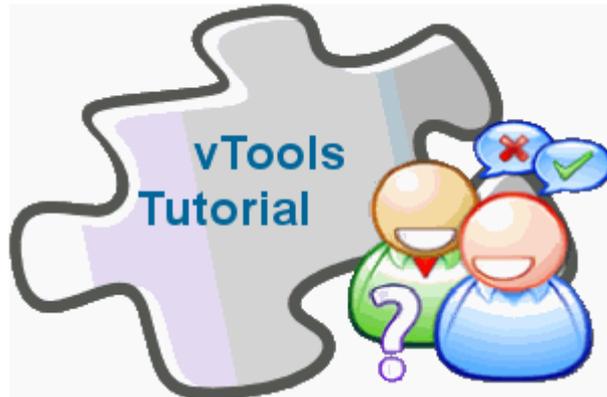




IEEE
vTools

PRESENTS



Getting Started with vTools

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Getting started with vTools

IEEE vTools

Navigate to <http://sites.ieee.org/vtools/>

HOME TOOLS TUTORIALS FAQ BLOG FEEDBACK CONTACT

"Providing tools to the volunteers and staff who support our members."

Type Here to Search

Quick Links

- « IEEE Section Vitality Dashboard
- « vTools eNotice
- « vTools Events (Meetings)
- « vTools Meetings Reporting (L31)
- « vTools Officer Reporting
- « vTools Surveys
- « vTools Voting
- » Doodle
- » Google for OUs (G4Os)
- » IEEE Collabratec
- » IEEE Web Hosting
- » Listserv
- » Remote Conferencing and Screencasting
- » SAMIEEE
- » WebEx Request Form

Overview

This IEEE volunteer tools (vtools) site provides information on a wide range of tools developed by volunteers for IEEE members and IEEE volunteers. Most of these tools have been developed by IEEE volunteers. The toolbox simplifies organizational efforts and administration by offering web-based software in order to reduce time spent on managing activities and to assist in member development. The tools are sponsored by IEEE Membership and Geographic Activities (MGA), which serves the needs of IEEE members by supporting IEEE Sections, Chapters, and Branches and is responsible for IEEE membership, and member development.

The vTools toolkit contains tools in various phases of development, from production, to pilots, to active development. Select the [TOOLS](#) tab in the navigation bar for up-to-date information on available tools.

About vTools

Many vTools tool-boxes have been developed by IEEE volunteers and are being maintained and enhanced by IEEE staff. The tools and tool-boxes aim to simplify the administration of sections and chapters by offering web-based software. Various vTools were sponsored by IEEE Membership and Geographic Activities (MGA). This vTools site is intended to address the current status of the array of tools specifically designed to aid IEEE volunteers with their various jobs. vTools continues to be a "work in progress" and there are many issues that are currently in-work. You can see many of the current items by clicking on the News ([BLOG](#)) which allows you to sign up for an RSS feed to keep abreast of all the changes that are occurring.

Getting stated with vTools – cont'd.

IEEE vTools

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Tools

vTools Events (formerly known as vTools Meetings)
The vTools Events tool is used for creating and managing section and chapter meetings. Officers can create meeting announcements by entering all relevant meeting information in the central IEEE database. Each created event is accessible at the vTools website and the events are automatically exported to various sites, including IEEE websites and Collabratec. Event registration, with or without credit card payment, is available. For more information on accepting credit card payments, visit <http://sites.ieee.org/vtools/accepting-credit-card-payments/>. The meeting organizers can obtain instantaneous detailed registration information.

vTools Officer Reporting
Officer Reporting is an online officer reporting tool that enables authorized volunteers to make modifications to the officer roster for a given region, council, section or chapter. The tool provides automatic validation and updates the central IEEE database.

vTools Student Branch Reporting
Student branches can submit annual plan and report of activities.

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Voting enables online officer elections for sections/chapters/affinity groups. Please note that this is different from the general IEEE elections.

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WebInABox uses a wizard to generate simple section/chapter/affinity group websites that are automatically updated.

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IEEE eNotice is an electronic newsletter subscription service that has been developed for IEEE organizational units to facilitate email distribution of newsletters, meeting notices, social events and IEEE conference materials.

FluidSurveys
MGA sponsors this survey tool for regions/sections/chapters/affinity groups. The tool can be used to quickly create online surveys using intuitive interface and distribute them via e-mail, web link, etc.

