



VFW Department of Oklahoma Online Program Reporting



MY VFW WEB SITE

myvfw.org/ok

Presented and prepared for Oklahoma
Department of the VFW

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VFW Department of Oklahoma Online Program Reporting

The first thing to do is go to <http://ok.vfwportal.net/public/index.php>. You can either type in the link address or you can go to the Oklahoma Department web site (<http://vfwok.org/>) or to your posts web site.

If you go to either your post or Oklahoma Department sites you should see a gray menu bar. Similar to the one pictured below.



Figure 1

Select tools on the menu and a drop down menu will appear, select Online Program Reporting as in figure 2.

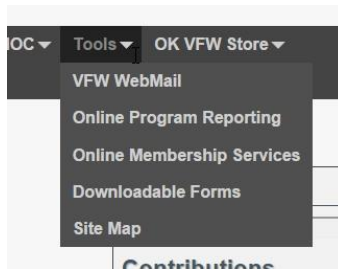


Figure 2

You should now be at the log in page for Online Program Reporting. See Figure 3. The link address for this page is <http://ok.vfwportal.net/public/>.

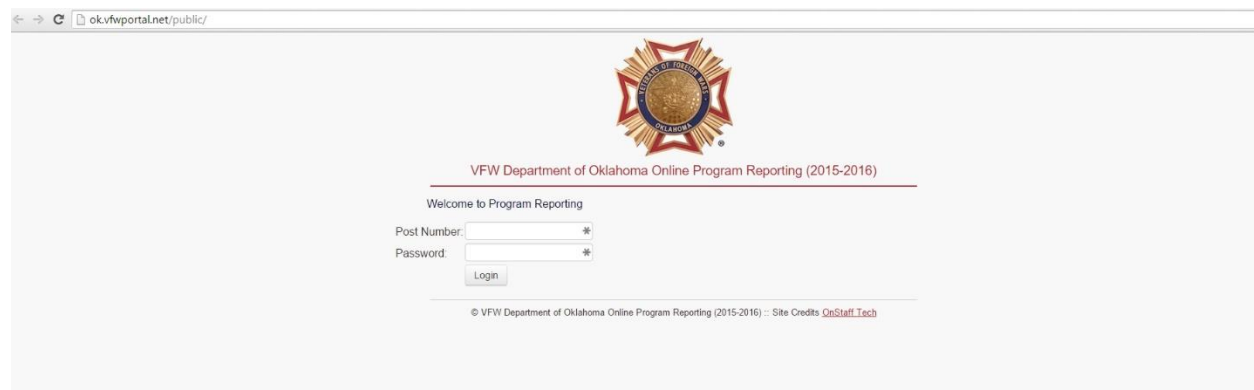


Figure 3



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The password and user names for the Online Program Reporting will not change. Enter your post number into the Post Number box. Enter postXXXX into the Password box. Replace XXXX with your post numbers. District Commanders may also enter using distXcmdr and dX as user and password. Again, remember that X will be replaced by the district number. See figure 4.

Post Users Enter Post Number= xxxx
PASSWORD= postxxx (i.e. post8699)

PROGRAM USER: program
PASSWORD: prog

DISTRICT USER: dist1cmdr
PASSWORD= d1

NOTE: User ID & Password will NOT change for on-line Reporting

Figure 4

When you successfully log in the Online Program Reporting you should see figure 5. From here you have four options. The first, blue button, allows members to enter their time, travel distance, and money spent for a particular event. The gray button, allows members to review reports submitted. Allow 24 hours for the report to be processed and displayed on the page. The green button, provides you access to the Oklahoma Department provided email. This information is covered in a separate document. The final button takes you back to the Oklahoma Department for forms.



Figure 5

Below is the web page with the buttons, figure 6. There are a few thing to keep an eye on while here.



Figure 6



VFW Department of Oklahoma Online Program Reporting

Below the VFW logo and to the right you should see your post name listed (figure 7). Any time you select the Submit button the report is being generated and sent out. Wait until the report is completely sent before selecting either Go Back, Main Menu, or Logout. If you do not wait and enter submit again the report will error out and you will have to contact support to have the damaged report removed and then resubmit the report again. Wait until it is done, then Go Back to submit a new report, Main Menu where you can access reports, email, or get forms. Or you can log out.


* Person Submitting Report

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

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Figure 7

When you select View Reports you will the page shown in figure 8. You can scroll down to Post Performance Report, figure 9. Figure 8 will show the totals for your post that they have completed and reported. These totals impact Post awards. When you view figure 8, Post Performance Report, it will show how your post is doing. If you hover the mouse over the title in the report it will explain each category.



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View Reports

Post 8706 All State Totals

Americanism		
Total Members		34
Total Hours		116.00
Total Miles		208.00
Total Cost		120.00
Community Service		
Total Members		19
Total Hours		166.00
Total Miles		170.00
Total Cost		0.00
Drug and Safety		
Total Members		0
Total Hours		0
Total Miles		0
Total Cost		0
Youth Activities		
Total Members		0
Total Hours		0
Total Miles		0
Total Cost		0
Buddy Poppy		
Total Members		0
Total Hours		0
Total Miles		0
Total Cost		0
Fireman/Policeman/EMT		

Figure 8



VFW Department of Oklahoma Online Program Reporting

Post 8706 Performance Report **Hover over the column name for more details*

Post	F990	AUD	INS	INSP	DSOI	SOI	DON	OBS	MEE	BNDS	POP	CMDRV	QMS	DEL	PRCH	RFFL	PMEM
8706																	

Figure 9

Now that we have shown you how to find the page, submit a report, or view a report, let's take a look on how to complete the report. Figure 10 shows you the form. Each red asterisk (*) is a must complete area. It is best to select one individual to collect the total hours performed, total of how far everyone traveled to and from the event, and how much money did the post spend on the event. The totals entered will generate your formal report. If an error is noticed after submitting the report, send an email to tech support. The report can be removed and you can resubmit the corrected report.

Some things about this process. If you remember the discussion covering figure 7, wait for the report to complete the process before Logging Out, Going Back or logging out. Also, do not select Submit again or you will have a duplicate report. It takes the system approximate 24 hours for the report to show up for viewing.


VFW Department of Oklahoma Online Program Reporting (2015-2016)

Submit Reports

* Fields are required | # = Numbers Only

Program Community Service

* 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

Figure 10



VFW Department of Oklahoma Online Program Reporting

Some key things to remember when submitting a report:

- While members can log individually, it is recommended that one person enter for each event, include:
 - Total number of members participating
 - Total distance traveled by all members
 - Total hours worked by all members
 - Total amount of money expended for the event

The process for submitting all of our reports has been extremely simplified. Collect the data, log in, complete the form, and submit. You're done!