

Rooms

A Site Administrator can access the Rooms administration dashboard via the **Administration** block within *Site Administration > Seminars > Rooms*.

The Manage rooms area provides a list of all Rooms within the site and, by default, the ability to search for available Rooms by date.

The Manage rooms area is based on an Embedded Report so may be configured via the **Report Builder**, the results exported to .csv, excel, .ods or pdf and each column (except **Actions**) sorted ascending or descending as required. (Please see [Report Builder](#) for more information).

Actions column

The Actions column provides a range of options against the corresponding Room.

Column	Description
Details	Clicking the Details icon () will allow you to view all information about the selected Room, view all upcoming sessions in the Room and the corresponding Booking Status of each. Use the Back to rooms button at the bottom of the page to return to the previous screen.
Edit	The Edit icon () will allow you to update all details as described below.
Show/Hide	The visible/invisible icons ( , ) will allow you to hide or show a Room from the list of available Rooms for users creating a new Event. This will not affect any Events currently linked to the Room.
Delete	The delete icon () is only available if the Room is not currently assigned to an Event.
Currently assigned to an event	Will be listed against a Room where a Seminar Event has been booked within this Room.

On this page



The Totara Academy has a whole course dedicated to using [Seminar Management](#) in Totara Learn. Here you can learn more on how to use seminars, see best practice, and give it a go yourself.

Manage rooms

Manage rooms

Search by

Room Name

Room Availability

7 September 2016 15:00 Europe/London

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Search Clear

Room Name	Location	Building	Room Maximum Bookings	Room Visible	Actions
Blue Room	518 Ashton New Rd, Manchester M11 3PF		40000	Yes	      Currently assigned to an event
Red Room	Sir Matt Busby Way, Old Trafford, Manchester M16 0RA		70000	Yes	      Currently assigned to an event
Black and white room	Möhlener Landstraße 362, 60528 Frankfurt am Main		61600	Yes	      Currently assigned to an event
New Room	Street Address	Big	20	Yes	      Currently assigned to an event
test			10	No	      Currently assigned to an event
Room 1	Street Name, Town, City, PGST C003	Building 1	10	No	      
Room 2	Street Name, Town, City, PGST C003	Building 2	20	Yes	      Currently assigned to an event
Room 3	Street Name, Town, City, PGST C003	Building 3	8	Yes	      

[Add a new room](#)

Add a new room

To create a new Room within the site, use the **Add a new room** button located at the bottom of the **Manage Rooms** page. Enter in all values within each of the required fields.

Setting	Description	Notes
Name	Enter a descriptive name for the Room.	-
Maximum bookings	Provide the maximum number of attendee bookings this Room can allow.	-
Allow room booking conflicts	Checking this option will allow room scheduling conflicts to exist and multiple Events to occupy the same space at the same time.	-

Description	Provide a description of the Room and any relevant information relating to the training space.	-
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Add in details for any **Custom fields** (such as location, in-built equipment etc) and select **Add a room** to save the Room or **Cancel** to discard your changes.

Add a room

There are required fields in this form marked *

Name *

Maximum bookings *

Allow room booking conflicts

Description

Rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, image, and undo. Below the toolbar is a large empty text area for entering the room description.

Custom fields

Add a room Cancel