vTools Meeting Reporting

vTools 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
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


url for vTools Meetings
Meetings

Welcome to the IEEE vTools Meeting System

Please select from the following:

About the vTools Meeting System
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.
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.
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.
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)

Meeting Keywords: * (512 chr max)

Guest Attendance: *

IEEE Member Attendance: *

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

Invite Students? ☐

Select Region: *
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: United States     State/Province: 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.
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)
Cyclotrons: past, present, future

Event Category:*

Event Description in Format:* (8192 chr max) Text
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
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

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: United States
State/Province: 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

[Click Here to Show 1st speaker_report]

[Click Here to Show 2nd speaker_report]

Update

Show | Back
Click "Update" to save changes.
Meeting Report was successfully created.

**Meeting Title:** Engineering the future: history of IEEE

**Location:**
Piscataway, New Jersey
United States

**Attendance:**
IEEE Members: 27
Guests: 10
Cost: false

**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**

**Report Submitter 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

When you are done with creating L31 report you can logout by clicking on the "Logout" link.
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.
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 login, select “Search L31 Meeting Reports”
Use the dropdown menus and specify your Region, Section, and Organizational Unit.
Use the calendar functions and specify Meeting dates in the past year.

Then Submit.
Select “Download results as CSV”. You may send the resulting spreadsheet to support your MTT funding request.
Other vTool capabilities & 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 website.

• 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.