



PRESENTS

IEEE vTools

Tutorials

Topic: Create a Report (L31) from an existing Event

Table of Contents

- ▶ Manage existing Event
 - Create from Existing option
- ▶ Review report information

Search for existing Event to Manage

 **SEARCH EVENTS**

To file a report, select **"Manage"**

| Title | Date | Reg | Section | Location | Virtual? | Reported On | Options |
|--|----------------|-----|---------|-----------------|----------|-------------|---------------|
| IEEE Houston Section Holiday Celebration: K... | 07 Dec 201... | 5 | HOUSTON | Houston, Te... | | File Report | View Manage |
| Young Professionals: Whole Person Develop... | 19 Nov 201... | 5 | HOUSTON | College Stat... | No | 08 Dec 2017 | View Manage |
| Heat Tracing | 14 Nov 201... | 5 | HOUSTON | Houston, Te... | No | 08 Dec 2017 | View Manage |
| [Legacy Report] IEEE Houston Section - Co... | 30 Oct 2017... | 5 | HOUSTON | Houston, Te... | No | 30 Oct 2017 | View Manage |
| Microwave Imaging Systems for Medical Ap... | 27 Oct 2017... | 5 | HOUSTON | Houston, Te... | No | File Report | View Manage |

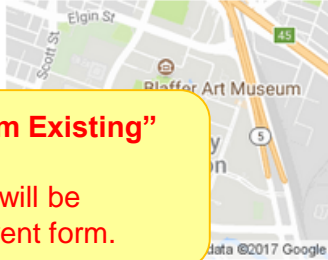
Manage an Event – “Create From Existing”

- Administration Home
- Manage**
- View
- Edit
- Registrants
- @Event
- Create from Existing**
- Create eNotice from Event
- Preview eNotice Content
- Send Test eNotice Content

Microwave Imaging Systems for Medical Applications



Published

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

Click on “**Create From Existing**” to open form.
All event information will be **copied** into a new event form.

Create Report Using Existing Event Information

DETAILS * Denotes a required field

Title *

Category * Professional **Sub-category *** Professional D

Start time * 15 Mar 2019 11:00 AM **End time *** 15 Mar 2019 12:30 PM

Time Zone US - Eastern

Description *

Create report for a **co-sponsor**

Select the "Create from Existing" option: select **date** in the past, **co-sponsor** is selected for the HOST and add attendance numbers in 'Report and Attendance'

Powered by TinyMCE

Note: A yellow callout bubble points to the end time field with the text "Select a date in the past".

Select the HOST – Co-Sponsor

DETAILS

HOST

Organizational Unit * ? Clear Organizational Unit value

[Click here to display list of Organizational Units](#)

| | |
|--|-----------------------------|
| R1 - Northeastern USA - Region 1 | |
| R103 - Metro Sec. Act. Council | |
| R10329 - Princeton/Central Jersey Section | ↓ Child OUs |
| CH01098 - No Jersey/Prin-Ctr Jersey Jt Sections Chapter,IA34 | |
| CH01101 - Princeton/Central Jersey Section Chapter,CAS04 | |
| CH01102 - Princeton/Central Jersey Sec Jt Chap,CE08/COM19 | |
| CH01103 - Princeton/Central Jersey Sec Jt Chptr,AP/ED/MTT | |
| CH01104 - Princeton/Central Jersey Section Chapter,C16 | |
| CH01105 - Princeton/Central Jersey Section Chapter,EMB18 | |

Assign the **HOST**.

This report can be for events with a **co-sponsors**.

Add Attendance Numbers

REPORT AND ATTENDANCE

Report Info
Enter attendance numbers to file report for this event.

IEEE Attended ? Add attendance numbers.

Guests Attended ?

Save as Draft Cancel Create **Save & Publish** Next ^

Click **"Save & Publish"** to file the report for the co-sponsor.

Note - you may **edit** the event and report up to 7 days from the submission date.

If you need help, send email to 131-help@ieee.org for assistance.

Reporting
A report has been filed for **R10329 - Princeton/Central Jersey Section** by V. [redacted] if at 18 Mar 2019 11:54 AM.
IEEE Attended: 1
Guests Attended: 1
This report can be removed, if necessary for adjustments, until 25 Mar 2019 11:54 AM, in the Attendance area of the event edit page.

Event shows a report has been filed.

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!