

Key Features of the Module

Event management

Event creation and administration

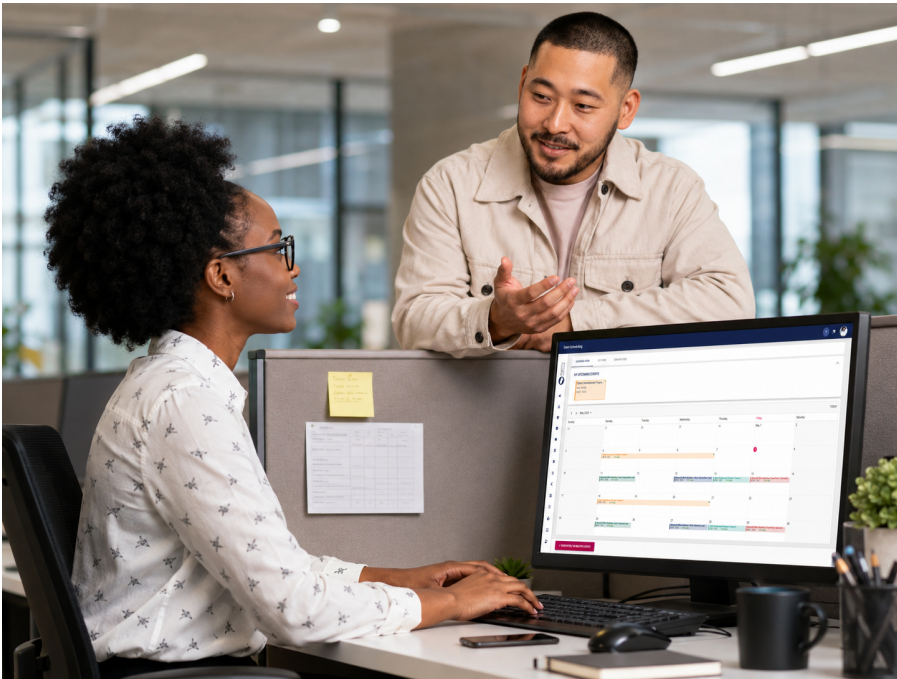
- Events can be linked to **training interventions** or free-text entries.
- **Coordinators, facilitators, and training providers** can be assigned to specific events.
 - For more information on these roles, see the [Administrator, Coordinator, and Facilitator Roles](#).
- Events can consist of **multiple sessions**, including multi-day events.
 - Attendance is recorded per session.
 - Sessions can be copied to multiple days.
- Both **in-person** and **virtual events** can be created and managed.
- Events can be **edited** after they have been created.

Attendee management and booking control

- Event attendees can be added **individually** or using pre-defined **people groups**.
- **Workflows** can be set up to assist with **event registrations** and **approvals**.
 - Integration with HR process workflows for approvals.
 - Manager-based or administrator-based approval flows.
 - Alignment with reporting lines for decision-making.
- Participation is easily managed through **attendee limits, waitlists, and booking deadlines**.
 - Easily add additional attendees, even after an event has been created.

Calendar integration and self-service functionality

- A **calendar view** of all scheduled events allows users to stay up to date on upcoming events.
- The **self-service booking** interface, using a calendar, allows attendees to sign up for events.
- Events can be configured to determine who can **view** and **book** them.
- Attendees can easily log their attendance by scanning unique **QR codes**.



Record-keeping and reporting

Costing and financial tracking

- **Cost structures** can be linked to events to ensure efficient budgeting.
 - Resource allocation is optimised, and the administrative burden is lightened.
- Event administrators can **allocate costs** per attendee or distribute them across attendees.
- Billing details, invoice references, and payment status are recorded to support better decision-making.

Attendance and completion tracking

- **Attendance** can be recorded per session, with multiple status options.
- Attendees' progress is tracked in terms of **overall completion** and **competency** outcomes.
- The module supports partial and final attendance **updates**.
 - Attendance data can be edited and updated to maintain data integrity.
- Attendance registers can be **exported** for reporting, ensuring an accountable approach to employee development.
 - Historical attendance records are easily accessible.
 - Full audit trails of attendee participation are kept for compliance and reporting purposes.

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