



# PRESENTS




## Create and Search L31 Reports

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# Find an L31 Report

**Meetings**



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

Welcome,  (Logout) Help

**Welcome to the IEEE vTools Meeting System**

Please select from the following options:

[About the vTools Meeting System](#)

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[Find Meetings](#)

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[View Feeds \(RSS/HTML/XML/iCal\)](#)

---

[Create an L31 Meeting Report \(for meeting not in system\)](#)

[List Current L31 Meetings \(in my Section\)](#)

[Search L31 Meeting Reports \(across system\)](#)

---

[Log out](#)

Click on "L31 Meeting Reports."

# Create an L31 Report

## Meetings



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Welcome,  (Logout)

[Help](#)

[Create L31 Meeting Report \(for meeting not in system\)](#)

[Search L31 Meeting Reports \(across system\)](#)

### List of Current Meeting Reports Submitted

(reporting period starting on 2013-01-01 00:00:00)

<a href="#">Life Member Tour of NOAA National Weather Service Forecast Office in Mt. H...</a>
<a href="#">Philadelphia IEEE Employment Network 2013 January Social - PHILADELPHIA SE...</a>
<a href="#">IEEE VTS - Introduction to 2x25 kV ac Traction Power Supply System - PHILADELPHIA...</a>
<a href="#">IEEE Philadelphia Employment Network Group * Planning and Managing a Job Search P...</a>
<a href="#">IEEE Philadelphia/LVS Consultants Network (CONET) Meeting - PHILADELPHIA CONSULTA...</a>
<a href="#">IEEE Philadelphia Section Control Systems Chapter Invited Talks - PHILADELPHIA SECTION...</a>
<a href="#">New Directions in Robotics Research - PHILADELPHIA IT12/COM19 CHAPTER</a>
<a href="#">Brain-Computer Interface Technologies in the Coming Decades - PHILADELPHIA IT12/COM...</a>
<a href="#">Statistical Modeling of Signals in Wireless and Medical Ultrasound - PHILADELPHIA IT12/...</a>
<a href="#">IEEE PES/IAS/VTS - 69 to 345kV Fluid and Gas Filled Pipe Type Cables &amp; Systems - PHILAD...</a>
<a href="#">IEEE Philadelphia Employment Network Group - PHILADELPHIA SECTION</a>
<a href="#">IEEE Philadelphia Section Control Systems Chapter Invited Talks - PHILADELPHIA SECTION...</a>
<a href="#">IEEE Philadelphia/LVS Consultants Network (CONET) Meeting - PHILADELPHIA CONSULTA...</a>
<a href="#">IEEE PES/IAS Veolia Grays Ferry Steam and Co-Generation Plan Tour - PHILADELPHIA PE31...</a>
<a href="#">May 17th &amp; May 24th: Embedded Design Using Programmable Gate Arrays - PHILADELPHIA SE...</a>
<a href="#">IEEE Philadelphia Employment Network Group * Navigating Your Career - A recipe for further succe...</a>

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 that are not in the system.

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

# Create an L31 Report – cont'd.

## Meeting Report Form

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

Event Title:\* (256 chr max)

Event Category:\* Event Sub-category:

Select one ... ▼ Select one ... ▼ ?

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

Specify data required by the L31.

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:\*

Select Section:\*

Select Organizational Unit:\*

# Create an L31 Report – cont'd.

## Meeting Report Form

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

Event Title:\* (256 chr max)

Cyclotrons: past, present, future

Event Category:\* Event Sub-category:

Select one ... Select one ... ?

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

Guest Attendance:\*

5

IEEE Member Attendance:\*

21

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

Invite Students?

Select Region:\*

2

Select Section:\*

PHILADELPHIA

Select Organizational Unit:\*

(section)

Start Time:\* 28 Jun 2013 14:00

End Time:\* 28 Jun 2013 18:00 (Maximum duration of meeting - 5 days)

Time Zone:\*

EST

City:\* (128 chr max)

Piscataway

Country:

State/Province:

United States

New Jersey

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

dr.andrews@ieee.org

[Click Here to Show 1st speaker\\_report](#)

Give "Meeting Contact E-mail" address

Click on the button to "Show 1<sup>st</sup> speaker\_report," then fill in the details about the speaker.

