



# PRESENTS

## IEEE vTools

### Tutorials

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

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# 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

<b>Host</b> R50017 - Houston Section	<b>Category</b> Professional > Professional Development	
<b>Date and Time</b> Date: <b>27 October 2017</b> Time: <b>10:00 AM to 10:00 PM</b> All times are US/Central <a href="#">Add to Google Calendar</a>	<b>Location</b> Room 102, Bldg. D (Engineering Bldg. 1), University of Houston Houston, Texas United States	<b>Contact</b> <a href="#">Email event contact</a> 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. A modal window titled "FILE REPORT" is open, allowing users to file a report for a past event. The event title is "Microwave Imaging Systems for Medical Applications". The form includes fields for "Submitter" (Kheng Goh) and "Submitter Email" (blurred). It also has input fields for "IEEE Attending" (4) and "Guest Attending" (1). A yellow callout points to the "Guest Attending" field. The background shows a sidebar with a "Manage" button highlighted in red, and a main content area with event details like "Date: 27 October 2017".

Submitter	Submitter Email
Kheng Goh	[Blurred]

IEEE Attending	Guest Attending
4	1

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

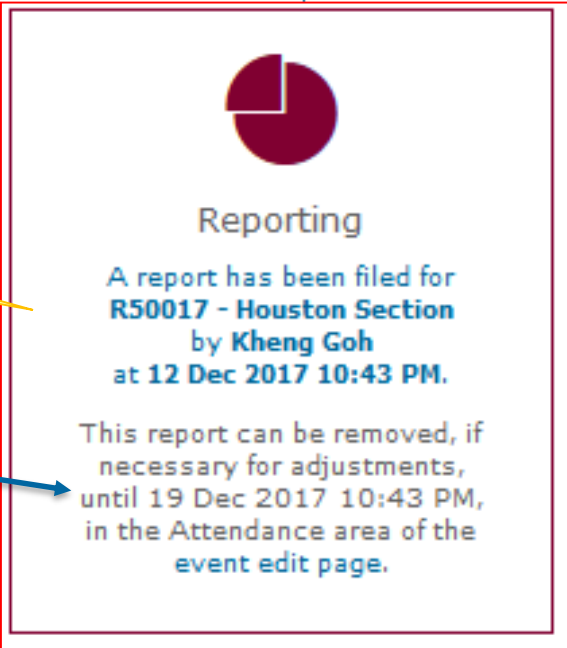
Microwave Imaging...

## 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	Email event contact 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!