**ALL AMERICAN DASHBOARD AT THE POST LEVEL *KEY NOTES*:**

\*Entries made into the Dashboard must be done by the **POST ADJUTANT! (***Correct Adjutant must be listed on the Post Election Report!)*

\*VMS donations preferred method are made by clicking link at top below your name. Be sure to enter your Post #. Dashboard is updated on Friday by close of business. (Checks can be mailed and accepted.) o Minimum donation for VMS is $100

\*N/A means Not Applicable to Post level.

\*KPI Tools mean Key Performance Indicators. Analysis tool for all reports. o Gray Bar to the right Options: Numerical is excel based and Graphical option are graphs that show the trends over time.

\*Teacher of the Year, Voice of Democracy, Patriots Pen entries are made by Post Adjutant when your winner is submitted to District-level Chairman. o Program Chairman should provide all information to Adjutant. QM should relay $ expended/awarded to Adjutant prior to submission.

\*Service Officer is automatically updated once Post election is uploaded into OMS by the Post QM.  Red or Unmet Means your Post Service Officer is not a current member of your Post or is listed as deceased. An amended election report must be submitted into OMS. Will be updated within 24 hrs.

\*Membership is updated through Memstats daily. Every post is ranked by division. Hover over the percentage to see ranking.

\*Buddy Poppy is updated by National once the Post’s Buddy Poppy order has been invoiced.

**ALL AMERICAN DASHBOARD AT THE DISTRICT LEVEL *KEY NOTES*:**

\*District Adjutant will approve all entries at the District level. ***District must be submitted on the District Election report!***

\*District Program Chairman should provide all information to District Adjutant.

\*District Adjutant must approve or reject Post reports once the chairman confirms they received an entry for judging. A Red Alert notification will appear if entries have been submitted by the Posts within the District. Click on the notification.

\*District Adjutants can submit reports on behalf of all the Posts within the District.

\*District submits their own report for what they judged or graded at the District level only

 -District does not take credit for their Posts’ participation submissions.

\*District QM should relay $ expended/awarded to Adjutant prior to submission.

\*N/A means Not Applicable to District Level

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

\*KPI Tools mean Key Performance Indicators. Analysis tool for all reports.

Gray Bar to the right Options: Numerical is excel based and Graphical option are graphs that show the trends over time.