

# Manage assets

A Site Administrator can access the **assets administration** dashboard via the quick-access menu within *Seminars > Assets*.

The **manage assets** area provides a list of all **assets** within the site and, by default, the ability to search for available assets by date.

The manage assets 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 in ascending or descending order as required. Please see [Reports](#) for more information.

## Using assets

Assets can include:

- Equipment such laptops, projectors, water coolers, cables
- People such as IT technicians
- Services such as catering, room setup, enabling hearing loops, etc.
- Any other items you might wish to link to to an **event session**



### Note

If using an asset as a service (such as catering) you can schedule a report (via [Reports](#)) that is sent to the caterer email address which includes the **room** details, **date** and **time** - even a link to the **attendees'** dietary requirements choices from a [Sign-up note Custom Field](#).

## Actions

The **Actions** column provides a range of options for the corresponding asset.

Action	Description	Notes
<b>Details</b>	Clicking the details icon (  ) will allow you to view all information about the selected asset, view all upcoming events using this asset and the corresponding <b>Booking status</b> of each session. Use the <b>Back to assets</b> button at the bottom of the page to return to the previous screen.	-
<b>Edit</b>	The edit icon (  ) will allow you to update all asset details as described below.	-
<b>Show/Hide</b>	The visible/invisible icons (  ,  ) will allow you to hide or show an asset from the list of available assets for users creating a new event.	This will not affect any events currently linked to an asset.
<b>Delete</b>	The delete icon (  ) is only available if the asset is not currently assigned to an event.	-
<b>Currently assigned to an event</b>	Will be listed against an asset where a seminar event utilising this asset has been created within the site.	-

## Manage assets

▼ Search by

Asset Name ⓘ contains

Asset Availability ⓘ Any time

7 September 2016 17 12 Europe/London  
7 September 2016 17 12 Europe/London

Search Clear

Asset Name	Asset Visible	Actions
Flip chart	Yes	   Currently assigned to an event
Laptop	Yes	   Currently assigned to an event
Pie	Yes	   Currently assigned to an event
Carrot	Yes	   Currently assigned to an event
Stick	Yes	   Currently assigned to an event
Beamer	Yes	   Currently assigned to an event
Trainer Jones	Yes	   Currently assigned to an event

Add a new asset

## Add a new asset

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

**Asset name:** Enter a descriptive (and ideally unique) name.

**Allow asset booking conflicts:** Checking this option will allow asset scheduling conflicts to exist and will allow an asset to be assigned to two or more seminar event sessions that are running at the same time.

**Asset description:** Provide a description of the asset and any relevant information relating to the item/service/individual/resource.

Add in details for any **Custom fields** (such as location etc.) and select **Add an asset** to save the asset or **Cancel** to discard your changes.



Only users with the `mod/facetoface:managesitewideassets` capability can create new assets site-wide, and only users with the `mod/facetoface:manageadhocassets` capability can create assets within a specific seminar activity.

## Add an asset

There are required fields in this form marked \*.

Asset name \*

Allow asset booking conflicts 

Asset description





▶ Custom fields

Add an asset

Cancel

## Totara Academy



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