IEEE vTools

Tutorials

Topic: Create Report (L31)
Table of Contents

» CREATE A REPORT (L31)
  – Create Report form

» Review report
CREATE A REPORT (L31)

Click on “EVENTS REPORTING” icon

You must be signed in to create a report.
Click on "Create New Report" to open a new report form.
Click on a section to expand and enter information for the event.

To open a section on the form, click on the section.

Only one section can be expanded at a time.

To go to the next section, click on another section or Next.

Form options are displayed at the bottom of each section.

Click on "1st speaker Information" to fill in the details about a speaker.
CREATE A REPORT – DETAILS

EVENTS REPORTING

Please fill out the event report information below to create a new IEEE event report. Click on a section below to show form options.

DETAILS – provides basic information regarding the event such as: title, description, starting and end dates/times, category and attendance numbers.

Click on "Save" to create and submit the report (L31).
**Review submitted REPORT (L31)**

- **Report was successfully created**

---

**2016 OFFICERS TRAINING**

This will be the annual officers training session.

---

**DATE AND TIME**

**Date:** 27 July 2016  
**Time:** 11:00 AM to 12:00 PM  
All times are US/Eastern

**LOCATION**

- **Region:** 1  
- **Section:** PRINCETON/CENTRAL JERSEY  
- **Piscataway, New Jersey**  
- **Organizational Unit:** 

**CONTACT**

- **Submitter:** Vera Lee Sharoff  
  v-sharoff@ieee.org  
- **Created on:** 27 July 2016 02:33 PM

---

**REGISTRATION**

- **Guest Attendance:** 0  
- **IEEE Member Attendance:** 5

---

**Note** - you may edit the report up to 7 days after submission.

---

Editing L31 reports is only allowed for one week after the initial submission. If changes are required later, please contact l31-help@ieee.org for assistance.

---

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

Thank you!