

## User Drawer: Tools

Your User Drawer is where you can access the tools that are specific to you as an individual user. Here you'll be able to see upcoming events you've RSVP'd to, complete unfinished forms, and update your personal profile.

To get to your User Drawer, click on your initial (or profile picture, if you have already added one) in the top right corner of your home page:



## My Event History

OrgSync saves a list of events that you have attended, for which the event host used OrgSync to manage event attendance. To view this list, select *Event History*. Here you will see a listing of all events for which you have received credit. Click on the name of an event to access the event's details page, the host organization, and the event date and time.

### My Past Events

Organization Presidents Meeting Aug 03 2017	
<b>Type:</b> Public	
<b>Date:</b> 8/3/2017 4:00:00 PM <b>Hosted by:</b> <a href="#">Office of Student Involvement</a>	<a href="#">EVENT DETAILS</a>

## My Memberships

Viewing all of your current and past organization portal memberships in a central location is easy. To view this list, select *My Memberships*.

Your portal memberships are split into Current Memberships and Past Memberships, and you can view both by clicking on the appropriate tab.

The screenshot shows the 'My Organization Memberships' page. At the top right is a blue button labeled '+ ADD PAST MEMBERSHIP'. Below the title are two tabs: 'CURRENT MEMBERSHIPS' (which is active) and 'PAST MEMBERSHIPS'. The main content area shows a dropdown menu for 'Hometown University' and 'Campus Programming Board'. Below this, it lists 'Categories: Campus Spirit/Pride, Special Interest Group' and 'Approved Service Hours: 0.00'. There are two membership entries: 'Member (Apr 2017 - Present)' and 'Marketing Committee Chair (Apr 2017 - Present)'. Each entry has a 'Reflection' checkbox and a 'Click to edit' link. On the right side, there is a button for 'ORGANIZATION SITE' and a 'LEAVE ORGANIZATION' link.

For each membership, you can also view the Positions you held in that organization, write a reflection about your membership, or choose to leave the organization from this page.

### ***Past Memberships***

You can also choose to add a record for past membership in any organization that is not currently on your profile. Click *Add Past Membership* at the top right-hand corner.

This screenshot shows the same 'My Organization Memberships' page, but with the 'PAST MEMBERSHIPS' tab selected. The main content area displays the text 'You have no past organization memberships.' The '+ ADD PAST MEMBERSHIP' button at the top right is highlighted with a red rectangular box.

Here you will be able to enter the name of the organization, select any positions that you held, and enter a start and end date (the end date must be before the date you are filling out the request). You also have the ability to include a reflection.

When you are finished updating the information for your past membership, click Submit.

### Add Past Membership

\*Organization Name

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Select by Position:

Select Position ↓

Other:

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\*Start Date

8/8/2017

\*End Date

8/8/2017

Reflection

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SUBMIT
CANCEL

Keep in mind that some past memberships must be approved by a campus administrator before they will display on your profile.

## Experiences

Coming soon.....

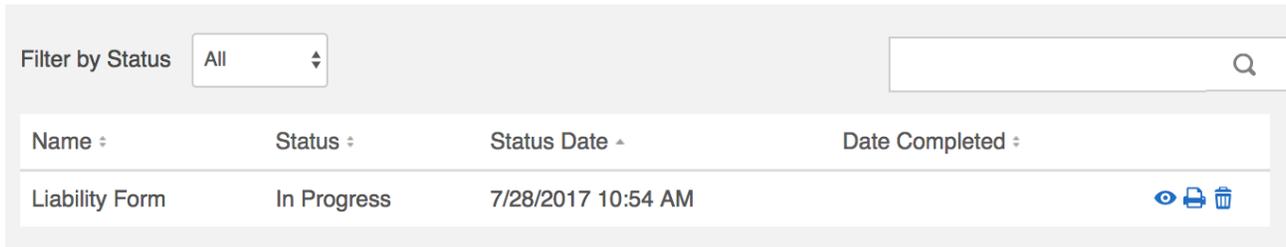
## Submissions

If you're logged into OrgSync, all of your form, election, org registration, and event submissions (if applicable) are saved. Any time you advance past the first page of one of these submissions, it will create a partial record on your submission list, which can be resumed at a later time. To access any partial submissions or view the status of completed ones, click *Submissions*. Switch between the tabs to access forms, elections, org registrations, or events.

There is a status listed under each one of your submissions. There are four possible statuses and each is explained in detail below.

