

Seminar administration dashboard


A Site administrator can access a Seminar administration dashboard under the quick-access menu via *Seminars > Events report*.

The Seminar dashboard provides an overview of all seminar events across the site.

The dashboard is split into two tabs **Events View** and **Sessions View** - both based on [Embedded reports](#).

- **Events View:** Shows one row per seminar event
- **Sessions View:** Displays one row per session date

These reports can be configured via the [Reports](#), the results exported to .csv, excel, .ods, or pdf, new columns and filters can be added, and each column sorted ascending or descending as required. Administrators and users with the capability of *totara/reportbuilder:manageembeddedreports* can select **Edit this report** when viewing the dashboard or go to *Reports > Report Builder > Manage embedded reports* via the quick-access menu.

The **Actions** column displays an icon () which provides a link directly to the corresponding Event's **Attendee** list.

EVENTS VIEW SESSIONS VIEW

Seminar events: 3 records shown




▼ Search by

Seminar Name ⓘ contains

Course (multi-item) ⓘ is any value Choose Courses

Booking Status ⓘ is any value Underbooked

Show/Hide Columns

Seminar Name	Course Name	Event Maximum Bookings	Overbooking allowed	Number of Attendees (linked to attendee page)	Booking Status	Actions
First Aid Training	Seminar testing	10	No	3	Booking open	
First Aid Training	Seminar testing	10	No	0	Booking open	
Health and Safety	Seminar testing	10	No	2	Booking open	

Export as

EVENTS VIEW

SESSIONS VIEW

Seminar sessions: 3 records shown

▼ Search by

Seminar Name ⓘ contains

Course (multi-item) ⓘ is any value Choose Courses

Booking Status ⓘ is any value Underbooked

Overall status ⓘ is any value Upcoming

Search

Clear

Show/Hide Columns

Seminar Name	Course Name	Session Start Date/Time	Event Maximum Bookings	Overbooking allowed	Number of Attendees (linked to attendee page)	Booking Status	Overall status	Actions
First Aid Training	Seminar testing	6 November 2018, 9:00 AM Europe/London	10	No	3	Booking open	Upcoming	
First Aid Training	Seminar testing	12 November 2018, 9:00 AM Europe/London	10	No	0	Booking open	Upcoming	
Health and Safety	Seminar testing	18 November 2018, 9:00 AM Europe/London	10	No	2	Booking open	Upcoming	

Export as

CSV

Export

Totara Academy



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.