# Create an L31 Report – cont'd.

[Click Here to Hide 1st speaker\\_report](#)

If the lecturer is distinguished, make sure to select this box.

## Event speaker\_report 1 Information:

Distinguished Lecturer:	<input checked="" type="checkbox"/>		
Topic: (120 chr max)	<input type="text" value="Cyclotrons: past, present, future"/>		
Prefix: (16 chr max)	<input type="text" value="Dr."/>		
First Name: (64 chr max)	Middle Name: (64 chr max)	Last Name: (64 chr max)	Suffix: (32 chr max)
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Andrews"/>	<input type="text"/>
Display Name: (256 chr max)	<input type="text" value="Dr. Andrews"/>		
City: (128 chr max)	<input type="text"/>		
Country:	State/Province:		
<input type="text" value="United States"/>	<input type="text" value="New Jersey"/>		
E-mail Address: (128 chr max)	<input type="text" value="dr.andrews@ieee.org"/>		
Organization: (256 chr max)	<input type="text"/>		

[Click Here to Show 2nd speaker\\_report](#)

Once all the details are entered, click "Create."

# Validation errors

## Meetings



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Welcome, [Meetings](#) ([Logout](#)) [Help](#)

### Meeting Report Form

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

**3 errors prohibited this meeting report from being saved**

There were problems with the following fields:

- Category can't be blank
- Start time cannot be in the future
- End time cannot be in the future

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 Sub-category:

Select one ... Select one ... ?

Event Description in Format:\* (8192 chr max)  [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

Guest Attendance:\*



# Save and Create L31 Report

Time Zone:\*

City:\* (128 chr max)

Country:  State/Province:

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

[Click Here to Show 1st speaker\\_report](#)

[Click Here to Show 2nd speaker\\_report](#)

[List Reports](#)

Click "Create" to save changes.

# Edit the meeting report

Keywords	cyclotron, Dr. Andrews
Guest Attendance	5
IEEE Member Attendance	21
Start Time	2013-06-26 14:00:00
End Time	2013-06-26 18:00:00
Time Zone	EST
Contact E-mail	dr.andrews@ieee.org
<b>Location</b>	
Region	2
Section	PHILADELPHIA
OrganizationalUnit	(section)
City	Piscataway
State/Province	New Jersey
Country	United States
<b>1st Speaker</b>	
Distinguished	true
Topic	Cyclotrons: past, present, future
Prefix	Dr.
First Name	John
Last Name	Andrews
Display Name	Dr. Andrews
Country	United States
State/Province	New Jersey
E-Mail Address	dr.andrews@ieee.org
<b>Submission Info</b>	
Created On	2013-06-27 18:54:47 UTC
Submitter	IEEE Testing
Submitter Email	ieeetest@ieee.org
<input type="button" value="Create from Existing"/> <input type="button" value="Edit"/>	
<input type="button" value="List Current Reports (in my Section)"/> <input type="button" value="Search Reports (across system)"/>	

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

# Edit the meeting report – cont'd.

## Meetings



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Welcome, [\(Logout\)](#)

[Help](#)

### Meeting Report Form

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

Event Title:\* (256 chr max)

Cyclotrons; past, present, future

Event Category:\* Event Sub-category:

Technical Select one ... ?

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

Guest Attendance:\* 5

IEEE Member Attendance:\* 21

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

Invite Students?

Select Region:\* 2

Select Section:\* PHILADELPHIA

Select Organizational Unit:\* (section)

Let's adjust the number of attendees

# Edit the meeting report – cont'd.

Once the adjustment is made...

Guest Attendance:\*

IEEE Member Attendance:\*

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

Invite Students?