Status	Description
In Progress	Item has not been submitted and is still editable. Click the view icon (the "eye") next to your submission to resume.
Pending	Item has been submitted and is awaiting approval.
Approved	Item has been approved by an administrator. At this point, the item can no longer be modified.
Denied	Item has been denied by an administrator. You can edit and re-submit by clicking the view icon (the "eye").

In addition to the status, you are provided the status date (last time the status changed), date completed (submission date), and the ability to view, print, or delete the submission. To view the entirety of your submission, click the view icon (the "eye").



The screenshot shows a table with a filter and search bar at the top. The filter is set to 'All'. The table has four columns: Name, Status, Status Date, and Date Completed. There is one row of data: 'Liability Form' with status 'In Progress' and status date '7/28/2017 10:54 AM'. To the right of the row are three icons: an eye (view), a printer (print), and a trash can (delete).

Name	Status	Status Date	Date Completed
Liability Form	In Progress	7/28/2017 10:54 AM	

Note: Elections are the only submissions that you cannot view once they have been submitted. The only items that will show up in the Elections Submissions page are those that are currently in progress and have not been submitted. You cannot make changes to an Election once it has been submitted.

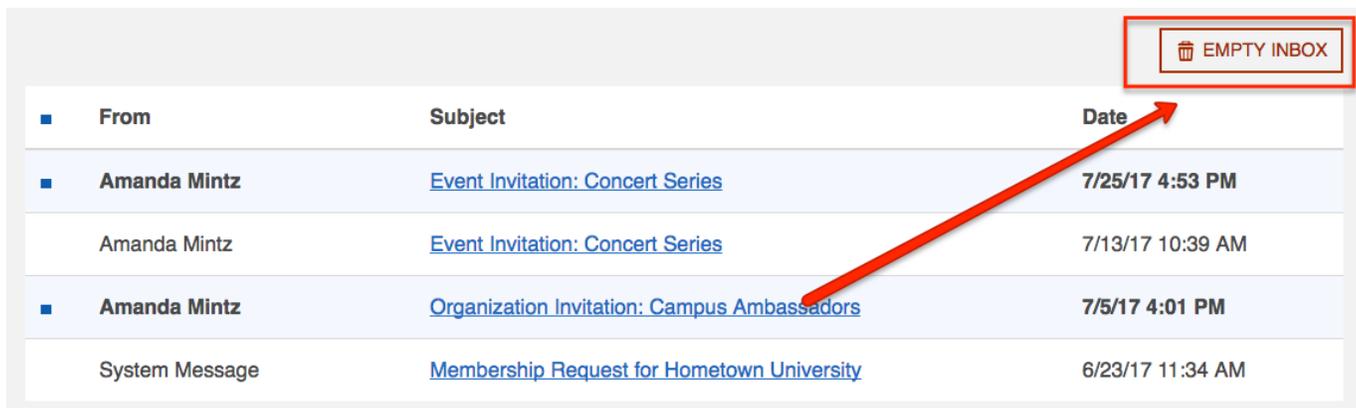
## Notifications

Similar to a native email platform, our messaging system allows you to communicate directly with people in the UNT OrgSync community. All OrgSync messages also send an email copy, unless a user explicitly disables email forwarding in their personal notification settings (see "User Drawer My Account Quick Tips" [here](#) for more information). You can find all of your messages in your personal inbox. To view them, click on *Notifications*.

Click on the subject of any messages you'd like to read. A blue square to the left of the notification means it has not yet been clicked or read. You can reply directly by entering the text and clicking on *Reply* at the bottom of the page or replying from your email.

If you receive this message, "You cannot reply to messages generated by the system," this means you have received an internal notification, such as a message regarding a form or registration approval.

To empty your entire inbox, click *Empty Inbox* at the top right of the page to clear all messages from your inbox.



The screenshot shows an email inbox with a table of messages. The 'EMPTY INBOX' button is highlighted with a red box and a red arrow pointing to it. The table has three columns: From, Subject, and Date.

From	Subject	Date
■ Amanda Mintz	<a href="#">Event Invitation: Concert Series</a>	7/25/17 4:53 PM
Amanda Mintz	<a href="#">Event Invitation: Concert Series</a>	7/13/17 10:39 AM
■ Amanda Mintz	<a href="#">Organization Invitation: Campus Ambassadors</a>	7/5/17 4:01 PM
System Message	<a href="#">Membership Request for Hometown University</a>	6/23/17 11:34 AM