easySoft.®

Seminar Management
in a Nutshell

Take advantage of the full range of possibilities for your event management. Whether for a convention, a workshop, a course lasting several weeks or an hour-long workplace instruction, one system can handle the entire workflow. Publish your events effortlessly on the internet or intranet, thereby increasing the quality of service and ensuring the transparency of your event management information flow both internally and externally.

Manage your educational events clearly and concisely. Are the seminars fully booked and where are available spots? Have all preparations been attended to and the instructors informed? How were the courses and instructors evaluated? How profitable are the individual events?

This information is at your fingertips and mass mailings and invitations can be sent in no time. See who is participating in which event and which courses have been completed at any given time. Certificates, nametags and statistics are easy to generate with the integrated report generator.

The various educational history records for employees and participants are also easily accessed.

> Seminar scheduling and cost planning
> Address and correspondence management system
> Simple registration management: confirmations, cancellations, changes, waiting list, etc.
> Seminar programs and goods and services catalogs
> Quick invoicing and evaluation
> Graphical overview and course management assistance
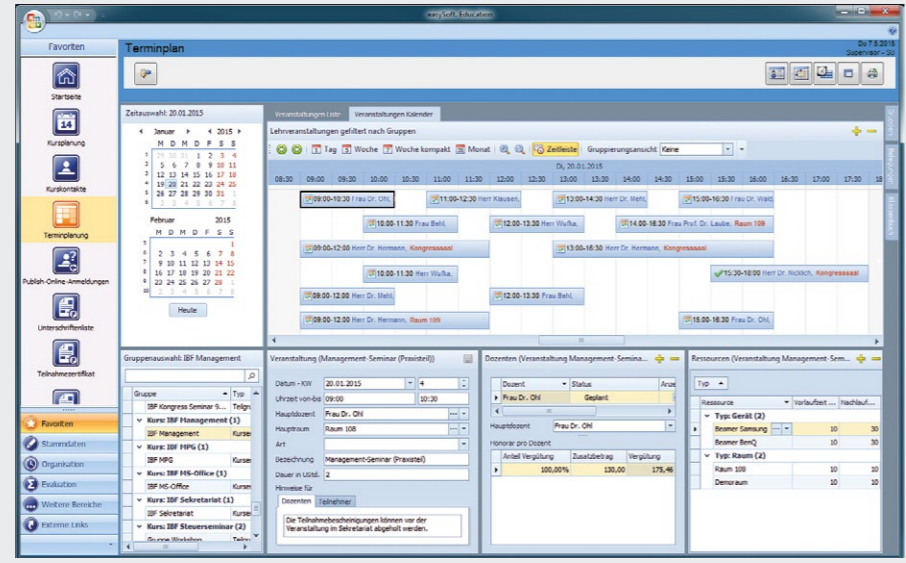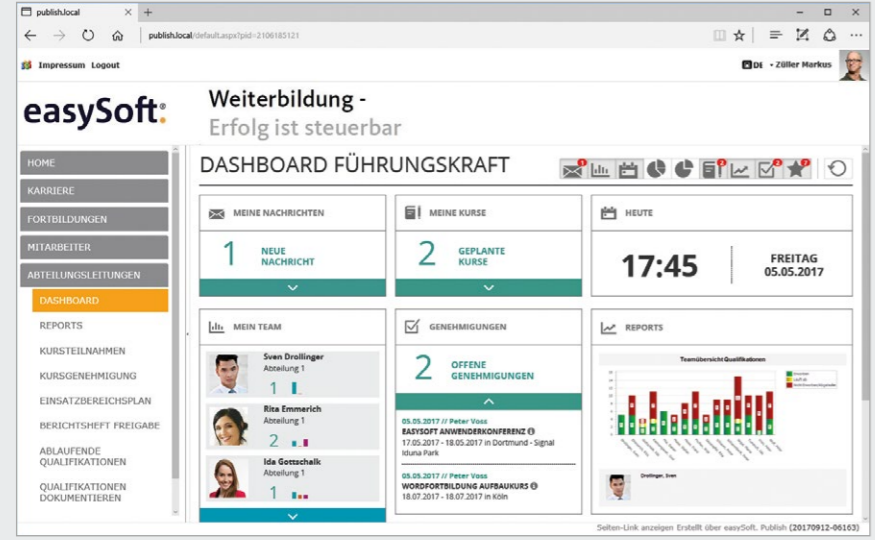> Direct intranet or internet publication

❶ PARTICIPANT MANAGEMENT
> See all individual-related data including essential information at a glance.
> Access your serial letter feature, useful lists and evaluations directly.