Select Region:\*

Select Section:\*

Select Organizational Unit:\*

Start Time:\* 26 Jun 2013 14:00

End Time:\* 26 Jun 2013 18:00  (Maximum duration of meeting - 5 days)

Time Zone:\*

City:\* (128 chr max)

Country:  State/Province:

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

Click "Update"

[Click Here to Show 1st speaker\\_report](#)

[Click Here to Show 2nd speaker\\_report](#)

# Edit the meeting report – cont'd.

## Meetings



[Home](#) [Find Meetings](#) [Schedule Meeting](#) [L31 Meeting Reports](#) [About](#)

Welcome, [\[User Name\]](#) ([Logout](#))

[Help](#)

MeetingReport was successfully updated.

Title	<b>Cyclotrons: past, present, future</b>
Event Category	Technical
Event Sub-category	Not Available
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.
Keywords	cyclotron, Dr. Andrews
Guest Attendance	7
IEEE Member Attendance	21
Start Time	2013-06-26 14:00:00
End Time	2013-06-26 18:00:00
Time Zone	EST

Now let's search for the report we just created.

# Search for an L31 report

## Meetings



[Home](#) [Find Meetings](#) [Schedule Meeting](#) [L31 Meeting Reports](#) [About](#)

Welcome, [\[User Name\]](#)

[\(Logout\)](#)

[Help](#)

### Welcome to the IEEE vTools Meeting System

Please select from the following options:

[About the vTools Meeting System](#)

---

[Find Meetings](#)

[Schedule a Meeting](#)

[View Feeds \(RSS/HTML/XML/iCal\)](#)

---

[Create an L31 Meeting Report \(for meeting not in system\)](#)

[List Current L31 Meetings \(in my Section\)](#)

[Search L31 Meeting Reports \(across system\)](#)

---

[Log out](#)

Click "Search L31 Meeting Reports (across system)"

# Search for an L31 report – cont'd.

## Meetings



Welcome, [User Name] (Logout) [Home](#) [L31 Meeting Reports](#) [About](#) [Help](#)

Specify search criteria to find the L31 report. Since we just created the L31 for presentation on "Cyclotrons," let us use "Cyclotron" as the search term.

### Meeting Reports Search

Search term:  ?  Exact    Event Category:

Region:     Event Sub-category:

Section:  ?    Meeting date:  -

Organizational Unit:  ?    Reported on date:  -

Society:  ?

[Clear](#)

Then click on "Submit"

Take care when specifying both Society and Region/Section/Organizational Unit. Date searches should use the format '26 Nov 2013 12:09' (click calendar icon to select date).

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

<a href="#">Title</a>	<a href="#">Reg</a>	<a href="#">Sec</a>	<a href="#">Org</a>	<a href="#">Date</a>	<a href="#">Rep. Date</a>	<a href="#">By</a>	<a href="#">Event Category</a>	<a href="#">Options</a>
Chapter T...	8	POLAND	PHO36	15 May 2012	13 Jul 2012	DBUGQSTUT...	Technical	<a href="#">Show</a>

[Download results as CSV](#)



# Search for an L31 report – cont'd.

Search term:  ?  Exact      Event Category:

Region:

Section:  ?      Event Sub-category:

Organizational Unit:  ?      Meeting date:  -

Society:  ?      Reported on date:  -

[Clear](#)

Take care when specifying both Society and Region/Section/Organizational Unit search parameters. Date searches should use the format '27 Nov 2013 13:04' (click calendar icon to select date/time).

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

<u>Title</u>	<u>Req</u>	<u>Sec</u>	<u>Org</u>	<u>Date</u>	<u>Rep. Date</u>	<u>By</u>	<u>Event Category</u>	<u>Options</u>
Cyclotron...	2	PHILADELPHIA	(section)	26 Jun 2013	27 Jun 2013	IEEE Testing	Technical	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
Success S...	6	LOS ALAMO...	NPS05	18 Dec 2012	12 Jan 2013	Robert Ow...	Technical	<a href="#">Show</a>
Success S...	6	LOS ALAMO...	(section)	18 Dec 2012	09 Jan 2013	David Izr...	Technical	<a href="#">Show</a>
Chapter T...	8	POLAND	PHO36	15 May 2012	13 Jul 2012	Marian Ma...	Technical	<a href="#">Show</a>

You can view, edit, or delete submitted L31 reports.



