Organizational Development Search in TVB

These instructions can be used to ensure you are entering the necessary data within Tyler's Veterans Benefits (TVB) and generate reports you are authorized to provide to your Department's Headquarters when requested.

Data fields required to be entered into TVB

- Veteran's menu
  - First Name
  - Last Name
  - Email Address
  - Mobile Phone Number
  - Address
  - City
  - State
  - Zip
- Assignment
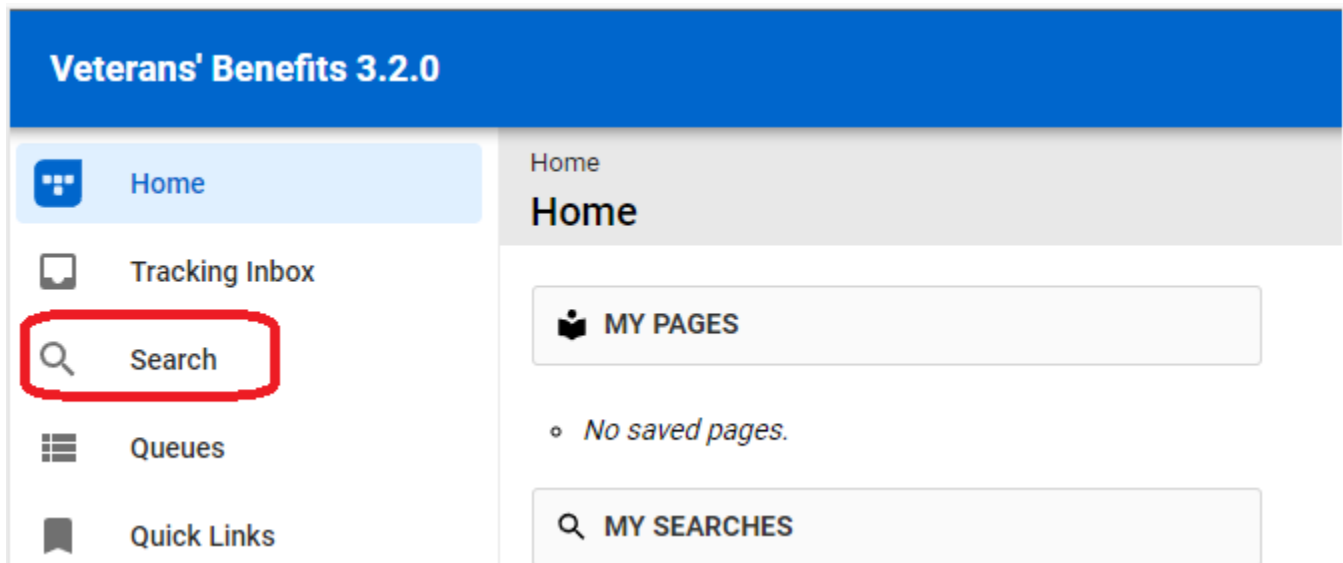 - Field Office
  - Assigned To

- Military Service menu
  - Branch of Service
  - Date Entered into Service
  - Date Separated from Service
  - Service Medal
    - Select "Other" and type VFW member eligible or device into text box.

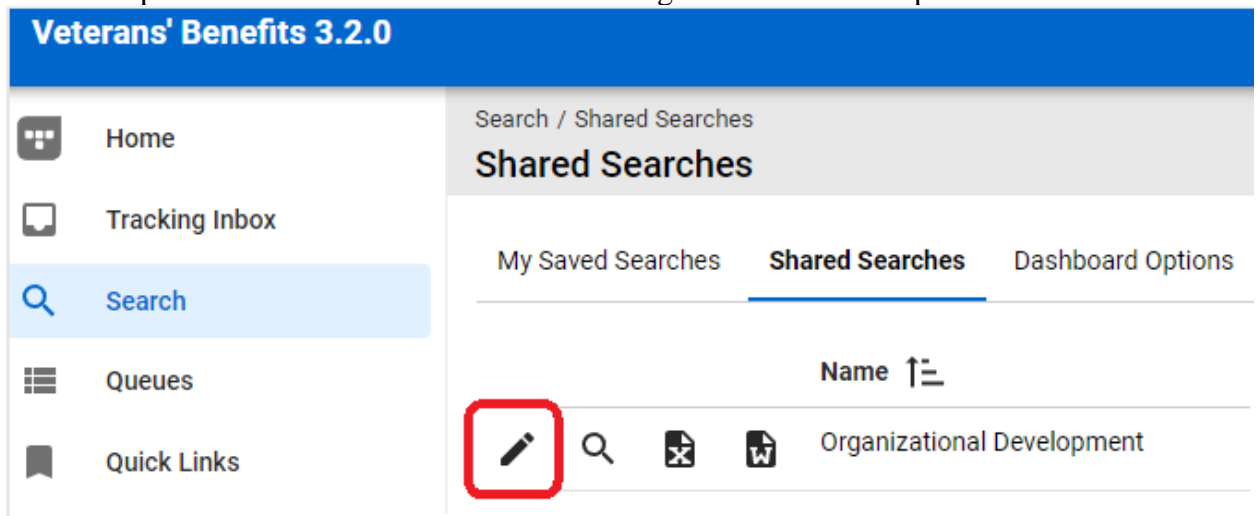**Instructions to generate list of VFW Member Eligible Clients**

