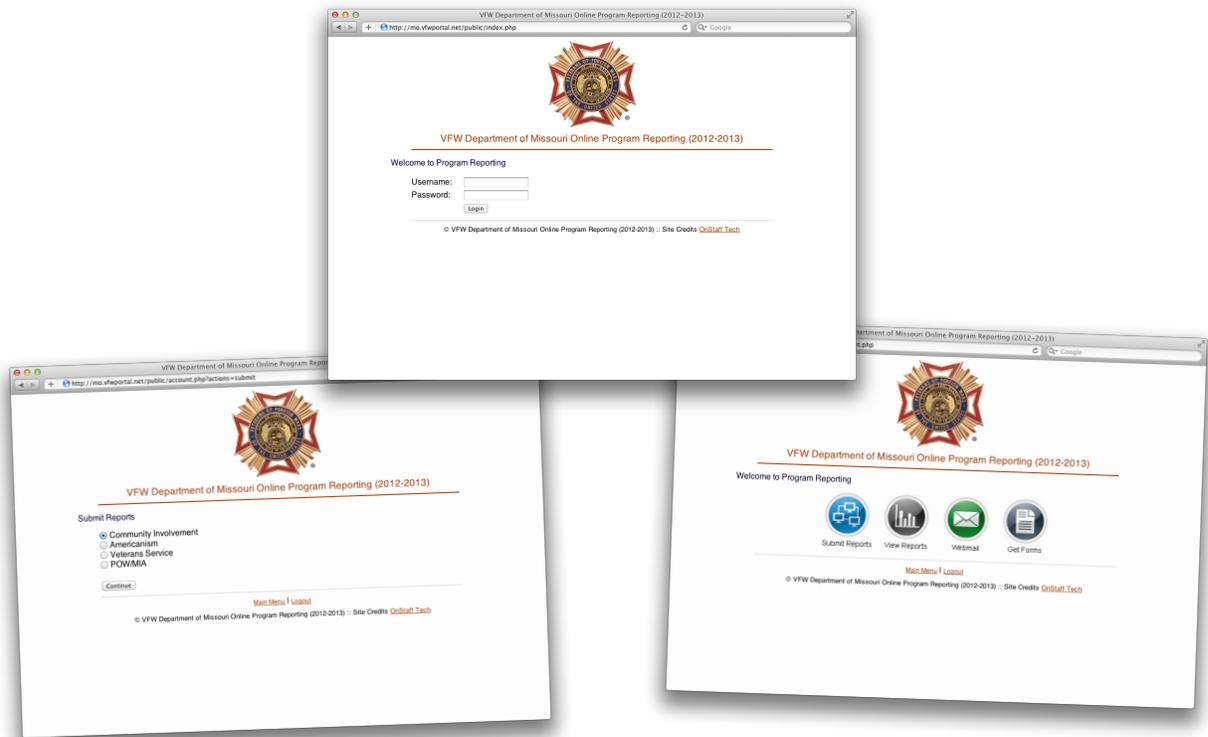


Online Reporting

Department of Missouri

OnStaff Tech
April 22, 2012



Accounts

Post Reporting

Posts submit reports, view the current reports and a snapshot of all-state totals, access the department webmail and form links.

District Commanders

District Commanders view all reports entered by their district and a snapshot of all-state totals and DPR items, access the department webmail and form links.

Program Directors

Program Directors view all reports and DPR items across the entire organization, access the department webmail and form links.

Computer Requirements

- Internet Access
 - Dial-Up, High Speed, Free Wi-Fi, 3g, 4g
- Computer Browser
 - Internet Explorer 9
 - Firefox 11
 - Chrome 18
 - Opera 11
 - Safari 5

Post Reporting



VFW Department of Missouri Online Program Reporting (2012-2013)

http://mo.vfwportal.net/public/index.php

Google



VFW Department of Missouri Online Program Reporting (2012-2013)

Welcome to Program Reporting

Username:

Password:

Login

© VFW Department of Missouri Online Program Reporting (2012-2013) :: Site Credits [OnStaff Tech](#)

