How to Create L31 in vtools

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1. Log into Vtools at: https://meetings.vtools.ieee.org
2. It must show you as logged in (#1) --- if you are not logged in, do not proceed until you are successful.
3. Click on "Find Meetings" (#2)
4. Click on "Recent Meetings for my Section" (#3) -- This will bring up a list of recent meetings in the section

Note: larger image on next page
5. Click on your meeting in the list that shows up (#4) -- This will bring up your meeting notification
6. Click on "Create/Edit L31 Report" on the page of your meeting (#5) -- This will bring up the L31 form for your meeting with the majority of the fields filled out.

7. Enter the number of guests for your meeting. (see black box)
8. Hit the "create" button at the bottom (see red box)
• That will create the report.
• Then you will receive the email below confirming that the L31 has been completed.
• Note -- that is the notification for your meeting. You have one week where you can still edit the L31.