Tutorials
Topic: Create a Report (L31) from an existing Event
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CREATE NEW REPORT using Existing Event

You must be signed in to create a report.

Click on “EVENTS REPORTING” icon

Click on “EVENTS REPORTING” icon
Click on "Create New Report Using Existing Event" to search for existing events.
SEARCH FOR EXISTING EVENTS

Search for existing events.

The results listed include a “Report” option. Click on “Report” to copy the event information into the report (L31) form.

Note: Report option will only be available when:
- No report has been submitted
- Report has been submitted and available to edit up to 7 days after submission.
CREATE REPORT Using Existing Event Information

EVENTS REPORTING

Please fill out the event report information below to create a new IEEE event report.

DETAILS

HOST

LOCATION

SPEAKERS

Click on a section to expand and edit content that has been copied using the existing event details.

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.
For additional help, hover cursor over question mark ('?') for hints.

Details – you can edit the content as needed and provide attendance numbers.

Click on “Save” to create and submit the report (L31).
Report was successfully created

2016 OFFICERS TRAINING

This will be the annual officers training session.

<table>
<thead>
<tr>
<th>DATE AND TIME</th>
<th>LOCATION</th>
<th>CONTACT</th>
<th>REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 27 July 2016</td>
<td>Region: 1</td>
<td>Submitter: Vera Lee Sharoff</td>
<td>Guest Attendance: 0</td>
</tr>
<tr>
<td>Time: 11:00 AM to 12:00 PM</td>
<td>Section: PRINCETON/CENTRAL JERSEY</td>
<td><a href="mailto:v-sharoff@ieee.org">v-sharoff@ieee.org</a></td>
<td>IEEE Member Attendance: 5</td>
</tr>
<tr>
<td>All times are US/Eastern</td>
<td>Piscataway, New Jersey</td>
<td>Created on: 27 July 2016 02:33 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organizational Unit: (section)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.
The “View” option will display the event with options at bottom of page.

“Create/Edit Report” option will copy the event information into the report (L31) form.
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!