To begin enter your Post number and the default password

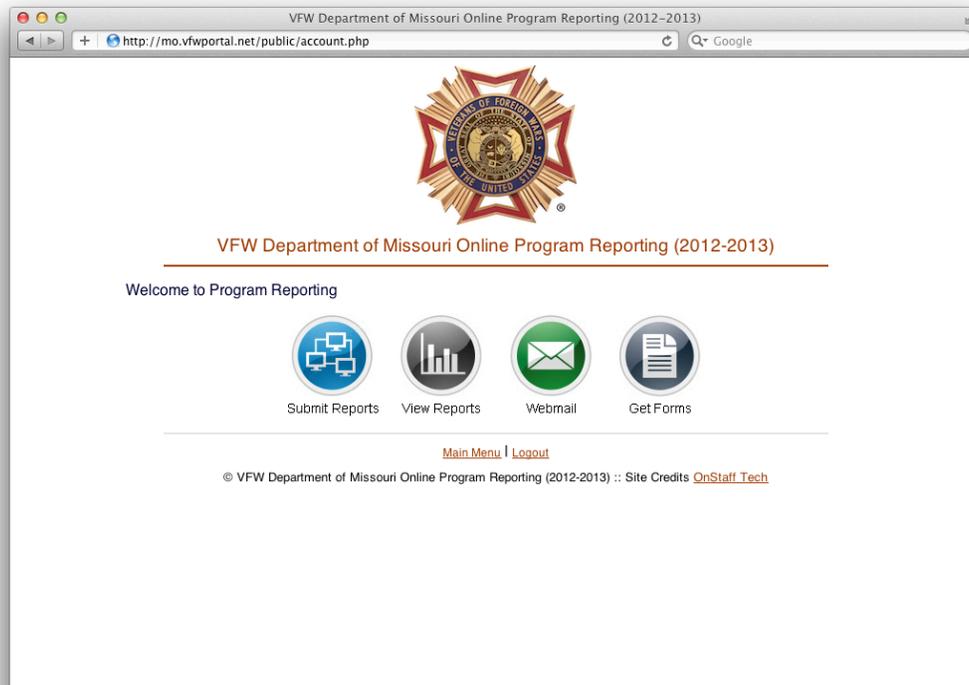
Example:

1234 post1234

Click Login

*If you get an “Invalid Username or Password”, check you entered the correct post information

Post Account



Welcome

- Submit Reports
 - Click to submit new reports
- View Reports
 - Click to view your reports
- Webmail
 - Click for webmail access
- Forms
 - Click for Department forms access

*At any time click Main Menu to return to this menu, or Logout to logoff the system

Submit Reports



VFW Department of Missouri Online Program Reporting (2012-2013)

<http://mo.vfwportal.net/public/account.php?actions=submit> Google



VFW Department of Missouri Online Program Reporting (2012-2013)

Submit Reports

- Community Involvement
- Americanism
- Veterans Service
- POW/MIA

[Main Menu](#) | [Logout](#)

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Click the project type you would like to report

Click Continue

Submit Reports

Submit Reports

* Fields are required | # = Numbers Only

Program: Community Involvement

* Project: Please Select

Auxiliary Participation:
 Ladies Men

*# Total Members
*# Total Hours
*# Total Miles
*# Total Cost
* Completed Date

Total Mileage Reimbursement

* Description of Project and Who Benefited:

* Person Submitting Report

Go Back Submit

April 2012

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Enter all the required information for the report, some items on the report will be a pop-up menu or will automatically be calculated when you enter the data in the field.

Click Submit only once to avoid duplicate reports

Submit Reports

Successfully Added

Date Entered	04-22-2012
Reported Post	
Project	C01 TREE PLANTING PROGRAM
Auxiliary Participation	
<input checked="" type="checkbox"/> Ladies	
<input checked="" type="checkbox"/> Men	
Total Members	10
Total Hours	10
Total Miles	10
Total Cost	10
Completed Date	04/22/2012
Total Mileage	1.40
Description of Project and Who Benefited:	
Test project for data analysis	
Person Submitting Report	Tech Support