# Create an L31 report from an existing meeting notice

Meetings



[Home](#) [Find Meetings](#) [Schedule Meeting](#) [L31 Meeting Reports](#) [About](#)

Welcome, IEEE Testing! [\(Logout\)](#)

[Help](#)

... was successfully updated.

Now let's take a quick look at how you can create an L31 report based on an existing meeting notice. Click on "Find Meetings."

Title	<b>Cyclotrons: past, present, future</b>
Event Category	Technical
Event Sub-category	Not Available
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.
Keywords	cyclotron, Dr. Andrews
Guest Attendance	7
IEEE Member Attendance	21
Start Time	2013-06-26 14:00:00
End Time	2013-06-26 18:00:00
Time Zone	EST



# Create an L31 report from an existing meeting notice

## Meetings



Home Find Meetings Schedule Meeting L31 Meeting Reports About

Welcome, [username] (Logout) Help

Click on "Recent Meetings for my Section"

### Find Meetings

Click on [help](#) to learn how to integrate meeting notices with your website.

- Recent Meetings for my Section
- Upcoming Meetings for my Section
- Recent Unpublished for my Section
- Recent Meetings for my Region
- Upcoming Meetings for my Region
- Recent Unpublished for my Region

### Meetings Search

Search term:  ?  Exact

Region:

Section:  ?

Organizational Unit:

Virtual?:  (show only virtual meetings)

Event Category:

Event Sub-category:

Society:  ?

Meeting date:  -

Located: Within  of

Take care when specifying both Society and Region/Section/Organizational Unit search parameters. Location searches can be *lat,lon* or can specify an address or just *city,state,country*. When a location search is specified, any meetings without a location will not show in search results. Date searches should use the format '18 Nov 2013 14:55' (click calendar icon to select date/time).

Displaying 1-10 of 52 meetings found, sorted by Region, Section, Meeting Date.

« Previous 1 2 3 4 5 6 Next »

Title	Date	Reg	Sec	Location	Virtual?	Options
<a href="#">IEEE Philadelphia GOLD presents - Tas...</a>	07 May 2009	2	PHILADELPHIA	<a href="#">Philadelphia, Pen...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Drexel University's Executive Educati...</a>	07 Apr 2010	2	PHILADELPHIA	<a href="#">Malvern, Pennsylv...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>



# Create an L31 report from an existing meeting notice

## Meetings Search

Search term:  ?  Exact

Region:

Section:  ?

Organizational Unit:

Virtual?:  (show only virtual meetings)

Event Category:

Event Sub-category:

Society:  ?

Meeting date:  -

Located: Within  of

[Clear](#)

Take care when specifying both Society and Region/Section/Organizational Unit search parameters. Location searches can be *lat,lon* or can specify an address or just *city,state,country*. When a location search is specified, any meetings without a location will not show in search results. Date searches should use the format '18 Nov 2013 14:55' (click calendar icon to select date/time).

Find and select the meeting for which you would like to submit an L31 report

Displaying 1-10 of 52 meetings found, sorted by Region, Section, Meeting Date.

« Previous [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) Next »

Title	Date	Reg	Sec	Location	Virtual?	Actions
<a href="#">IEEE Philadelphia GOLD presents - Tas...</a>	07 May 2009	2	PHILADELPHIA	<a href="#">Philadelphia, Pen...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Drexel University's Executive Educati...</a>	07 Apr 2010	2	PHILADELPHIA	<a href="#">Malvern, Pennsylv...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Drexel University's Executive Educati...</a>	09 Jun 2010	2	PHILADELPHIA	<a href="#">Malvern</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Drexel University's Executive Educati...</a>	30 Jun 2010	2	PHILADELPHIA	<a href="#">Malvern, Pennsylv...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Women in Engineering Forming in Phila...</a>	04 Nov 2010	2	PHILADELPHIA	<a href="#">Philadelphia, Pen...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">IEEE Philadelphia Section Excom Meeting</a>	18 Jan 2011	2	PHILADELPHIA	<a href="#">Philadelphia, Pen...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">IEEE Philadelphia Section</a>	18 Jan 2011	2	PHILADELPHIA	<a href="#">Philadelphia, Pen...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">IEEE Philadelphia Section</a>	18 Jan 2011	2	PHILADELPHIA	<a href="#">Philadelphia, Pen...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">WIE 2011 Kick-off Meeting</a>	09 Feb 2011	2	PHILADELPHIA	<a href="#">Philadelphia, Pen...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Connecting Customer Owned Cooperation</a>	15 Feb 2011	2	PHILADELPHIA	<a href="#">Philadelphia, Pen...</a>	No	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a>

