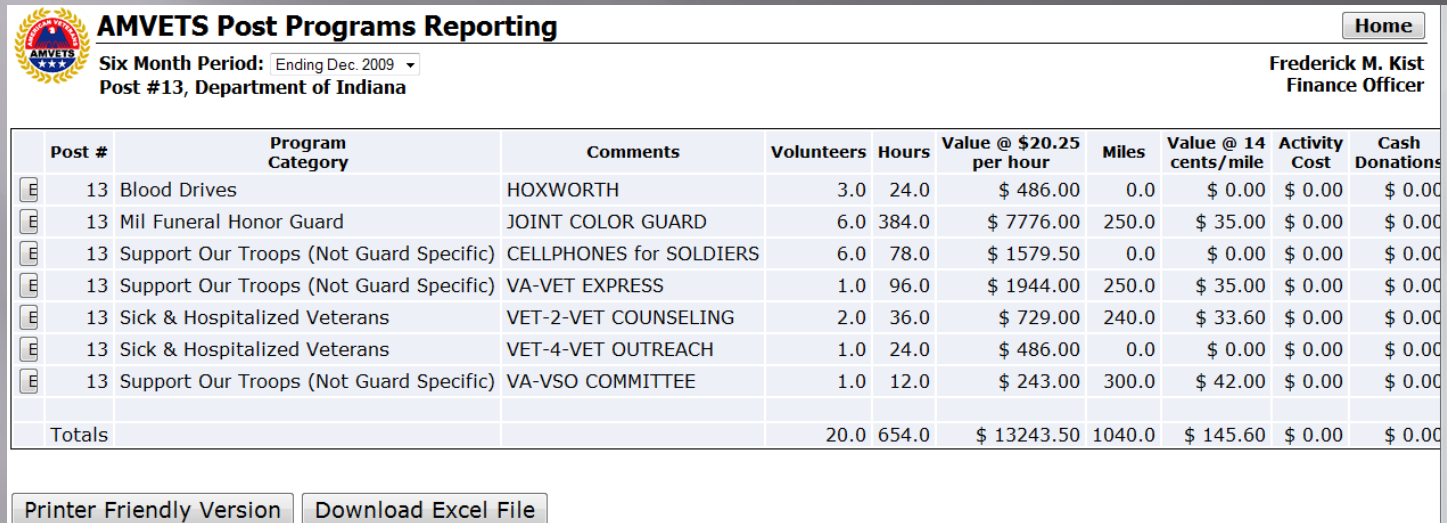
Need help? [Click here](#) for instructions and definitions.

Program Category	Comments	Volunteers	Hours	Value @ \$20.25 per hour	Miles	Value @ 14 cents/mile	Activity Cost	Cash Donations	Total Value of Program
				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
* Army Community Covenant Signing				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
AADAA				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
AMVETS Task Force DVD				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Americanism				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Blood Drives				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Care Bear				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Clothing & Food				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Fund Raising				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Homeless Veterans				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Mil Funeral Honor Guard				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Organ & Bone Marrow Donors				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
POW/MIA				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
ROTC				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Safe Driver				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Scholarship Assistance				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Scouting				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Sick & Hospitalized Veterans				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Special Olympics				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
Support for National Guard Troops				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
		0	0	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Add More Blank Rows Clear

- ❑ Make sure you are using the correct time period
- ❑ Choose Program Category – if doesn't fit any of them then choose '*Other (Com. Ser. – Be specific)' but if you do you **must** enter an accurate program description under 'Comments'
- ❑ Fill in the rest of the information. Your facilitator will explain what each one is for. If you are not sure what constitutes a reportable program the best answer comes from the National Programs Manual which is downloadable from the National website.

❑ When all of the information has been added Click 'Preview Data (Step 1 of 2)' followed by 'Submit Data (Step 2 of 2)'.



The screenshot shows the 'AMVETS Post Programs Reporting' interface. At the top left is the AMVETS logo. The title 'AMVETS Post Programs Reporting' is centered, with a 'Home' button to its right. Below the title, there is a dropdown menu for 'Six Month Period' set to 'Ending Dec. 2009' and the text 'Post #13, Department of Indiana'. On the right side, the name 'Frederick M. Kist' and title 'Finance Officer' are displayed.

Post #	Program Category	Comments	Volunteers	Hours	Value @ \$20.25 per hour	Miles	Value @ 14 cents/mile	Activity Cost	Cash Donations
<input type="button" value="E"/>	13 Blood Drives	HOXWORTH	3.0	24.0	\$ 486.00	0.0	\$ 0.00	\$ 0.00	\$ 0.00
<input type="button" value="E"/>	13 Mil Funeral Honor Guard	JOINT COLOR GUARD	6.0	384.0	\$ 7776.00	250.0	\$ 35.00	\$ 0.00	\$ 0.00
<input type="button" value="E"/>	13 Support Our Troops (Not Guard Specific)	CELLPHONES for SOLDIERS	6.0	78.0	\$ 1579.50	0.0	\$ 0.00	\$ 0.00	\$ 0.00
<input type="button" value="E"/>	13 Support Our Troops (Not Guard Specific)	VA-VET EXPRESS	1.0	96.0	\$ 1944.00	250.0	\$ 35.00	\$ 0.00	\$ 0.00
<input type="button" value="E"/>	13 Sick & Hospitalized Veterans	VET-2-VET COUNSELING	2.0	36.0	\$ 729.00	240.0	\$ 33.60	\$ 0.00	\$ 0.00
<input type="button" value="E"/>	13 Sick & Hospitalized Veterans	VET-4-VET OUTREACH	1.0	24.0	\$ 486.00	0.0	\$ 0.00	\$ 0.00	\$ 0.00
<input type="button" value="E"/>	13 Support Our Troops (Not Guard Specific)	VA-VSO COMMITTEE	1.0	12.0	\$ 243.00	300.0	\$ 42.00	\$ 0.00	\$ 0.00
Totals			20.0	654.0	\$ 13243.50	1040.0	\$ 145.60	\$ 0.00	\$ 0.00


At the bottom of the interface, there are two buttons: 'Printer Friendly Version' and 'Download Excel File'.

❑ By clicking the 'Home' button you will be taken back to the Welcome screen

❑ Then by clicking 'Review Reports' you will arrive at the screen pictured above

❑ Note the 'E' buttons along the left side. Use those to edit or change information for that particular program.

- ❑ You will then arrive at the Edit screen below.
- ❑ Click on 'Save Changes' to complete the edit process.



AMVETS Post Programs Reporting

Report Quarter: Ending Dec. 2009
Post #13, Department of Indiana

Frederick M. Kist
Finance Officer

Please update data in the boxes below and then press "Save Changes".

Edit Row:

Program Category	Comments	Volunteers	Hours	Value @ \$20.25 per hour	Miles	Value @ 14 cents/mile	Activity Cost	Cash Donations	Total Value of Program	Date Modified
Mil Funeral Honor Guard	JOINT COLOR GUARD	6.0	384.0	\$ 7776.00	250.0	\$ 35.00	\$ 0.00	\$ 0.00	\$ 7811.00	Wed Dec 23 07:48:08
Mil Funeral Honor Guard	JOINT COLOF	<input type="text" value="6.0"/>	<input type="text" value="384.0"/>	\$ 7776.00	<input type="text" value="250.0"/>	\$ 35.00	\$ <input type="text"/>	\$ <input type="text"/>	\$ 7811.00	

- ❑ Any time you wish to leave the site click on 'Home' to get back to the Welcome screen then click the 'Exit' button to log off.