



VFWCA Digital Inspection Program

How to Access SharePoint and Upload Inspection Records

1



Digital Inspection Upload Guide

- VFWCA Digital Inspection Program
- How to Access SharePoint and Upload Inspection Records
 - This PowerPoint is a step-by-step visual guide for selected Posts and Ships
 - It does not replace the SOP, the Digital Post Inspection Preparation Guide, or the folder-specific 00 – READ ME.pdf files
 - Use it alongside the Digital Post Inspection Preparation Guide

2

What You Need Before You Start



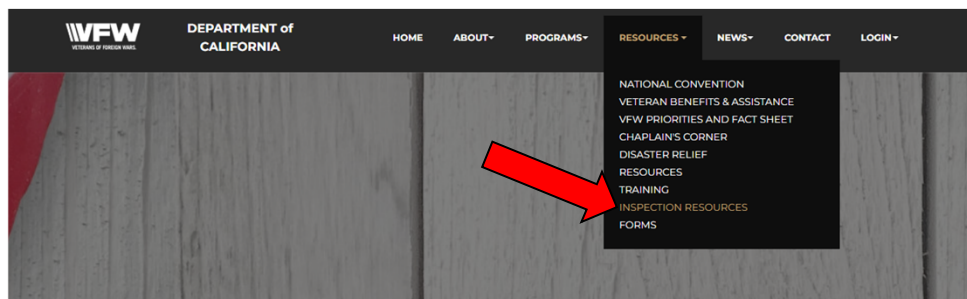
- Before you begin, have:
 - Your invited email account
 - Your inspection records, preferably PDF
 - The Digital Post Inspection Preparation Guide
 - A way to scan or photograph paper records
 - Time to read each folder's 00 - READ ME.pdf
 - You do not have to complete everything in one session. You may return as often as needed.

3

Go to the VFWCA Inspection Resources Page



- Step 1: Go to VFWCA.org
- Open Resources
- Select Inspection Resources



4

Open the Digital Inspection Site



- Step 2: Click Digital Inspection Site
 - This opens the VFWCA SharePoint inspection area

INSPECTION RESOURCES

Department Printable Forms
[Get Adobe Reader](#)

NOTE: These forms below that are noted as "PDF Fillable" means that you can complete the PDF file to your computer (right click - save link as). Open it and you can type directly in the file to your computer before attaching it to an email. It will not work directly in the browser.

Forms

- 26-27 Post Inspection Report
- 26-27 Post Inspection Report Fillable
- 26-27 District Inspection Report
- 26-27 Supplemental Inspection Form (Control of Units)

Inspectable Items (Post)

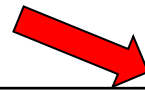
- 13 Rotated Bylaws Template
- 21 Rotated Articles of Incorporation Template
- 58 Orders & Circulars
- 59 National and Department Bylaws
- 9, 10, 12 VFWCA Reporting System & Post Reports
- 1141 Auxiliary Cooperation Memo
- 133 Membership Committee Memo Template
- 1341 Membership Recruitment Plan & Membership Recruitment Plan (Fillable)
- 1941 IRS Search
- 201 CA 505 Org Search
- 277 VFW Document Retention / Destruction Policy

Guides

- Post Inspection Preparation Guide
- District Inspection Preparation Guide
- Digital Post Inspection Preparation Guide
- Digital District Inspection Guide

SOPs

- VFWCA Inspection Program
- VFWCA Digital Inspection Program
- Digital Inspection
- VFWCA SharePoint Site



5

Sign In With Your Invited Email



- Step 3: Type the email address that was added to the Digital Inspection security group.
- Click Next or Continue.
 - Do not use a different email unless the State Inspector has granted access to it.
 - Use the same authorized email address each time you return.

NOTE:

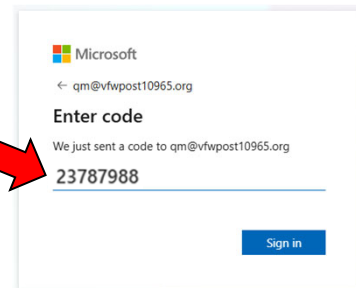
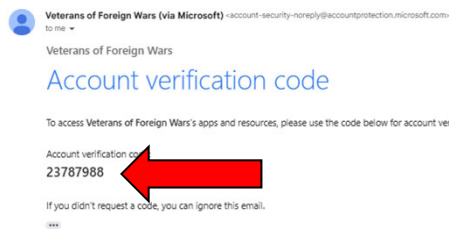
You may log in and out of the SharePoint site as often as needed.

6

Enter the Email Code



- Step 4: Check your email for the code
- Enter the code on the sign-in screen
 - The code proves you control the invited email account
 - A new code may be sent each time you sign in. This is normal and does not limit the number of times you can access the site.

