vTools Meeting Reporting

vToools meeting tutorials are available online at:
http://wiki.vtools.ieee.org/bin/view/Main/Meetings/UserManuals

Tutorial topics -
- Tutorials in Flash Movie format
- Introduction to vTools.Meetings
- Logging in
- Creating a new Meeting Notice
- Integrating with an existing website
- Deleting a Meeting Notice
- Using existing Meeting as a template in creating a new Meeting Notice
- Registration functionality and Meeting Statistics
- Creating Menu and Name tags
- Creating and searching L31 reports
- How to automatically fill in fields in similar L31 reports
- Credit Card Payments
- Meeting notice feeds and iCal functionality

Meetings

◆IEEE

| Home | View Meetings | Schedule Meeting | L31 Meeting Reports | About |

Welcome to vTools.Meetings! (Login)   Help

Welcome to the IEEE vTools Meeting System

Please select from the following options:

About the vTools Meeting System

View Existing Meetings

View Published Meetings

Log in

Navigate to vTools.Meetings site at
http://meetings.vtools.ieee.org. Click on the Login link.

url for vTools Meetings

Meetings

Welcome to vTools.Meetin

Welcome to the IEEE vT

Please select from the following

About the vTools Meeting Syste

View Existing Meetings

View Published Meetings

Log in

Use your IEEE web account credentials to login. If you do not recall your web account information, or aren't sure you have one, you may go to: http://www.ieee.org/web/accounts to recover your password or establish a new account.

Please note that only volunteers who are listed on the section roster will have access to the creating and editing meetings. This ensures that only authorized IEEE members can edit meeting data. Use the reporting form located at http://ewh.ieee.org/forms/scs/interactofficer.php to report new volunteers.

After entering your credentials, hit the OK button.

User Name:

Password:

Log In   Cancel

Meetings

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Welcome, IEEE Testing!   (**Logout**)   **Help**

Welcome to the IEEE vTools Meeting System

Please select from the following options:

About the vTools Meeting System

Create an L31 Meeting Report (for meeting not in system)

Search L31 Meeting Reports

View L31 Meeting Reports

Schedule a Meeting

View Feeds (RSS/HTML/XML/iCal)

View Existing Meetings

View Published Meetings

Log out

After logging in you can add new and edit existing meeting notices and L31 reports.

If you do not see "Add New Meeting" link please ensure that you are listed on the section volunteer roster. Remember that only volunteers can edit section's meeting data. Use the reporting form located at http://ewh.ieee.org/forms/scs/interactofficer.php report new volunteers.

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Welcome, IEEE Testing! (Logout)   Help

Create an L31 Meeting Report (for meeting not in system)

Search L31 Meeting Reports

Current Meeting Reports Submitted

(reporting period starting on 2009-01-01 00:00:00)

Making the most of everthing 02-November-2009 04:00PM America/Bogota **Show Edit Destroy**
holiday event of the year   23-December-2009 07:00AM EST   **Show Edit Destroy**

There are two ways of creating an L31 report.

1) You can create L31 reports for meetings not in the system. In other words, if you did not use the Meetings tool to create a meeting notice, you can still create and submit L31.

2) You can create an L31 report based on a meeting notice you created earlier.

Let us first look at how you can create an L31 for meetings not in the system.

Select "Create an L31 Meeting Report (for meeting not in system)" link.

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Meetings

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Welcome, IEEE Testing! **(Logout)**   Help

Specify data required by the L31.

Meeting Report Form

Please fill out the event information below to create this meeting report.

Event Title:* (256 chr max)   Event Category:*

Event Description in Format:* (8192 chr max) [Text ▾] [Textile Help](#)

Meeting Keywords:* (512 chr max)

Guest Attendance:*   0

IEEE Member Attendance:*   0

Admission Charge? ☐ (Optional food or facility expenses not considered an admission charge)
Invite Students?   ☐

Select Region:*   1 ▾

Event speaker_report 1 Information:

Distinguished Lecturer: ☑

Topic: (120 chr max)

Cyclotrons: past, present, future

Prefix: (16 chr max)

Dr.