# Create an L31 report from an existing meeting notice

NASA EXPERIENCE: As a research pilot at NASA's Flight Research Center, Edwards, California, Armstrong was a project pilot on many pioneering high speed aircraft, including the well known, 4000-mph X-15. He flew more than 200 different models of aircraft, including jets, rockets, helicopters and gliders.

Armstrong transferred to astronaut status in 1962. He was assigned as command pilot for the Gemini 8 mission. Gemini 8 was launched on March 16, 1966, and Armstrong performed the first successful docking of two vehicles in space.

As spacecraft commander for Apollo 11, the first manned lunar landing mission, Armstrong gained the distinction of being the first man to land a craft on the moon and first to step on its surface.

Armstrong subsequently held the position of Deputy Associate Administrator for Aeronautics, NASA Headquarters, Washington, D.C. In this position, he was responsible for the coordination and management of overall NASA research and technology work related to aeronautics.

He resigned from NASA in 1971.

## Meeting Agenda:

Dinner: 6:00pm

Program: 7:00pm



Scroll to the bottom of the screen and click on "Create/Edit L31 Report"

Create from Existing

Edit

View Meeting Statistics

Create/Edit L31 Report



# Create an L31 report from an existing meeting notice

**Event Title:\*** (256 chr max)  
October Section Meeting

**Event Category:\*** Event Sub-category:  
Technical Select one ... ?

**Event Description in Format:\*** (8192 chr max) Text [Textile Help](#)  
Joint with chapters: Engineering in Medicine and Biology (EMB), Reliability(R)  
Date: Tuesday, October 16, 2012  
Time: Dinner is at 6 pm. Program starts at 7 pm

**Meeting Keywords:\*** (512 chr max)  
October, section

**Guest Attendance:\*** 0

**IEEE Member Attendance:\*** 0

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

**Select Region:\*** 2

**Select Section:\*** PHILADELPHIA

**Select Organizational Unit:\*** (section)

**Start Time:\*** 16 Oct 2012 18:00

**End Time:\*** 16 Oct 2012 21:00 (Maximum duration of meeting - 5 days)

**Time Zone:\*** US - Eastern

**City:\*** (128 chr max)  
Philadelphia

Country: United States State/Province: Pennsylvania

ort will be pre-populated with data you specified when you meeting notice.

# Create an L31 report from an existing meeting notice

Meeting Keywords:\* (512 chr max)

October, section

Guest Attendance:\*

10

IEEE Member Attendance:\*

27

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

Invite Students?

Select Region:\*

2

Select Section:\*

PHILADELPHIA

Select Organizational Unit:\*

(section)

Start Time:\* 16 Oct 2012 18:00

End Time:\* 16 Oct 2012 21:00 (Maximum duration of meeting - 5 days)

Time Zone:\*

US - Eastern

City:\* (128 chr max)

Philadelphia

Country:

State/Province:

United States

Pennsylvania

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

sec.philadelphia@ieee.org

[Click Here to Show 1st speaker\\_report](#)

[Click Here to Show 2nd speaker\\_report](#)

create

22

[Back](#)

You only need to enter the number of guests and IEEE members who attended the meeting.

Click on "Create" to create the report.



# Thank you!



## 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.Meetings, please e-mail us at: [meetings-vtools@ieee.org](mailto:meetings-vtools@ieee.org).

Thank you!