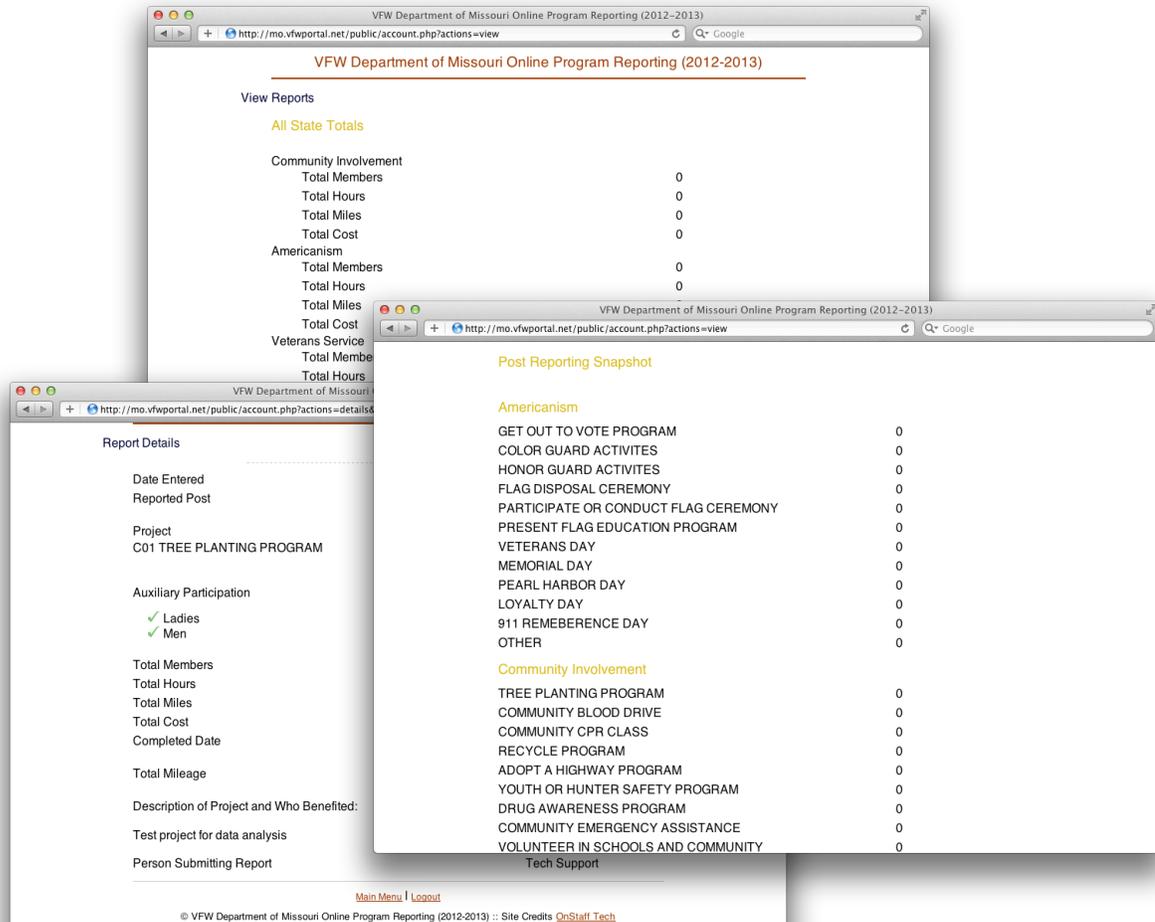
.....

Add another report?

The system will display “Successfully Added” to let you know the report was saved permanently. If you get an error on report submission please try to enter the report again.

Click Continue at the bottom to quickly add another report

View Reports



Your reports are displayed in a snapshot view at the top of the page and each report at the bottom. Click on the report name for the actual details regarding that report.

*Tip: you can print any view by going to File -> Print

District



VFW Department of Missouri Online Program Reporting (2012-2013)

http://mo.vfwportal.net/public/index.php

Google



VFW Department of Missouri Online Program Reporting (2012-2013)

Welcome to Program Reporting

Username:

Password:

Login

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To begin enter your District number and the default password

Example:

dist1cmdr d1

Click Login

*If you get an “Invalid Username or Password”, check you entered the correct district information