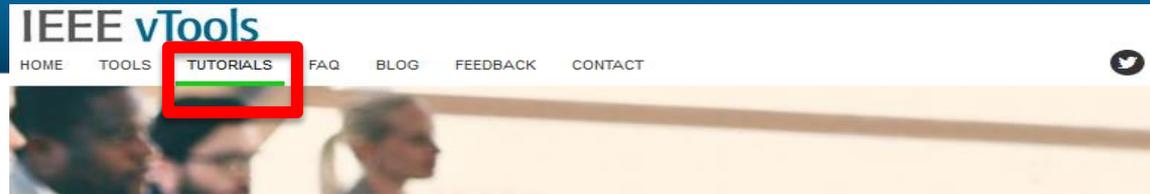
ReviewRoom
ReviewRoom is a tool used to collect, organize and evaluate online applications and submissions quickly and efficiently. Use for Awards & Nominations, Competitions, Scholarships & Grants applications. [Contact us](#) to learn more and get access.

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Web-based ad hoc query tool that provides volunteers access to member data. It allows ad hoc querying, reporting, and downloading of IEEE's membership data to [authorized or designated IEEE volunteers](#).

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List of IEEE-recommended tools for conducting and recording remote or offline meetings and making them available for searching and viewing after the meeting. Includes information on accessing the tools, tutorials, and best practices.

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Getting stated with vTools – cont'd.



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Tutorials

You can use on-demand web tutorials to quickly get started with the vTools products.

[Table of Contents to all tutorials for vTools applications](#), with active links. You may open this document, and use the "find" feature (CTRL+F) to seek specific topics, then click on those topics to open the relevant tutorial(s).

The following online tutorials are available:

vTools



PDF|PPT

[View Tutorials](#)

vTools.Events



Manage section and chapter meetings with no dependence on webmaster.

[View Tutorials](#)

vTools.WebInABox



Generate simple section/chapter/affinity group websites that are automatically updated.

[View Tutorials](#)

Section Vitality Dashboard



vTools.Voting



vTools.Surveys



Getting stated with vTools – cont'd.

The screenshot shows the IEEE vTools website. The top navigation bar includes links for HOME, TOOLS, TUTORIALS, FAQ (highlighted with a red box), BLOG, FEEDBACK, and CONTACT. A Twitter icon is visible in the top right corner. Below the navigation bar is a banner image of a group of people. On the left side, there is a circular icon with tools and a quote: "Providing tools to the volunteers and staff who support our members." Below this is a search bar with the text "Type Here to Search" and a magnifying glass icon. Underneath the search bar is a "Quick Links" section with a list of links: «« IEEE Section Vitality Dashboard, «« vTools eNotice, «« vTools Events (Meetings), «« vTools Meetings Reporting (L31), «« vTools Officer Reporting, «« vTools Surveys, «« vTools Voting, » Doodle, » Google for OUs (G4Os), » IEEE Collabratec, » IEEE Web Hosting, » Listserv, and » Remote Conferencing and. The main content area is titled "FAQ" and contains a section for "Frequently Asked Questions". The first question is "What does vTools abbreviation stand for?" with an answer explaining that vTools stands for "Volunteer Tools" and simplifies administrative tasks. The second question is "What vTools are available?" with an answer stating that vTools is an active project and tools are in various phases of development. The third question is "Who can use vTools?" with an answer stating that while most tools allow public access, only IEEE volunteers can create and modify data. The fourth question is "Are vTools free?" with an answer of "Yes.". The fifth question is "Who can access vTools?" with an answer explaining the current security model and how volunteers can use the tools. At the bottom right, there is the IEEE logo.

IEEE vTools

HOME TOOLS TUTORIALS **FAQ** BLOG FEEDBACK CONTACT

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- » Remote Conferencing and

FAQ

Frequently Asked Questions

What does vTools abbreviation stand for?
vTools abbreviation stands for "Volunteer Tools". vTools simplify the administrative tasks to our volunteers via use of online tools, reduce time spent managing activities, and assist in member development.

What vTools are available?
vTools is an active project and its tools are in various phases of development. Please visit "Products" page for details on the software in the vTools toolbox.

Who can use vTools?
While most of the vTools allow public access to view data, typically only IEEE volunteers can create and modify data available for public access.

Are vTools free?
Yes.

Who can access vTools?
The current security model automatically allows use of the tools by any volunteer who appears on the section roster. Volunteers can create meetings, WebInABox sites, run elections, etc., while members and in many cases general public can view meeting information, visit WebInABox sites, etc..

Volunteers should use their IEEE web account username and password to login. If you do not recall your Web Account information, you may go to: <http://www.ieee.org/web/accounts> to recover your username or password online.

Getting stated with vTools – cont'd.

