



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Search and Download  
Reported information for Events

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- ▶ Download Event and Report Information

# Search Events

You must be signed in in order to access volunteer functionality

### About vTools Events

IEEE vTools Events is used for managing IEEE Section, Subsection, Chapter and Affinity Group meetings and events.

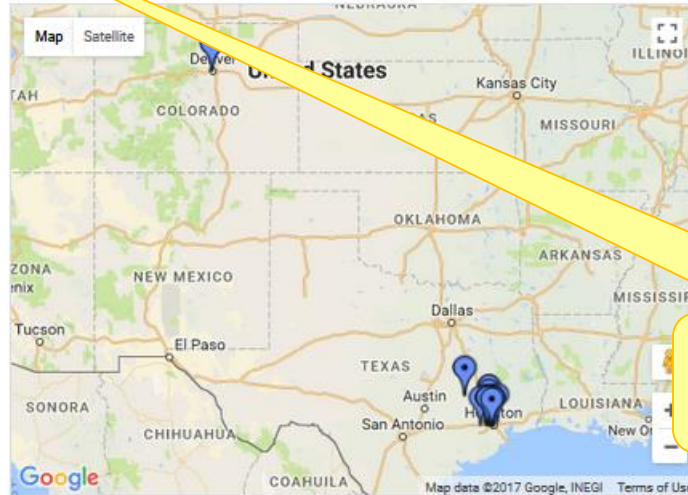
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region

Section



Select "Search Events" to show list of events for your organizational unit.

Click on the "Search Events" icon.



# Search Events – cont'd.

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites Sign Out

**IEEE vTools** **EVENTS**  IEEE

VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT Welcome, [User]

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**SEARCH EVENTS** Learn how to integrate Event notices with your website

Search term <sup>?</sup>  Exact

Event Category

Event Sub-category

Region <sup>?</sup>

Section <sup>?</sup>

Organizational Unit <sup>?</sup>

Society <sup>?</sup>

Event Date & Time <sup>?</sup>  After

Location <sup>?</sup> Within

Virtual? <sup>?</sup>

Recent Events for my Section

Click on **“Recent Events for my Section”** to find events for your organizational unit and reports submitted.

Or you may narrow results by selecting dates

Displaying 1-10 of 652 Events found, sorted by Event Date (desc), Region, Section.

Click **Download results to CSV**

Title	Location	Virtual?	Reported On	Options
Future IEEE Houston Section Holiday Celebration...	Houston, Te...	No		View   Manage
Advanced Synchronous Generator Topics	Houston, Te...	No		View   Manage
IEEE Houston Section Holiday Celebration: K...	Houston, Te...	No	08 Dec 2017	View   Manage
Young Professionals: Whole Person Develop...	College Stat...	No	08 Dec 2017	View   Manage
Heat Tracing	Houston, Te...	No	08 Dec 2017	View   Manage
[Legacy Report] IEEE Houston Section - Co...	Houston, Te...	No	30 Oct 2017	View   Manage
Microwave Imaging Systems for Medical Ap...	Houston, Te...	No	File Report	View   Manage
Fit for Life: Setting and achieving fitness goa...	Houston, Te...	No	28 Oct 2017	View   Manage
Severe Residual Voltage Motor Bus Transfer ...	Houston, TX...	No	26 Oct 2017	View   Manage
IEEE Houston Section 14th Annual Scholarsh...	Spring, Texas	No	File Report	View   Manage

**Event Date & Time** <sup>?</sup>

Recent Events | Upcoming Events

After

Before



# Download search results

Click **OK**. The search results in the download include more details for each event and reported information, if applicable. See next slide.

IEEE.org | IEEE Xplore Digital Library | IEEE Stand

Sign Out

IEEE vTools **EVENTS**



VTOLS SEARCH EVENT/REPORT ALL

Welcome, [User Name]

**SEARCH EVENTS**

Event notices with your website

Search term  Exact

Region ?

5

Event Category

Section ?

HOUSTON

Event Sub-category

Organization ?

now

Clear Search

Recent Events for my Section Upcoming Events for my Section Recent Events for my Region Upcoming Events for my Region

Displaying 1-20 of 91 Events found, sorted by Event Date (desc)

Please wait for your download to be generated.

**NOTE: There is a limit of 500 events in one download.**

# Event and Report Information in download

Included in the download :  
 Event Title, Event Date, Category, Organizational Unit, Reported on Date, Reported by, etc.

Event Title	Event Date	Event Category	Event Sub	Region	Section	Organizational Unit	Event Location	Virtual?	Reported On	Reported	Number o	Number d	Number d	Contact Email	Event URL
Where are all of the st	12/16/2017 2:00	Technical	Not Avail	5	HOUSTON	(section)	Houston, Texa	No	21-Dec-17	Kheng Go	4	3	1	mp@ieee.org	http://events.vtools.ieee.org/meeting_view/list_meeting/42861
IEEE Houston Section	12/7/2017 18:00	Technical	Professio	5	HOUSTON	(section)	United Way-Gr	No	20-Dec-17	Kheng Go	7	2	5	njouondo@iee	http://events.vtools.ieee.org/meeting_view/list_meeting/145757
Where are all of the st	11/27/2017 10:00	Technical	Not Avail	5	HOUSTON	C16	Houston, Texa	No	23-Dec-17	Kheng Go	4	4	0	mp@ieee.org	http://events.vtools.ieee.org/meeting_view/list_meeting/143991
Where are all of the st	11/27/2017 10:00	Technical	Not Avail	5	HOUSTON	PE31	Houston, Texa	No	23-Dec-17	Kheng Go	4	4	0	mp@ieee.org	http://events.vtools.ieee.org/meeting_view/list_meeting/41502
Where are all of the st	11/27/2017 10:00	Technical	Not Avail	5	HOUSTON	(section)	Houston, Texa	No	23-Dec-17	Kheng Go	4	4	0	mp@ieee.org	http://events.vtools.ieee.org/meeting_view/list_meeting/43419
Young Professionals: V	11/19/2017 14:00	Professional	Professio	5	HOUSTON	YOUNG PROFESSIONALS	Sweet Eugene	No	8-Dec-17	Kheng Go	7	5	2	moriah.s.hargr	http://events.vtools.ieee.org/meeting_view/list_meeting/43070
Heat Tracing	11/14/2017 18:00	Professional	Continuin	5	HOUSTON	(section)	Jacobs Enginee	No	8-Dec-17	Kheng Go	3	1	2	nnichols@poir	http://events.vtools.ieee.org/meeting_view/list_meeting/42222
[Legacy Report] IEEE H	10/30/2017 11:00	Technical	Not Avail	5	HOUSTON	C16	Houston, Texa	No	30-Oct-17	Paul Donr	50	5	45	coscel@cs.uh.	http://events.vtools.ieee.org/meeting_view/list_meeting/41501
Microwave Imaging Su	10/27/2017 10:00	Professional	Professio	5	HOUSTON	(section)	Room 102 Bldg	No	12-Dec-17	Kheng Go	5	4	1	ldiakson@uh	http://events.vtools.ieee.org/meeting_view/list_meeting/146018

**NOTE: There is a limit of 500 events in one download.**

# 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!