DEPARTMENT
DASHBOARD CHEAT SHEET & COORDINATION INSTRUCTIONS

VFW

VETERANS OF FOREIGN WARS.

Department Programs Dashboard Tool Cheat

Sheet & Coordination Instructions

- Department submits their own report for what they judged or graded at the Department level only. Does not take credit for their Post/District's submissions.
  - Department Program Chairperson should provide all information to Department Adjutant. Department QM should relay $ expended/awarded to Adjutant prior to submission.
  - Department Adjutant & QM must approve or reject Post/District reports once the chairperson confirms they received an entry for judging. A Red Alert notification will appear if entries have been submitted by the Posts/Districts within the Department. Click on the notification to review.
  - Department Adjutant & QM can report on behalf of all Posts within their Department.

- To ensure your VMS donations count, the preferred method is by donating through the Programs Dashboard Tool, made by clicking the link at top right below your name. Ensure you enter your Department name. Dashboard is updated on Friday by close of business. (Checks can be mailed to VMS, 406 W. 34th Street, Kansas City, MO, 64111.)

- Community Service must be entered by Department Adjutant prior to May 31 through the Dashboard for every Post & its Auxiliary total. If the Department is utilizing the national Website Solutions platform and has subscribed to the online community service reporting tool, the data will be updated daily and no report is needed.

- NLS & NVS report must be submitted monthly to the corresponding VFW D.C. office. Hover over the program to see which months have been reported.

- KPI Tools mean Key Performance Indicators. It is an analysis tool for all reports.
  - Gray Bar to the right options:
    - Numerical is an excel-based report;
    - Graphical option are graphs that show the trends over time.

- Reports can be generated by clicking on the reports tab for all programs.