IEEE vTools

HOME TOOLS TUTORIALS FAQ **BLOG** FEEDBACK CONTACT



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Screencasting

02
AUG

vTools.eNotice version 1.6 has been released

On 27 July 2016 eNotice version 1.6 was released.

eNotice 1.6 introduces the following usability and interface enhancements :

- Society Affiliates member grade are valid for Express eNotices.
- Life Member Affinity Group are not ineligible for Express eNotices.
- eNotice Reminders are shown in the list of eNotices.
- The Send button has been updated to 'Send Express'.
- Spellchecker has been added to the eNotice editor

Posted in Code Deployment, Release Announcements, vTools.eNotice

02
AUG

eNotice Quick Tip – How to insert an image into eNotice message

eNotice Quick Tip – How to insert an image into eNotice message

You can insert an image into your eNotice message using the insert image option on the toolbar. Your image must be available on a website (not saved locally).

Uploading an image from a device would require an upload to a website and then a



Getting stated with vTools – cont'd.

IEEE vTools

HOME TOOLS TUTORIALS FAQ BLOGS **FEEDBACK** CONTACT



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- » WebEx Request Form

Feature requests & bug reports

Please fill out the form below to report a problem or request an enhancement. Please remember to select an appropriate tool in the drop down. Please use "Subject" box to briefly describe the problem you encountered or feature you are requesting and "Message" box to provide detailed description.

Your Name (required)

Your Email (required)

Tool (required)

Subject (required)

Your Message (required)

You can attach a screen shot or other supporting document (optional)
 No file chosen

To prevent SPAM please type in the following characters in the box below:
B 5 A G

Getting stated with vTools – cont'd.

IEEE vTools

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Contact

You can contact us by filling out the form below. Please use "Subject" box to briefly describe the inquiry and "Message" box to provide detailed description. If you do not receive a response from us within 5 business days for regular inquiries, please contact mga-im@ieee.org. For urgent matters, please contact mga-im@ieee.org and use [URGENT] in the Subject header.

Your Name (required)

Your Email (required)

Subject (required)

Your Message (required)

To prevent SPAM please type in the following characters in the box below:
p N Y 3

SEND



vTools Tools

Click on the [Tools tab](#)

Navigate to <http://vtools.ieee.org/>

IEEE vTools

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Then click on the [vTools.Events](#) from the [Quick Links](#) menu

Signing in to vTools

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign In

IEEE vTools **EVENTS**

Navigate to <http://events.vtools.ieee.org>

IEEE

VTOLS ▾ SEARCH EVENTS CREATE AN EVENT EVENTS REPORTING VIEW FEEDS ABOUT

About vTools Events

IEEE vTools Events is used for managing IEEE Section, Subsection, Chapter and Affinity Group meetings and events.

All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

Learn more about vTools Events

Map shows all upcoming or past IEEE events.

Region

Section



Recent Activity

- Embedded Systems Workshop 20...
- Solar Tour at Georgia Power HQ
- Intellectual Property
- Instalaciones Eléctricas en Áreas ...
- Student Branch Counselors Meet
- IEEE Research Boost | "Give your...
- 2016 IEEE Workshop on IoT Appli...
- Curso Tutorial NFPA 70

Click on the **Sign In** link



Search Events



Create an Event



Edit an Event



Events Reporting



View Feeds

Signing in vTools

IEEE.org | IEEE Xplore Digital Library | IEEE Standards |

IEEE vTools EVENTS

VTOLS ▾ SEARCH EVENTS CREATE

Authentication Required

https://events.vtools.ieee.org requires a username and password.

User Name:

Password:

[Sign In](#)

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Map shows all upcoming or past IEEE events.

Region

Map data ©2016 Terms of Use Report a map error

Use your IEEE account credentials to sign in. If you do not recall your 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.

An IEEE Account provides easy access to a variety of online services. IEEE Accounts are available to IEEE members and IEEE Society members, customers, and visitors. Access to services varies based on membership and subscription status.

After entering your credentials, hit the "Log In" button.

All new members and Society members that join online choose an IEEE Account as part of the process. If you have recently applied for membership by postal mail or fax, then you will be able to obtain an IEEE Account once you receive your IEEE member number by mail.

Need immediate access? [Contact the IEEE Support Center](#).

Please note that only volunteers who are listed on the section roster will have access to the creating and editing events. This ensures that only authorized IEEE members can edit event data. Use the reporting form located at <http://officers.vtools.ieee.org/> to report new volunteers.

Signing in vTools



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Recent Activity ?

2016 Officers Training	Edit
Update on ATSC 3.0 - Distin...	Edit
PCJS Consultants Network M...	Edit
Graduate Student Pizza Talks	Edit
7th IEEE Integrated STEM Ed...	Edit

After signing in, you can add new, and edit existing event notices and create reports (L31).

If you do not see **"CREATE AN EVENT"** link, please ensure that you are listed on the section volunteer roster. Remember that only volunteers can edit section's event data. Use the reporting form located at <https://officers.vtools.ieee.org/> to report new volunteers.



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.Events**, please email us at: meetings-vtools@ieee.org.

Thank you!