First Name: (64 chr max)   Middle Name: (64 chr max)   Last Name: (64 chr max)   Suffix: (32 chr max)

John   Andrews

Display Name: (256 chr max)

Dr. Andrews

Address Line 1: (128 chr max)

Address Line 2: (128 chr max)

City: (128 chr max)

Country: State/Province:

United States ▾   New Jersey ▾

Postal Code: (16 chr max)

08854

E-mail Address: (128 chr max)

dr.andrews@ieee.org

Organization: (256 chr max)

Click Here to Show 2nd speaker_report

create

Click "create" to submit the report.

Back

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Welcome, IEEE Testing! (Logout)   Help

Meeting Report Form

Please fill out the event information below to create this meeting report.

1 error prohibited this meeting report from being saved

There were problems with the following fields:

- Category can't be blank

If you miss any of the required information, the tool will show validation errors. Correct them as necessary.

Event Title:* (256 chr max)   Event Category:*

Cyclotrons: past, present, future
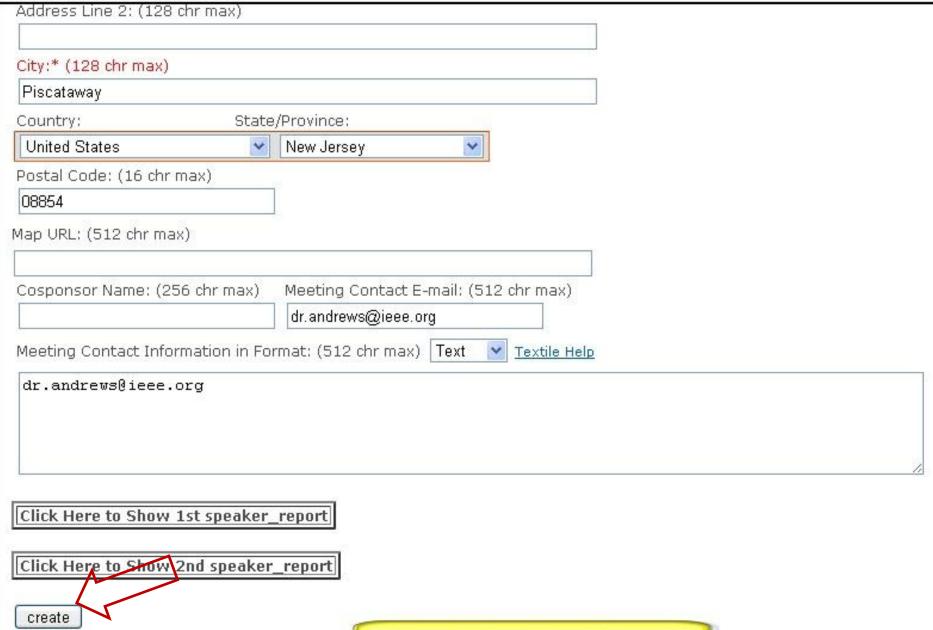
Event Description in Format:* (8192 chr max) Text ▾ Textile Help

Technical presentation by Dr. Andrews on cyclotrons. Dr. Andrews overviewed technology evolution from past to present. He also presented future direction for developing new cyclotrons.

Meeting Keywords:* (512 chr max)

cyclotron, Dr.Andrews

Address Line 2: (128 chr max)

City:* (128 chr max)

Piscataway

Country: State/Province:

United States   ▾   New Jersey   ▾

Postal Code: (16 chr max)

08854

Map URL: (512 chr max)

Cosponsor Name: (256 chr max)   Meeting Contact E-mail: (512 chr max)

dr.andrews@ieee.org

Meeting Contact Information in Format: (512 chr max)   Text   ▾   Textile Help

dr.andrews@ieee.org

Click Here to Show 1st speaker_report

Click Here to Show 2nd speaker_report

create

Back

Click "create" to save changes.

Location

455 Hoes Lane

Piscataway, New Jersey 08854
United States

Attendance

IEEE Members: 21
Guests: 5
Cost: false

Map Link:

Start Time: 2009-12-28 19:00:00 UTC
End Time: 2009-12-28 20:00:00 UTC
Time Zone: EST

Meeting Description:

Technical presentation by Dr. Andrews on cyclotrons. Dr. Andrews overviewed technology evolution from past to present. He also presented future direction for developing new cyclotrons.

