









Form Submission Details

Department of Texas VFW
Systems Team

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It is the goal of the Department to transition all forms to online submittals for processing.

What to Understand About Online Forms

- 🔥 Beginning Aug 1st, all online form submissions on **texasvfw.org** are being moved to **txvfw.org**.
 - 🔥 Requires new member account on txvfw.org.
- 🔥 Online form submissions are improved by logged in members with pre-populated form fields.
 - 🔥 Pre-populated values can be changed in some places.
- 🔥 Form Submission Details views (or data sets) are being added for critical forms for Post, District and Leadership validations.
 - 🔥 The Submissions Details data sets are interactive with column selections.
- 🔥 Form Submission Details are real-time record submissions and will display right after the form submittal.
- 🔥 Form Submission Details provide members with the ability to filter selections, print and/ export a specific data set you are looking for.

The Department is actively working on providing Form Submission Details for each online form.

How do I find Form Submission Details?

- After submitting an online form, simply go to the **Submissions Column** of the Online Form.
- In this example, we are able to see VPRs Submissions by selecting the **View** button.

Post Online Forms	Go To Form	Submissions
Community Service Report	Submit	
Post 990 Forms	Submit	
Post Audit Reports	Submit	
Post Insurance Forms	Submit	
Veteran Participation Report (VPR)	Submit	View

Once the View button is selected, you will be redirected to the applicable **Form Submission Details** page.

- This page will now display all Department online form submissions received (as below).

District ^	Post ^	VPR Type ^	Submitted Date v	Report Date ^	Submitter	Hours	Mileage	Amount	VPR Summary
25	4149	Korean Armistice	08/02/2023 06:43 AM	07/27/2023	Wally Hudnall	3	0	0	Gathered at the post and spoke in remembrance of the events of the Korean Armistice.
25	4149	Independence Day	08/02/2023 06:39 AM	07/04/2023	Wally Hudnall	12	0	50	Members and auxiliary gathered at the post with their families for the 4th of July.

Please Note: The Department is unable to show all historical records in this page. The Form Submission Details are based on online form submissions on the new website txvfw.org. Historical and archived information will be available in other Reports in the near future.

Form Submission Details are interactive and allow for data set filters to target information.

Submission Details Page

Each Form Submission Details page will have information at the top to help understand options and selections that can be used to assist you in providing a clean export or formatted print.

Submission Details Options

- 🔥 Data set filters (Districts, Post, VPR Type, Report Date)
- 🔥 Data can be exported into Excel, CSV or PDF form
- 🔥 Columns can be adjusted to show or hide
- 🔥 Increase or decrease the records show on the webpage (see illustrations to the right)

Please Note: By default, The Form Submissions Details page is structured in a manner of providing the best PDF print. For PDFs, extending column selections may greatly impact the quality and/or length of pages.

VPR SUBMISSION DETAILS

The VPR Submission Details page reflects Post level VPRs submitted to the Department of Texas. Below, are a list of ways you can change the data results.

- For mobile devices, it is best to review the page in a landscape orientation (or flipped view) to maximize the screen display.
- Utilize available data FILTERS by DISTRICT, POST, REPORT DATE or VPR TYPE to find the exact information you are looking for.
- Use the COLUMN button to open additional field selections to show.
- Use the EXPORT options to store your submissions or to share with other members.
- For best Printing results, select PDF and then print (automatically formatted).
- SELECT a highlighted row to pop-up additional submitted information.

Note: This information does not reflect the Department's processing status of this record. You will find information reflected on the Status Sheet Reports.

District: District **Post:** Post **VPR Type:** VPR Type **Report Date:** Report Date