District Account

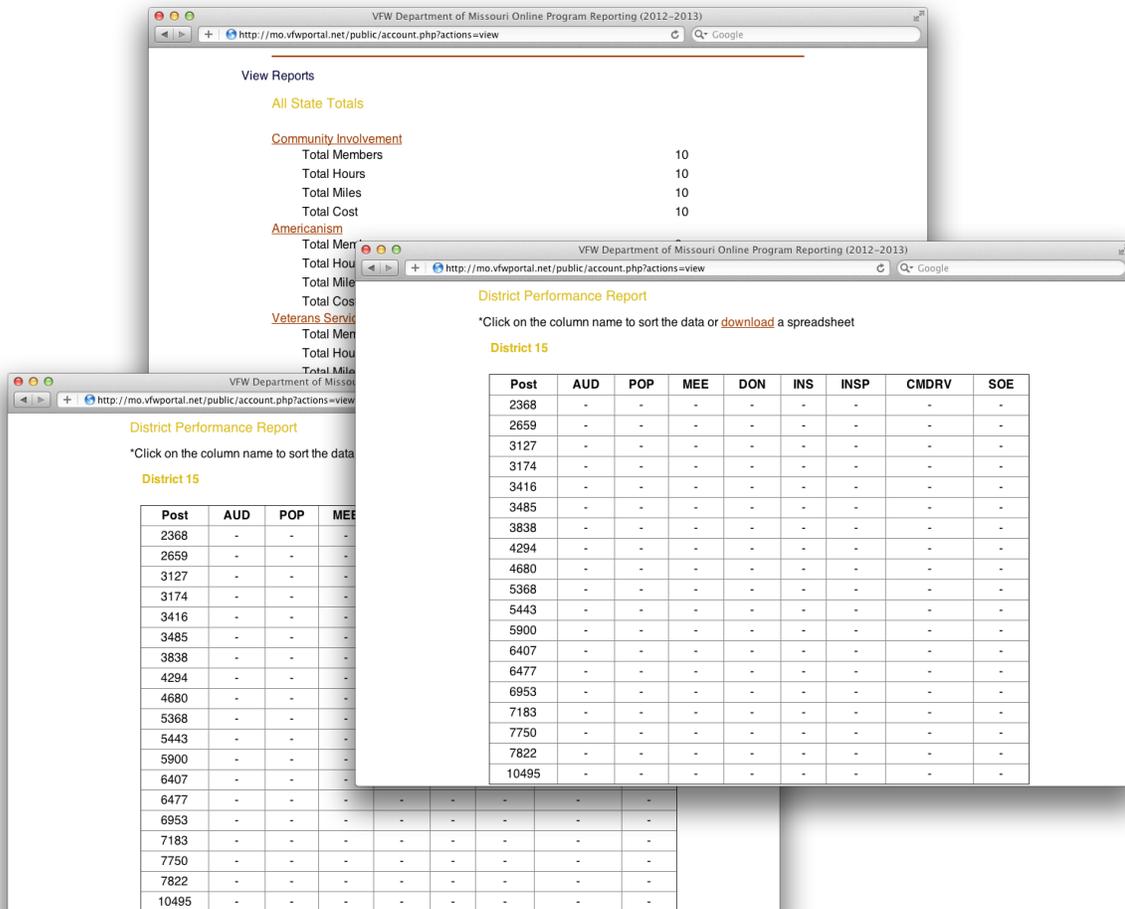


Welcome

- View Reports
 - Click to view your district reports
- Webmail
 - Click for webmail access
- Forms
 - Click for Department forms access

*At any time click Main Menu to return to this menu, or Logout to logoff the system

View Reports



Your district reports are displayed in a snapshot view by totals at the top of the page and each DPR item by post at the bottom. Click on the report name for the actual details regarding that report or DPR item.

Where applicable click “Download” to generate a Excel CSV File.

*Tip: you can print any view by going to File -> Print

View Reports

VFW Department of Missouri Online Program Reporting (2012-2013)

View Reports

All State Community Involvement Totals

*Click on the column name

Post	District	Reports
3838	15	1

Community Involvement

- TREE PLANTING PROGRAM 1
- COMMUNITY BLOOD DRIVE 0
- COMMUNITY CPR CLASS 0
- RECYCLE PROGRAM 0
- ADOPT A HIGHWAY PROGRAM 0
- YOUTH OR HUNTER SAFETY PROGRAM 0
- DRUG AWARENESS PROGRAM 0
- COMMUNITY EMERGENCY ASSISTANCE 0
- VOLUNTEER IN SCHOOLS AND COMMUNITY 0
- SPORT/ATHLETIC SPONSORSHIP 0
- SCOUTING ORGANIZATION SUPPORT 0
- SPONSOR YOUTH CONTESTS/SPECIAL EVENTS 0
- ACHIVEMENT AWARDS COMMUNITY/SCHOOL 0
- RECOGNIZE PUBLIC EMPLOYEES 0
- DONATE HALL TO NON PROFIT ORGANIZATION 0
- OTHER 0