Contact Information

Email: dr.andrews@ieee.org dr.andrews@ieee.org

Report Sumbitter Information

Submitter: IEEERT
Submitter Email:
Submitter IP: 140.98.120.80
Report Created: 2009-12-28 16:34:57 UTC
Report Updated: 2009-12-28 16:34:57 UTC

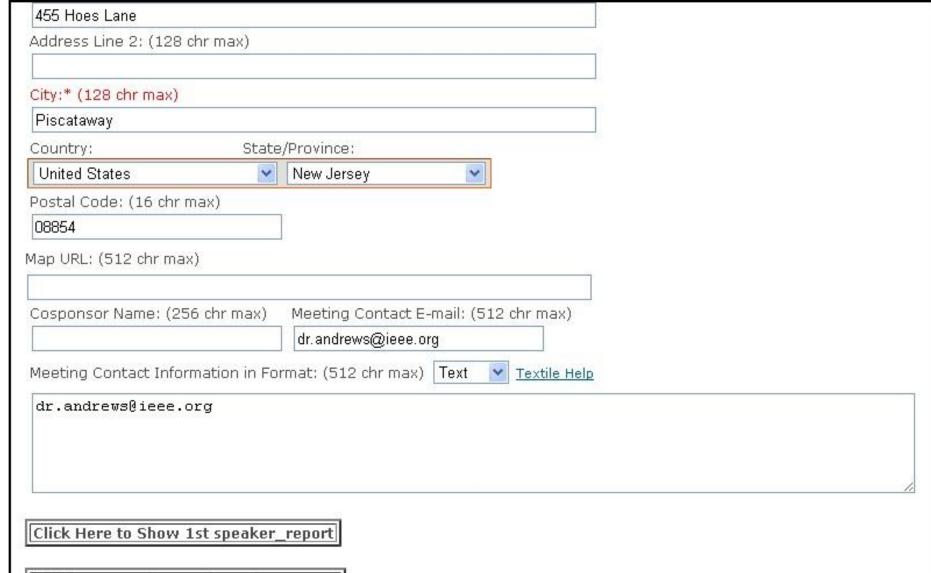
Speaker Report 1

Dr. Andrews

Topic: Cyclotrons: past, present, future

Email: dr.andrews@ieee.org

Address: New Jersey, United States, 08854

Edit Back

You can edit report by clicking on the "Edit" link.

455 Hoes Lane

Address Line 2: (128 chr max)

City:* (128 chr max)

Piscataway

Country: State/Province:

United States   ▾   New Jersey   ▾

Postal Code: (16 chr max)

08854

Map URL: (512 chr max)

Cosponsor Name: (256 chr max)   Meeting Contact E-mail: (512 chr max)

dr.andrews@ieee.org

Meeting Contact Information in Format: (512 chr max) Text ▾ Textile Help

dr.andrews@ieee.org

Click Here to Show 1st speaker_report

Click Here to Show 2nd speaker_report

Update

Show | Back

Click "Update" to save changes.

Meetings

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Welcome, IEEE Testing! (Logout)   Help

MeetingReport was successfully created.

Meeting Title: Engineering the future: history of IEEE

Location	Attendance
	IEEE Members: 27
	Guests: 10
Piscataway, New Jersey	Cost: false
United States	

Map Link:

Start Time: 2009-12-26 16:00:00 UTC
End Time: 2009-12-26 17:00:00 UTC
Time Zone: EST

Meeting Description:

History of IEEE

Contact Information

When you are done with creating L31 report you can logout by clicking on the "Logout" link.

Report Sumbitter Information

Submitter: IEEERT
Submitter Email:
Submitter IP: 140.98.120.80
Report Created: 2009-12-28 16:39:35 UTC
Report Updated: 2009-12-28 16:39:35 UTC

Producing a vTool report required to get MTT-S funding

In order for your chapter to qualify for:
• Chapter Activity funding
• Workshop/Symposia funding
• or to be approved for Chapter Chair Meeting travel reimbursement
You must submit proof that your chapter has reported at least two meetings to IEEE in the past year.

To obtain the required report follow these steps.