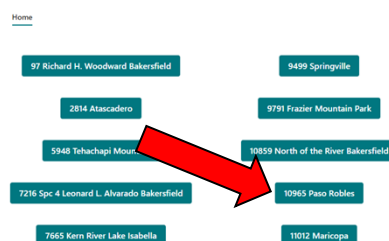


7

Find Your Inspection Site



- Step 5: Select your District, then Post or Ship
 - Only open the site assigned to your organization



8

Open 01 - Document Upload Folders



• Step 6: Open 01 - Document Upload Folders

- This is where you upload your records
- You may view 02 - Inspection Binder, but do not add, delete, rename, move, or edit anything inside it.

PI Post 10965 Inspection Home Inspection Items

Inspection Items ▾

All Documents + Add view

Name ▾	Modified ▾
01 - Document Upload Folders	August 9
02 - Inspection Binder	August 9

9

Open a Numbered Folder and Read the 00 - READ ME.pdf



• Step 7: Open each numbered folder

• Read the 00 - READ ME.pdf first

- The 00 - READ ME.pdf tells you what belongs in that folder, what the Inspector will verify, how to organize it, and what to redact.

PI Post 10965 Inspection Home Inspection Items

Inspection Items > 01 - Document Upload Folders ▾

All Documents + Add view

Name ▾	Modified ▾
01 - Member Applications	August 9
02 - Meeting Minutes and Approved Budget	August 9
03 - Orders and Circulars	August 9
04 - Correspondence	August 9
05 - Officer Proof of Eligibility	August 9

Inspection Items > 01 - Document Uplo... > 01 - Member Applications ▾

All Documents + Add view

Name ▾	Modified ▾
00 - READ ME.pdf	August 9

00 - READ ME
01 - Member Applications

Purpose
Use this folder only for the records described below. Upload each document once; Inspection Binder links direct the Inspector to this same folder for more than one inspection item.

What to upload
Upload a complete, legible copy of each membership application acted upon during the inspection period (last 12 months), including new, transfer, and reinstatement applications.

What the Inspector will verify
The application was completed, eligibility was reviewed, and the applicant can be matched to the meeting minutes and dues processing confirmation.

Do not upload

10

Prepare and Redact the File



- Before uploading:
 - Make sure the file is complete and readable
 - Redact unnecessary sensitive information
 - Keep information needed for inspection visible

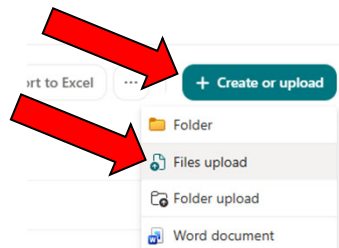


11

Upload the File (Option 1)



- Step 8: Click Upload
- Choose Files upload
- Select the prepared document
- Click Open
- Wait for the upload to finish



12

Upload the File (Option 2)



- Step 8: Drag an item to the folder
- Open the folder where the document is saved on your computer.
- **Click and hold the file.**
- Drag the file into the **large white file area inside the SharePoint folder.**
- Release the mouse button to upload it.
- Wait until the file appears in the folder.

13

Work Through the 26 Upload Folders



- Step 9: Work through all 26 folders
 - Work through all 26 folders using the Upload Folder Quick Reference in the Digital Post Inspection Preparation Guide.
 - Some folders are pre-populated by Department.
 - Some items are verified directly by the Digital Inspector.
 - Upload a signed Not Applicable statement only where the 00 - READ ME.pdf recommends or directs it.



14

Important Current-Year Exceptions



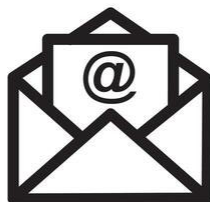
- Do not upload Program Reports. The Digital Inspector verifies them through VFWCA.org.
- Do not upload a separate Post EIN document. The EIN is verified from the Post Election Report.
- National and Department Bylaws are pre-populated.
- Document Retention Policy, Orders, and Circulars are pre-populated.

15

Send the Ready Email



- When your uploads are ready, email:
 - inspector@vfwca.org
 - Subject: Digital Inspection Ready - Post/Ship #####



16

What Happens Next



- After you send the Ready email:
 1. A Digital Inspector is assigned
 2. The Digital Inspector conducts a Document Readiness Review. This is not the formal inspection and does not create official deficiencies
 3. The Digital Inspector contacts you about missing, unclear, inaccessible, or potentially insufficient evidence
 4. The Electronic Meeting is scheduled
 5. The Commander, Senior Vice Commander, or Junior Vice Commander must attend
 6. The Quartermaster and Adjutant are highly recommended to attend regardless of which Commander attends
 7. If the Commander attends, the SVC, JVC, QM, and Adjutant are highly recommended to attend
 8. The inspection form is completed and routed for electronic signatures



17

Help, Access Problems, and Security Incidents



- Need help? Email inspector@vfwca.org
 - For access/upload help:
 - Digital Inspection Assistance - Post/Ship #####
 - For suspected unauthorized access or compromised email:
 - SECURITY INCIDENT - Post/Ship #####
 - For additional access, the Commander must email inspector@vfwca.org. Do not request access through SharePoint.

18