POW/MIA

- CONDUCTED PROGRAM IN THE COMMUNITY 0
- CONDUCTED PROGRAM IN SCHOOL 0
- TABLE DISPLAY AT POST 0
- MEMBER ATTENDED CEREMONY 0
- OTHER 0

Veterans Service

- DONATE TO VETERANS SERVICE OFFICER FUND 0

Report Details

Date Entered

Reported Post

Project

C01 TREE PLANTING PROGRAM

Auxiliary Participation

- ✓ Ladies
- ✓ Men

Total Members

Total Hours

Total Miles

Total Cost

Completed Date

Total Mileage

Description of Project and Who Benefited:

Test project for data analysis

Person Submitting Report

Tech Support

Main Menu | Logout

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Your district reports or DPR data can be viewed by totals or each report can be viewed by selecting the post number. All data can be sorted anytime by clicking on that column name. Click on the report name for the actual details regarding that report or DPR item.

Where applicable click “Download” to generate a Excel CSV File.

*Tip: you can print any view by going to File -> Print

Directors



VFW Department of Missouri Online Program Reporting (2012-2013)

http://mo.vfwportal.net/public/index.php

Google



VFW Department of Missouri Online Program Reporting (2012-2013)

Welcome to Program Reporting

Username:

Password:

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To begin enter your Program number and the default password

Example:

progrd prog

Click Login

*If you get an “Invalid Username or Password”, check you entered the correct director information