❷ SCHEDULING
> Clear overview: the design and features, such as drag & drop, vastly facilitate the scheduling process.
> Ideal: graphical representations and indications allow you to continuously monitor your dates, resources and instructors.
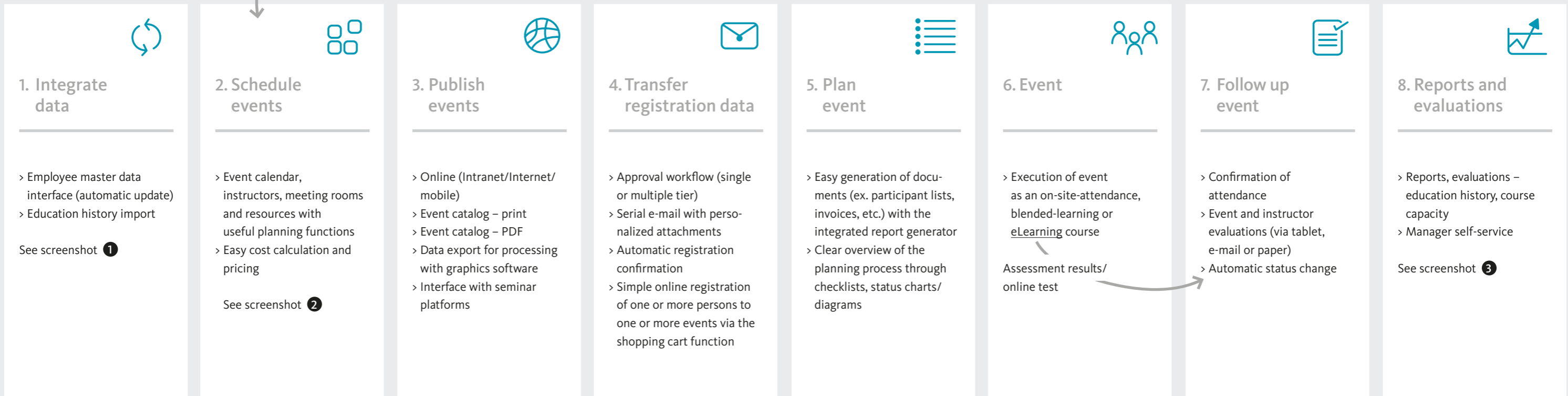
❸ MANAGER SELF-SERVICE
> Provide target-appropriate data, reports and evaluations. This simplifies, accelerates and standardizes processes.
> Choose from available reports or create your own individualized evaluations.

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Simplify Processes –
Save Time

Comprehensive copy assistant

> Copy all relevant data including agenda. Create multiple dates.

1. Integrate data

> Employee master data interface (automatic update)
> Education history import

See screenshot ❶

2. Schedule events

> Event calendar, instructors, meeting rooms and resources with useful planning functions
> Easy cost calculation and pricing

See screenshot ❷

3. Publish events

> Online (Intranet/Internet/ mobile)
> Event catalog – print
> Event catalog – PDF
> Data export for processing with graphics software
> Interface with seminar platforms

4. Transfer registration data

> Approval workflow (single or multiple tier)
> Serial e-mail with personalized attachments
> Automatic registration confirmation
> Simple online registration of one or more persons to one or more events via the shopping cart function

5. Plan event

> Easy generation of documents (ex. participant lists, invoices, etc.) with the integrated report generator
> Clear overview of the planning process through checklists, status charts/ diagrams

6. Event

> Execution of event as an on-site-attendance, blended-learning or eLearning course

Assessment results/ online test

7. Follow up event

> Confirmation of attendance
> Event and instructor evaluations (via tablet, e-mail or paper)
> Automatic status change

8. Reports and evaluations

> Reports, evaluations – education history, course capacity
> Manager self-service

See screenshot ❸

Optional: Import	Entry	Publication	Registration	Preparation	Execution	Follow-up	Control

Exchange interface

> Transfer participants and instructor dates, ex. to Microsoft Outlook

Financial accounting interface

> Transfer accounts receivable and accounting entries to financial accounting department