



# PRESENTS

## IEEE vTools

### Tutorials

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

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  - **Manage an Event**
    - “File Report” option
    - File report for an event with more than one HOST

# File a Report for a Past Event - Manage

 **SEARCH EVENTS**

To file a report, select **“Manage”** to report event activity to IEEE headquarters.

| Title  | Date           | Reg | Section | 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 – File a Report for a Past Event

VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

Welcome, [User Name]

Administration Home

**Manage**

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

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 Event to Calendar  
 Outlook (vCal)  
 iCal  
 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 open report.



Reporting

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

**File Report**

# File a Report - Manage

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

Sign Out

## IEEE vTools

VTOLS SEARCH

### FILE REPORT

Enter attendance numbers and submit to file a report.

Microwave Imaging Systems for Medical Applications

| Submitter | Submitter Email |
|-----------|-----------------|
| Kheng Goh |                 |

Registrants: 3

| IEEE Attended | Guest Attended |
|---------------|----------------|
| 4             | 1              |

Cancel Submit

Manage

Enter attendance

Date: 27 October 2017  
Time: 10:00 AM to 10:00 PM  
Room 102, Bldg. D (Engineering Bldg. 1), University of Houston  
Email event contact  
Co-sponsored by David P. Jackson

# File a Report - Manage

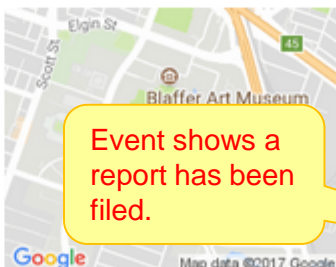
- Administration Home
- Manage**
- Edit
- Registrants
- @Event
- Create from Existing
- Create eNotice from Event
- Preview eNotice Content
- Send Test eNotice Content

## Microwave Imaging Systems for Medical Applications




Published

Reported

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

Event shows a report has been filed.



### Reporting

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

IEEE Attended: 4  
Guests Attended: 1

**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](mailto:131-help@ieee.org) for assistance.

# File a Report – event with multiple HOSTS

The screenshot shows the IEEE vTools interface with a 'FILE REPORT' modal window open. The modal title is 'FILE REPORT' and it contains the following information:

- Event Title: JCM - PES/IAS Chapter - Preventing Static Ignitions in Production Operations
- Hosts:
  - CH01112 - Rochester Section Jt Chapter, PE31/IA34
  - R10033 - Rochester Section
- Submitter: Eric Member
- Submitter Email: 90610297@domain.com
- IEEE Attended: 15
- Guest Attended: 7

A red arrow points from the 'Hosts' section to the 'File a Report for a Past Event' button in the background. A yellow callout box with red text says 'One Event – multiple HOSTS – one report'.

The background shows the IEEE vTools dashboard with a table of events. The table has columns for 'Title', 'Reported On', and 'Options'. The visible rows are:

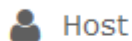
| Title   | Reported On | Options                     |
|---|-------------|-----------------------------|
| NJ Coast...   | 20          | File Report   View   Manage |
| Reschdu...<br>You Rea...<br>TEMS C...                       | 20          | File Report   View   Manage |
| JCM - P...<br>Product...                                    | 20          | File Report   View   Manage |
| 2020 IE...  | 20          | File Report   View   Manage |
| Oct 6, 2020 (Tue) Bos/Prov/NH Reliability Chapter AdCom Mtg | 06 Oct 2020 | File Report   View   Manage |

# File a Report - event with multiple HOSTS

IEEE Region 6 North West Area Spring 2020 meeting - Online only    [Share](#)

Published

Reported



Host

One Event – multiple HOSTS – one report





R60049 - Seattle Section  
R6 - Western USA - Region 6

Administrative > ExCom

Date and Time

Location

Contact

Date: **18 Apr 2020**  
Time: **08:30 AM to 03:00 PM**  
All times are America/Los\_Angeles  
 Add Event to Calendar  
 Outlook (vCal)  
 iCal  
 Google Calendar

Virtual  
Online meeting  
Bellevue, Washington  
United States 98005

Seattle Section  
Western USA - Region 6  
R6 Chair  ee.org

Event shows a report has been filed for all HOSTS.



## Reporting

A report has been filed for  
**R60049 - Seattle Section  
R6 - Western USA - Region 6**  
by   
at **20 Apr 2020 03:08 PM.**  
IEEE Attended: 25  
Guests Attended: 1



# 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!