Columns Excel CSV PDF

Show 25 entries

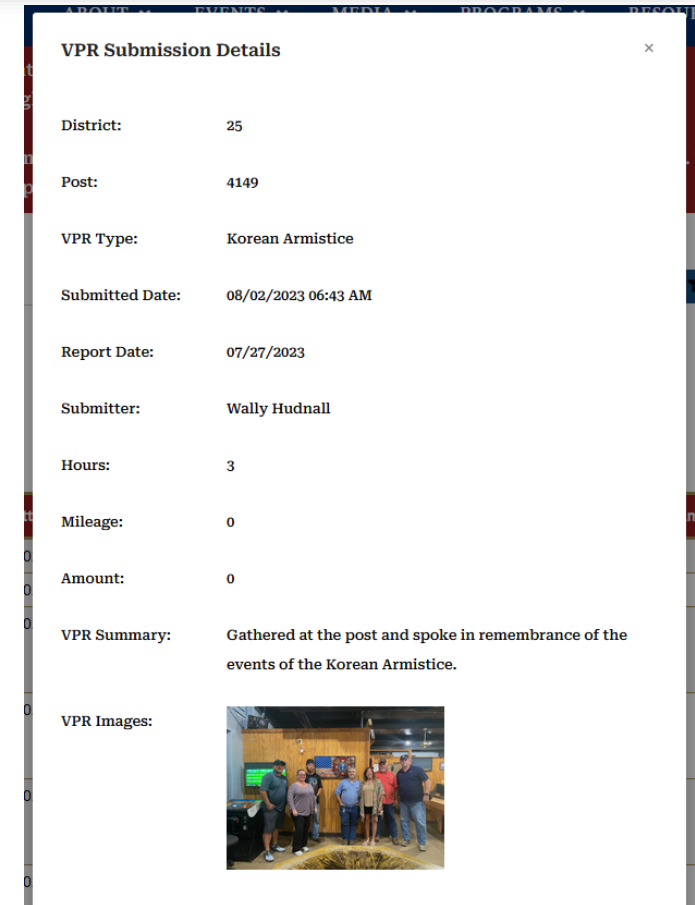
Show	entries		
1			
5			
10		1149	Kor
25	✓	1149	Inde
50		1372	D D
100			
All		1372	Mer

Form Submission Details contain more information than you see on the screen.

District ^	Post ^	VPR Type ^	Submitted Date v	Report Date ^	Submitter	Hours	Mileage	Amount	VPR Summary
25	4149	Korean Armistice	08/02/2023 06:43 AM	07/27/2023	Wally Hudnall	3	0	0	Gathered at the post and spoke in remembrance of the events of the Korean Armistice.
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Record Details Popup

- As your scroll through a data set, you can **hover** over a line. By **clicking** the record line, it will open the **Record Detail View** with all available field options from the online form submission.
- The illustration on the right is a partial screenshot of the Record Detail View. You can then scroll up and down to see more fields that were within the form submission.
- To see the submitted images, please reference the next slide on **Column Selections**.





Please Note: There will be ongoing improvements made to the website interface and functionality. Please email support@texasvfw.org if you have issues.





Showing Images and Print PDF formatting are in a development state and may change.

Submission Column Selections

- Use the **Columns** selection to see more field options to display.
- The illustration to the right will popup and all Blue highlighted fields are displaying on the current screen (your data set).
- To **add or remove Columns (fields)** from the current screen view, simply select or unselect
- In the below illustration, we have added the submitted VPR Images field to the data set record view. You can click the image to expand the image view. If needed you can right click and save the image.

District	Post	VPR Type	Submitted Date	Report Date	Submitter	Hours	Mileage	Amount	VPR Summary	VPR Images
25	4149	Korean Armistice	08/02/2023 06:43 AM	07/27/2023	Wally Hudnall	3	0	0	Gathered at the post and spoke in remembrance of the events of the Korean Armistice.	
25	4149	Independence Day	08/02/2023 06:39 AM	07/04/2023	Wally Hudnall	12	0	50	Members and auxiliary gathered at the post with their families for the 4th of July.	