1. Select "Search" from the Main Menu column on the left side of the screen.
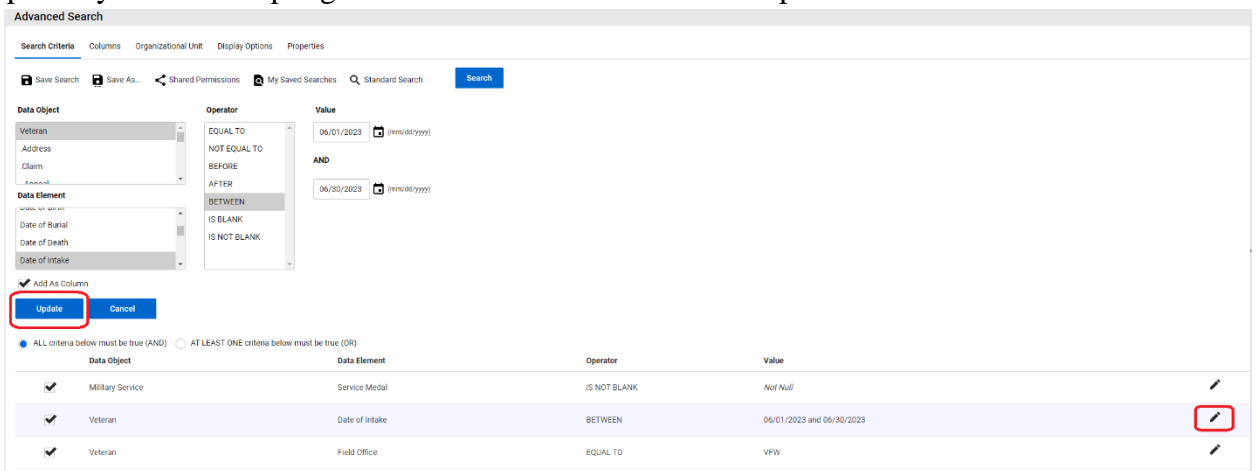
2. Select "Shared Searches"
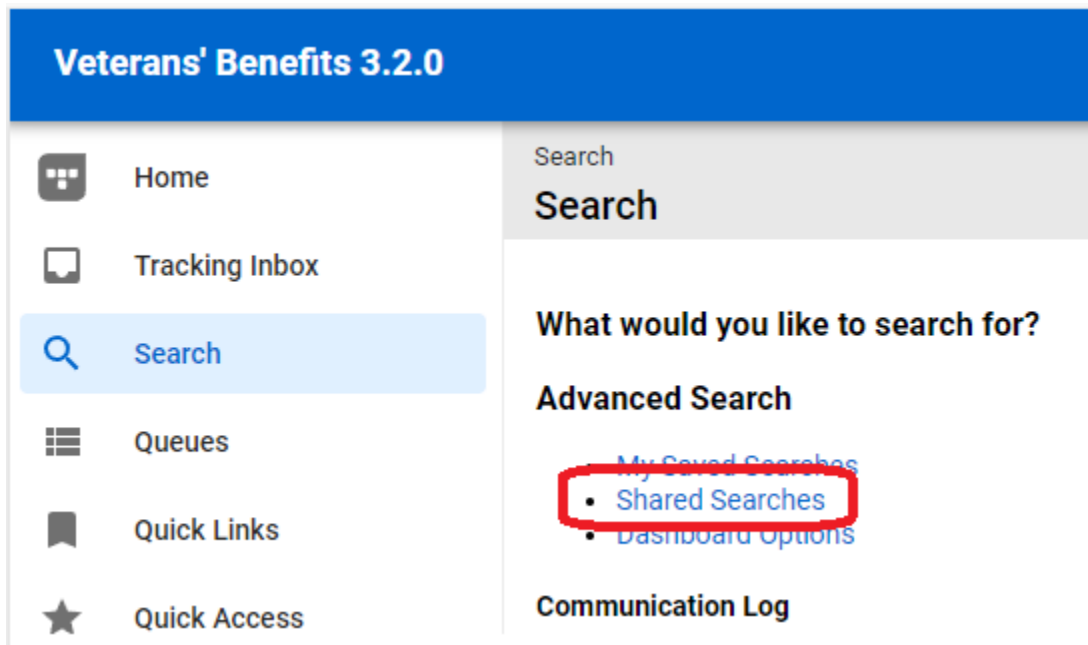
3. Select the pencil icon / edit feature to the left of Organizational Development

4. Select the pencil icon to change the "Date of Intake" to modify the search for the time period you are attempting to retrieve data and then select "Update".

5. Select the pencil icon to change the "Field Office" to your office and select "Update".

6. Select "Save As"

7. Add your preferred search Name, Title, and Description and select "Save"

Save As...

Name	VFW Member Eligible Report
Title	HDRTS July 2023
Description	Advanced search of new clients for KC HDQRTS who are eligible to become VFW members

Save **Close**

8. You may now run the search or export the search to an Excell Spreadsheet or Word Document by selecting the appropriate icon.

Search / My Saved Searches
My Saved Searches

My Saved Searches Shared Searches Dashboard Options

				Name ↑≡	Data Object ≡	Description ≡
✏	🔍	📄	📄	Organizational Development	Veteran	Advanced search for Membership eligibility
✏	🔍	📄	📄	VFW Member Eligible Report	Veteran	Advanced search which shows new clients for the month of July 2023 who are eligible to become VFW members