# PRESENTS

IEEE vTools

**Tutorials**
**Topic**:  Create Report (L31)

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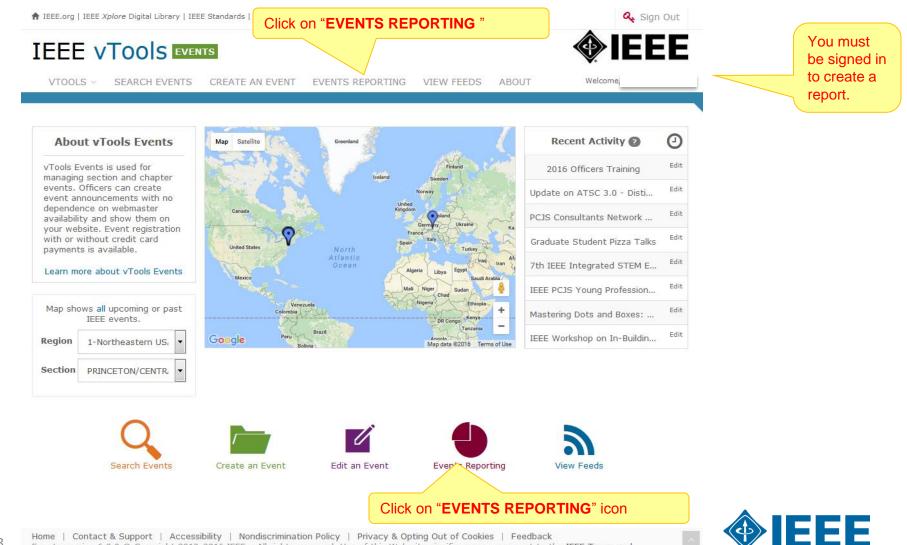  – Create Report form

› Review report

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# CREATE A REPORT (L31)



Click on "**EVENTS REPORTING** "

You must be signed in to create a report.

Click on "**EVENTS REPORTING**" icon

# CREATE A REPORT (L31) – cont'd.



Click on "**Create New Report**" to open a **new** report form.

**EVENTS REPORTING**

Create New Report | Create New Report Using Existing Event | Search

Displaying 1-10 of 252 Reports found, sorted by Reported on Date (desc), Region, Section. Download results as CSV

← Previous *1* 2 3 4 5 6 7 8 9 ... 25 26 Next →

| Title | Reg | Sec | Org | Date | Rep. Date | By | Event Category | Options |
|-------|-----|-----|-----|------|-----------|-----|----------------|---------|
| 2016 Officer Training | 1 | PRINCETON/... | (section) | 25 Jul 2016... | 26 Jul 2016... | Vera Lee Sh... | Administrative | View \| Edit |
| Report option | 1 | PRINCETON/... | (section) | 20 Jul 2016... | 20 Jul 2016... | Vera Lee Sh... | Technical | View \| Edit |
| Copy PCJS Award Dinner | 1 | PRINCETON/... | (section) | 09 May 201... | 12 Jul 2016... | Vera Lee Sh... | Nontechnical | View |
| PRINCETON ACM / IEEE-CS CHAP... | 1 | PRINCETON/... | C16 | 15 Jan 2015... | 17 Jun 2015... | Subramania... | Technical | View |
| Princeton ACM/ IEEE Computer S... | 1 | PRINCETON/... | C16 | 11 Jun 2015... | 17 Jun 2015... | Subramania... | Administrative | View |
| PCJS CS/Princeton ACM Annual Di... | 1 | PRINCETON/... | C16 | 14 May 201... | 17 Jun 2015... | Subramania... | Technical | View |
| Resonant modes in silicon nanobe... | 1 | PRINCETON/... | PHO36 | 05 Jun 2015... | 08 Jun 2015... | Wei Jiang | Technical | View |
| Microwave and Millimeter Wave P... | 1 | PRINCETON/... | AP03/ED15/... | 23 Mar 2015... | 03 Jun 2015... | Allen Katz | Technical | View |
| PCJS Award Dinner | 1 | PRINCETON/... | (section) | 20 Jun 2014... | 27 May 201.. | Habib Ahson | Nontechnical | View |
| 40th Trenton Computer Festival (... | 1 | PRINCETON/... | (section) | 21 Mar 2015... | 27 May 201.. | Habib Ahson | Professional | View |

← Previous *1* 2 3 4 5 6 7 8 9 ... 25 26 Next →

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.

# CREATE A REPORT - cont'd.

**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 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.**

**HOST**

Region * ❓
[ 1 ▾ ]

Section * ❓
[ PRINCETON/CENTRAL JERSEY ▾ ]

Organizational Unit * ❓
[ ▾ ]

Contact Email * ❓
[ ]

Cosponsor Name ❓
[ ]

[ Cancel Create ] [ Save ]

**LOCATION**

City ❓
[ ]

Country, State/Province * ❓
[ ▾ ]
[ ▾ ]

[ Cancel Create ] [ Save ]                [ Next ▾ ] [ ^ ]

> Form **options** are displayed at the bottom of each section.

**SPEAKERS**

**1ST SPEAKER INFORMATION**

**2ND SPEAKER INFORMATION**

> Click on "**1st speaker Information**" to fill in the details about a speaker.

[ Cancel Create ] [ Save ]                [ Next ▾ ] [ ^ ]

# 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**.

### DETAILS

Title * ❓
2016 Officers Training

Category * ❓
Administrative ▾

Sub-category * ❓
Officer Training ▾

Start time *
27 Jul 2016 11:00 AM 📅

End time *
27 Jul 2016 12:00 PM 📅

Time Zone *
US - Eastern ▾

Description * ❓

[formatting toolbar: ✂ 📋 📋 📋 <> | B I U S̶ | A ▾ A ▾ | Font Family ▾ 12pt ▾ | ☰ ☰ | 𝐼ₓ | ↶ ↷]

This will be the annual officers training session.

Keywords * ❓
Officers Training |

IEEE Member Attendance *
5

Guest Attendance *
0

Admission Charge? ❓
☐

Students Invited?
☐

Cancel Create    **Save**    Next ▾    ^

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

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# Review submitted REPORT (L31)

Report was successfully created

## 2016 OFFICERS TRAINING

This will be the annual officers training session.

**Keywords** Officers Training
Event Category: **Administrative**
Event Sub-Category: **Officer Training**

| ⏱ DATE AND TIME | 📍 LOCATION | ✉ CONTACT | 🏷 REGISTRATION |
|---|---|---|---|
| Date: **27 July 2016**<br>Time: **11:00 AM to 12:00 PM**<br>All times are US/Eastern | Region: **1**<br>Section: **PRINCETON/CENTRAL JERSEY**<br>Piscataway, New Jersey<br>Organizational Unit: **(section)** | Submitter:<br>**Vera Lee Sharoff**<br>v-sharoff@ieee.org<br>Created on: **27 July 2016 02:33 PM** | Guest Attendance: **0**<br>IEEE Member Attendance: **5** |

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

[ Edit this Report ]  [ Create from Existing ]  [ Search Event Reports ]

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.

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# 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: meetings-vtools@ieee.org.

Thank you!

**IEEE**