Director Account

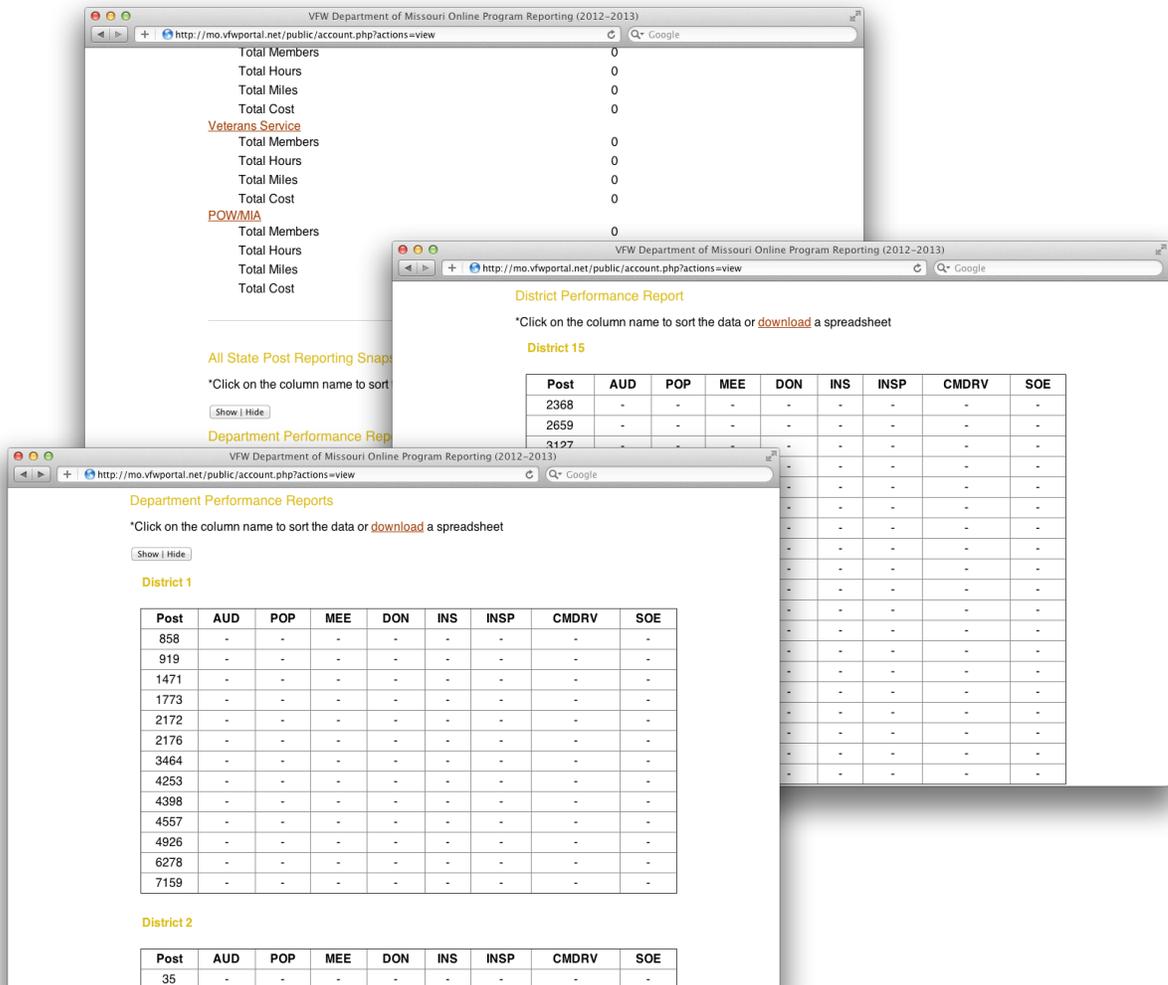


Welcome

- View Reports
 - Click to view all-state reports
- Webmail
 - Click for webmail access
- Forms
 - Click for Department forms access

*At any time click Main Menu to return to this menu, or Logout to logoff the system

View Reports



Your reports are displayed in a snapshot view by totals at the top of the page and each DPR item by post at the bottom. Click on the report name for the actual details regarding that report or DPR item.

Where applicable click “Download” to generate a Excel CSV File.

*Tip: you can print any view by going to File -> Print

View Reports

The image displays three overlapping screenshots of the VFW Department of Missouri Online Program Reporting (2012-2013) website. The top screenshot shows the 'View Reports' page with a table of 'All State Community Involvement Totals'. The middle screenshot shows a detailed list of community involvement programs and their counts. The bottom screenshot shows the 'Report Details' page for a specific report.

View Reports

All State Community Involvement Totals

*Click on the column name

Post	District	Reports
3838	15	1

Community Involvement

TREE PLANTING PROGRAM	1
COMMUNITY BLOOD DRIVE	0
COMMUNITY CPR CLASS	0
RECYCLE PROGRAM	0
ADOPT A HIGHWAY PROGRAM	0
YOUTH OR HUNTER SAFETY PROGRAM	0
DRUG AWARENESS PROGRAM	0
COMMUNITY EMERGENCY ASSISTANCE	0
VOLUNTEER IN SCHOOLS AND COMMUNITY	0
SPORT/ATHLETIC SPONSORSHIP	0
SCOUTING ORGANIZATION SUPPORT	0
SPONSOR YOUTH CONTESTS/SPECIAL EVENTS	0
ACHIVEMENT AWARDS COMMUNITY/SCHOOL	0
RECOGNIZE PUBLIC EMPLOYEES	0
DONATE HALL TO NON PROFIT ORGANIZATION	0
OTHER	0
POW/MIA	
CONDUCTED PROGRAM IN THE COMMUNITY	0
CONDUCTED PROGRAM IN SCHOOL	0
TABLE DISPLAY AT POST	0
MEMBER ATTENDED CEREMONY	0
OTHER	0
Veterans Service	
DONATE TO VETERANS SERVICE OFFICER FUND	0

Report Details

Date Entered
Reported Post

Project
C01 TREE PLANTING PROGRAM

Auxiliary Participation

- ✓ Ladies
- ✓ Men

Total Members
Total Hours
Total Miles
Total Cost
Completed Date

Total Mileage

Description of Project and Who Benefited:

Test project for data analysis

Person Submitting Report

Tech Support

Main Menu | Logout

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Your reports or DPR data can be viewed by totals or each report can be viewed by selecting the post number. All data can be sorted anytime by clicking on that column name. Click on the report name for the actual details regarding that report or DPR item.

Where applicable click “Download” to generate a Excel CSV File.

*Tip: you can print any view by going to File -> Print