



PRESENTS

IEEE vTools

Tutorials

Topic: File a Report for a Past Event –
Event/Report Administration

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Event/Report Administration – File Report option for Recent Events

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Sign Out

IEEE vTools **EVENTS**

VTOLS ▾ SEARCH **EVENT/REPORT ADMINISTRATION** VIEW FEEDS ABOUT

You must be signed in to file a report.



Welcome, [User Name]

Schedule a New Event

File a Report for a Past Event



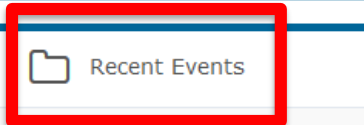
Welcome to your event administration dashboard! Recent, upcoming, and draft events are available for management.

If you need to find a specific event to manage, visit the search page and click 'Manage' in the search results.

Events that you've worked on during this session will be listed below for convenience.

Showing top 20 recent, upcoming and draft events that you can manage below.

Visit the search page to find a specific event



Upcoming Events

Draft Events

Title	OU	Date	Reported On	Options
IEEE Houston Section Holiday Celebration: Keynote Sandra L. "Ca...	R50017	07 Dec 2017	File Report	View Manage
Young Professionals: Whole P...	R50017	19 Nov 2017	08 Dec 2017	View Manage
Heat Tracing	R50017	14 Nov 2017	08 Dec 2017	View Manage
[Legacy Report] IEEE Houston Section - Computer Society - Multi...	CH05045	30 Oct 2017	30 Oct 2017	View Manage
Microwave Imaging Systems for Medical Applications	R50017	27 Oct 2017	File Report	View Manage
Fit for Life: Setting and achieving	R50017	27 Oct 2017	28 Oct 2017	View Manage
Severe Residual Voltage Motor Bu...	R50017	26 Oct 2017	26 Oct 2017	View Manage
IEEE Houston Section 14th Annual Scholarship Golf Tournament	R50017	06 Oct 2017	08 Dec 2017	View Manage

The **Reported On** column provides an option – **File Report** - to submit event activity (L31).

If a **date** is displayed, it indicates when a report has been filed for the event listed.

Click on "**File report**" to submit your event activity to IEEE headquarters.

A report has been filed for R50017 - Houston Section by Kheng Goh at 08 Dec 2017 05:45 PM.

Event/Report Administration – File Report option for Recent event

EVENT/REPORT ADMINISTRATION

The screenshot displays the IEEE vTools Event/Report Administration interface. A modal window titled "FILE REPORT" is open, allowing users to file a report for a specific event. The event title is "Microwave Imaging Systems for Medical Applications". The form includes fields for the submitter's name (Kheng Goh) and email, and two input boxes for attendance counts: "IEEE Attending" (5) and "Guest Attending" (3). A yellow callout box points to the "Submit" button with the text "Enter attendance and submit to file a report for this event".

Enter attendance numbers and submit to file a report.

Microwave Imaging Systems for Medical Applications

Submitter	Submitter Email
Kheng Goh	

IEEE Attending	Guest Attending
5	3

Cancel Submit

Enter attendance and submit to file a report for this event

Title	Reported On	Options
IEEE Ho...	2017	File Report View Manage
Young P...	08 Dec 2017	View Manage
Heat Traini...	c 2017	View Manage
[Legacy Report] IEEE Houston Section - Computer Society - Multi...	CH05045 30 Oct 2017	30 Oct 2017 View Manage
Microwave Imaging Systems for Medical Applications	R50017 27 Oct 2017	File Report View Manage

Event/Report Administration – File Report option for Recent Event

EVENT/REPORT ADMINISTRATION

FILE REPORT

Microwave Imaging Systems for Medical Applications



Report filed!

A report has been filed for
R50017 - Houston Section
by **Kheng Goh**
at **08 Dec 2017 06:19 PM.**

[Click here to visit the Event Dashboard for this event](#)
or this page will automatically reload.

Recent Event listing will show the event updated with **Reported On** date

Microwave Imaging Systems for Medical Applications

R50017

27 Oct 2017

08 Dec 2017

[View](#) | [Manage](#)

Note - you may edit the event up to 7 days after submission.

If you need help, send email to l31-help@ieee.org for assistance.



Event/Report Administration – File a Report for a Past Event option

VTOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome

Schedule a New
Event

File a Report for a
Past Event

Showing top 20 recent, upcoming and draft events that you can manage below.

Visit the search page to find a specific event

Recent Events

Upcoming Events

Draft Events

Title	OU	Date	Reported On	Options
IEEE Houston Section Holiday Celebration: Keynote Sandra L. "C	R50017	07 Dec 2017	File Report	View Manage

Click on **“File a Report for a Past Event”** to submit your event activity to IEEE headquarters.

Even/Report Administration – File a Report for a Past Event option

VTTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

Welcome, 

To file a report, select one of the two options:

- **My event is already in the system**

or

- **My event is not yet in the system.**

File a Report

To file a report, please select one of the two options below.



My event is already in the system!

If your event is already in the system, you can simply visit the manage event page and enter your attendance info to file your report. Click here to display a list of your recent events that have not yet had a report filed.



My event is not yet in the system.

If your event is not yet in the system, have no fear! We just need to ask for a few bits of information in order to file your report. Click here to continue to file a report for an event that is not yet in the system.

Event/Report Administration – File a Report for a Past Event option

VTTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDBACK

My event is already in the system –
Click on “File report” to submit your event activity to IEEE headquarters.

File a Report

File a Report for an Event already in the System

To file a report for one of the recent events listed below, click on 'File Report' to visit the manage event page, and enter your attendance numbers there. If you don't find the event you're looking for below, you can visit the [search page](#) to find the event, and click 'Manage' for the event in the search results.

FILE REPORT

Enter attendance numbers and submit to file a report.

CALL FOR VOLUNTEERS: IEEE Houston Section 14th Annual Scholarship Golf Tournament

Submitter	Submitter Email
Kheng Goh	goh@ieee.org

IEEE Attending	Guest Att
<input type="text" value="4"/>	<input type="text" value="0"/>

Date	Report	Options
07 Dec 2017	File Report	View Manage
27 Oct 2017	File Report	View Manage
06 Oct 2017	File Report	View Manage
28 Sep 2017	File Report	View Manage

Enter attendance and submit to **file a report** for this event

Note - you may edit the event up to 7 days after submission.

If you need help, send email to l31-help@ieee.org for assistance.

Event/Report Administration – File a Report for a Past Event option

File a Report



My event is not yet in the system.

If your event is not yet in the system, have no fear! We just need to ask for a few bits of information in order to file your report. Click [here](#) to continue to file a report for an event that is not yet in the system.

My event is not yet in the system.

Provide event details and attendance numbers in order to successfully file the report

VTTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT

Welcome

CREATE AN EVENT

Please fill out the event information below to create a new IEEE event. Click on a section below to open the form to enter event information and show form options.

PLEASE NOTE, when creating an event/report for an event that has already taken place, you must enter attendance information at the bottom of this form in order to successfully file the report!

DETAILS

* Denotes a required field

HOST

LOCATION

REGISTRATION & PAYMENT

SPEAKERS

REPORT AND ATTENDANCE

REPORT AND ATTENDANCE

Report Info

Enter attendance numbers to file report for this event.

IEEE Attending ?

Guests Attending ?

Enter attendance numbers here.

Thank you!

IEEE vTools

End of the tutorial

Thank you for viewing the tutorial. Please remember to visit vTools' site (<http://vtools.ieee.org>) to learn more about our projects. If you have any questions regarding [vTools.Events](#), please email us at: vtools@ieee.org.

Thank you!