Form Submission Details

 Columns
 Excel
 CSV
 PDF

District

Post

VPR Type

Submitted Date

Report Date

Submitter

Hours

Mileage

Amount

VPR Summary

VPR Images

Youth

Americanism

MU Report

Homeless

Website Content

Social Media

Magazine

Email

Name

Entry ID

Email

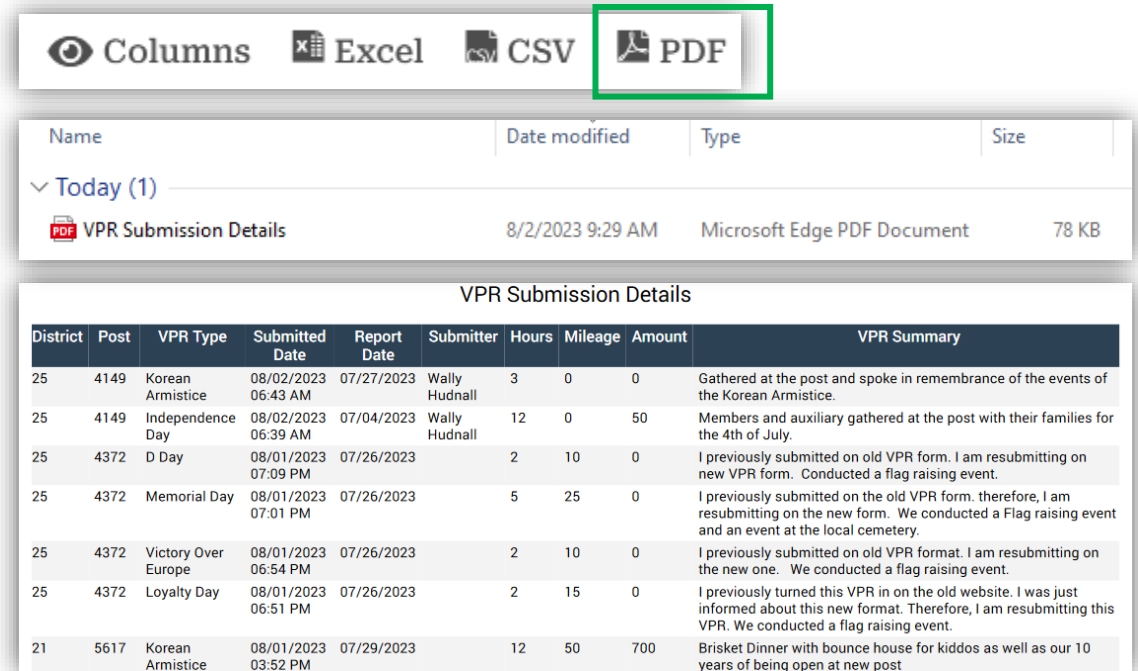
Selected Columns (fields)

Unselected Columns (fields)

All printing is recommended to save into PDF form first. This functionality is still in development.

Printing & Data Export Considerations

- For printing, selecting the **PDF** button, this will automatically save the **VPR Submissions Details** file to your local **Downloads** folder.
- The illustration to the right includes default column selections in your record set. These are preconfigured to create a structured/formatter print document.
- Adding or removing columns fields within the standard view may create an unstructured print document. In this scenario, we recommend using Excel or CSV file formats if you are expanding field option selections.
- Excel and CSV files are smaller and allow you to manipulate column sizing and document formatting.



The screenshot shows a web interface with a top navigation bar containing buttons for 'Columns', 'Excel', 'CSV', and 'PDF'. The 'PDF' button is highlighted with a green box. Below the navigation bar is a table with columns: Name, Date modified, Type, and Size. A dropdown menu is open under 'Today (1)', showing a file named 'VPR Submission Details' with a date of '8/2/2023 9:29 AM', type 'Microsoft Edge PDF Document', and size '78 KB'. Below this is a section titled 'VPR Submission Details' containing a table with columns: District, Post, VPR Type, Submitted Date, Report Date, Submitter, Hours, Mileage, Amount, and VPR Summary.

District	Post	VPR Type	Submitted Date	Report Date	Submitter	Hours	Mileage	Amount	VPR Summary
25	4149	Korean Armistice	08/02/2023 06:43 AM	07/27/2023	Wally Hudnall	3	0	0	Gathered at the post and spoke in remembrance of the events of the Korean Armistice.
25	4149	Independence Day	08/02/2023 06:39 AM	07/04/2023	Wally Hudnall	12	0	50	Members and auxiliary gathered at the post with their families for the 4th of July.
25	4372	D Day	08/01/2023 07:09 PM	07/26/2023		2	10	0	I previously submitted on old VPR form. I am resubmitting on new VPR form. Conducted a flag raising event.
25	4372	Memorial Day	08/01/2023 07:01 PM	07/26/2023		5	25	0	I previously submitted on the old VPR form. therefore, I am resubmitting on the new form. We conducted a Flag raising event and an event at the local cemetery.
25	4372	Victory Over Europe	08/01/2023 06:54 PM	07/26/2023		2	10	0	I previously submitted on old VPR format. I am resubmitting on the new one. We conducted a flag raising event.
25	4372	Loyalty Day	08/01/2023 06:51 PM	07/26/2023		2	15	0	I previously turned this VPR in on the old website. I was just informed about this new format. Therefore, I am resubmitting this VPR. We conducted a flag raising event.
21	5617	Korean Armistice	08/01/2023 03:52 PM	07/29/2023		12	50	700	Brisket Dinner with bounce house for kiddos as well as our 10 years of being open at new post

At this time, image submissions will not show within the exported files.

Questions?
Support@texasvfw.org