



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** File a Report for a Past Event –  
Manage Event

# Table of Contents

- ▶ **File a Report for a past event**
- ▶ **Manage an Event**
  - File Report option

# Manage an Event – File a Report for a Past Event

## SEARCH EVENTS

To file a report, select **“Manage”** to view past event details and submit your event activity to IEEE headquarters.

Title	Date	Virtual?	Reported On	Options
IEEE Houston Section Holiday Celebration: K...	07 Dec 201...	No	File Report	View   Manage
Young Professionals: Whole Person Develop...	19 Nov 201...	College Stat...	08 Dec 2017	View   Manage
Heat Tracing	14 Nov 201...	Houston, Te...	08 Dec 2017	View   Manage
[Legacy Report] IEEE Houston Section - Co...	30 Oct 2017...	Houston, Te...	30 Oct 2017	View   Manage
Microwave Imaging Systems for Medical Ap...	27 Oct 2017...	Houston, Te...	File Report	View   Manage

# Manage an Event – File a Report for a Past Event

Manage

Edit

Attendance

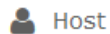
Create from Existing

Create eNotice from Event

## Microwave Imaging Systems for Medical Applications



Published



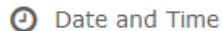
Host

R50017 - Houston Section



Category

Professional > Professional Development



Date and Time

Date: **27 October 2017**  
Time: **10:00 AM to 10:00 PM**  
All times are US/Central  
[Add to Google Calendar](#)



Location

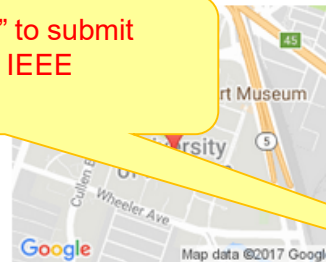
Room 102, Bldg. D (Engineering Bldg. 1), University of Houston  
Houston, Texas  
United States



Contact

[Email event contact](#)  
Co-sponsored by David R. Jackson

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



Reporting

You can quickly and easily enter attendance numbers and file a report here!

[File Report](#)

# Manage an Event – File a Report for a Past Event

The screenshot shows the IEEE vTools interface with a modal window titled "FILE REPORT". The modal contains the following information:

- Event Title: Microwave Imaging Systems for Medical Applications
- Submitter: Kheng Goh
- Submitter Email: [Redacted]
- IEEE Attending: 4
- Guest Attending: 1
- Buttons: Cancel, Submit

In the background, the "Manage" button in the left sidebar is highlighted with a red box. A yellow callout arrow points from the "Submit" button in the modal to a text box at the bottom of the slide.

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

# Manage an Event – File a Report for a Past Event

Administration Home

**Manage**

Edit

Attendance

Create from Existing

Create eNotice from Event

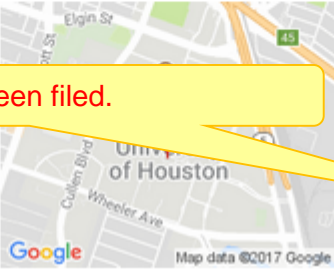
Session Activity

Microwave Imaging...


## Microwave Imaging Systems for Medical Applications

Published Reported

<b>Host</b>	<b>Category</b>	
R50017 - Houston Section	Professional > Professional Development	
<b>Date and Time</b>	<b>Location</b>	<b>Contact</b>
Date: 27 October 2017 Time: 10:00 AM to 10:00 PM All times are US/Central <a href="#">Add to Google Calendar</a>	Room 102, Bldg. D (Engineering Bldg. 1), University of Houston Houston, Texas United States	<a href="#">Email event contact</a> Co-sponsored by David R. Jackson



Event shows a report has been filed.



### Reporting

A report has been filed for **R50017 - Houston Section** by **Kheng Goh** at **12 Dec 2017 10:43 PM**.

This report can be removed, if necessary for adjustments, until **19 Dec 2017 10:43 PM**, in the Attendance area of the event edit page.

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

If you need help, send email to [l31-help@ieee.org](mailto:l31-help@ieee.org) for assistance.

# 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](mailto:vtools@ieee.org).

Thank you!