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View Feeds (RSS/HTML/XML/iCal)
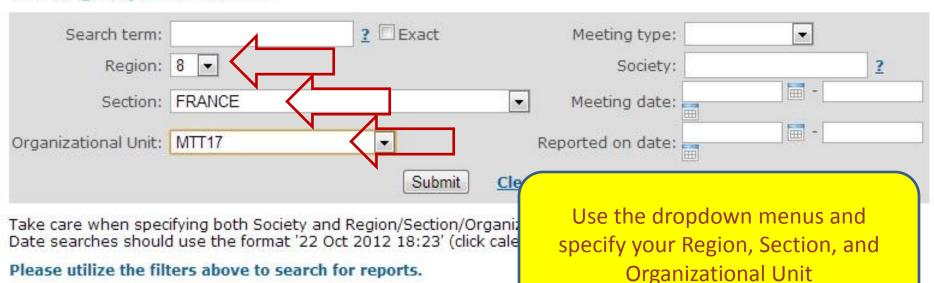
View Existing Meetings

View Published Meetings

Log out

After login, select "**Search L31 Meeting Reports**"

Meetings

◆**IEEE**

| **Home** | **Find Meetings** | **Schedule Meeting** | **L31 Meeting Reports** | **About** |

Welcome, J Michael Golio! **(Logout)**   **Help**

Meeting Reports Search

Search term: [_____] **?** ☐ Exact   Meeting type: [_____ ▼]

Region: [8 ▼]   Society: [_____] **?**

Section: [FRANCE   ▼]   Meeting date: [____] 🔲 - [____]

Organizational Unit: [MTT17   ▼]   Reported on date: [____] 🔲 - [____]

[Submit]   Cle...

Use the dropdown menus and specify your Region, Section, and Organizational Unit

Take care when specifying both Society and Region/Section/Organiz...
Date searches should use the format '22 Oct 2012 18:23' (click cale...

Please utilize the filters above to search for reports.

Meetings

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Welcome, J Michael Golio! (Logout)   Help

Meeting Reports Search

Search term:	[ ] ? ☐ Exact	Meeting type:	[▼]
Region:	8 ▼	Society:	[ ] ?
Section:	FRANCE ▼	Meeting date:	22 Oct 2011 15:29 🔲 – 22 Oct 2012 15:29 🔲
Organizational Unit:	MTT17 ▼	Reported on date:	[ ] 🔲 – [ ]

Submit   Clear

Take _____ ion/Organizational Unit search parameters.
Date _____ (click calendar icon to select date/time).

Plea

> Use the calendar functions and specify Meeting dates in the past year.
>
> Then Submit.

Meetings

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(...jout)   Help

Select "Download results as CSV". You may send the resulting spreadsheet to support your MTT funding request.

? ☐ Exact   Meeting type: [▼]

Region: [8 ▼]   Society: [ ] ?

Section: FRANCE [▼]   Meeting date: 22 Oct 2011 15:29 - 22 Oct 2012 15:29
?

Organizational Unit: MTT17 [▼] ?   Reported on date: [ ] - [ ]

[Submit]   Clear

Take care when specifying both Society and Region/Section/Organizational Unit search parameters.
Date searches should use the format '22 Oct 2012 18:31' (click calendar icon to select date/time).

Displaying 1-5 of 5 reports found, sorted by Region, Section, Meeting Date.

Title	Reg	Sec	Org	Date	Rep. Date	By	Type	Options
Power amp...	8	FRANCE	MTT17	16 Dec 2011	30 Jan 2012	Daniel Pa...	Technical	Show
METAMATER...	8	FRANCE	MTT17	09 May 2012	16 Jun 2012	Philippe ...	Technical	Show
METAMATER...	8	FRANCE	MTT17	10 May 2012	16 Jun 2012	Philippe ...	Technical	Show
MTT 17 FR...	8	FRANCE	MTT17	10 May 2012	16 Jun 2012	Philippe ...	Administr...	Show
AUDACE WO...	8	FRANCE	MTT17	08 Jun 2012	16 Jun 2012	Philippe ...	Technical	Show

[Download results as CSV]

Other vTool capabilites & tutorials

- **Creating a new Meeting Notice** – *You can place meeting notices on vTools including maps, photos, etc.*

- **Integrating with an existing website** – *If you are comfortable cutting and pasting HTML code, you can integrate the vTools meeting notice with your web site.*

- **Deleting a Meeting Notice** – *just in case.*

- **Using existing Meeting as a template in creating a new Meeting Notice** – *save time on your 2nd and following meeting notices.*

- **Registration functionality and Meeting Statistics** – *if you want members to register online to attend your meeting.*

- **Creating Menu and Name tags** -- *for your attendees.*

- **How to automatically fill in fields in similar L31 reports** – *save time reporting similar meetings.*