



PRESENTS

IEEE vTools

Tutorials

Topic: File a Report for an Existing Event – Recent Events tab

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 - File a report for an event with multiple HOSTS

Recent event - File Report option

EVENT/REPORT ADMINISTRATION

FILE REPORT

Enter attendance numbers and submit to file a report.

Microwave Imaging Systems for Medical Applications

Submitter: Kheng [Email]

Registrants: 3

IEEE Attended	Guest Attended
4	1

Cancel Submit

Click on "File Report" to open report.

Enter attendance

Recent Event – File Report

EVENT/REPORT ADMINISTRATION

FILE REPORT

Microwave Imaging Systems for Medical Applications



Report filed!

A report has been filed for
R50017 - Houston Section
by 
at **08 Dec 2017 06:19 PM.**

[Click here to visit the Event Dashboard for this event](#)
or this page will automatically reload.

[Legacy Report] IEEE Houston Section - Computer Society - Multi...

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

If you need help, send email to l31-help@ieee.org for assistance.



Recent Events - Report Information

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

IEEE vTools **EVENTS**

VTOLS ▾ SEARCH **EVENT/REPORT ADMINISTRATION** VIEW FEEDS ABOUT CONTACT

Sign Out



Welcome, [User Name]

You must be signed in to file a report.

Schedule a New Event

File a Report for a Past Event



Welcome to your event administration dashboard! Recent, upcoming, and draft events are available for management.

If you need to find a specific event to manage, visit the search page and click 'Manage' in the search results.

Events that you've worked on during this session will be listed below for convenience.

Showing top 20 recent, upcoming and draft events that you can manage below.

Visit the search page to find a specific event



Recent Events



Upcoming Events



Draft Events

The Reported On option "File Report" opens report (L31).

Title	OU	Date	Reported On	Options
IEEE Houston Section Holiday Celebration: Keynote Sandra L. "Ca...	R50017	07 Dec 2017	File Report	View Manage
Young Professionals: Whole Person Development		07 Dec 2017	08 Dec 2017	View Manage
Heat Tracing		07 Dec 2017	08 Dec 2017	View Manage
[Legacy Report] IEEE Houston Section - Computer Society - Multi...	CH05045	30 Oct 2017	30 Oct 2017	View Manage
Microwave Imaging Systems for Medical Applications	R50017	27 Oct 2017	File Report	View Manage
Fit for Life: Setting and achieving fitness goals and maintaining a ...	R50017	26 Oct 2017	28 Oct 2017	View Manage
Severe Residual Voltage Motor Bus Transfer Torques	R50017	17 Oct 2017	26 Oct 2017	View Manage
IEEE Houston Section 14th Annual Scholarship Golf Tournament	R50017	06 Oct 2017	08 Dec 2017	View Manage

Date indicates when a report has been submitted.

A report has been filed for R50017 - Houston Section by Kheng Goh at 08 Dec 2017 05:45 PM.

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 on the left sidebar. A yellow callout box highlights the text 'One Event – multiple HOSTS – one report'.

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

Reported On	Options
20	File Report View Manage
20	File Report View Manage
20	File Report View Manage
20	File Report View Manage
20	File Report View Manage
06 Oct 2020	File Report View Manage

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!