

Dashboard - Overview of all features

Dashboard overview

If you are logged in to edudip next, you will first see your overview page, also known as the „[dashboard](#)“. The overview page shows you which edudip next subscription you are currently subscribed to and includes quick access to the most important administrative areas of your webinars. For current events, important system messages are also displayed on the dashboard. You can plan a new event any time using the „[Create new webinar](#)“ menu item.

Reporting

In your dashboard overview you will receive a reporting summary with a graphic presentation of all registrations and landing page views of the past few weeks, which will inform you quick and simple about the success of your events. Via „[All reports](#)“ you will then be forwarded directly to the reporting area for all events. You can also directly switch to the reporting area of all webinars via the dashboard menu item „[Reporting](#)“.

Webinars

In the webinar area, you can see which webinars took place last or which webinars are planned in the future. This area gives you quick access to the settings for the respective event. You can use the „[All webinars](#)“ button to call up the webinar administration for all events. Or you can directly switch to the webinar administration via the dashboard menu item „[Webinars](#)“.

Last registrations

To estimate your success, you will receive a brief overview of which participants took part last in your events. Here you can optionally directly switch to the „[Participant administration](#)“ area.

Last recordings

If you activated the „[Recording](#)“ function for past events, the most recently saved recordings are displayed here. Via „[All recordings](#)“ you get to the menu item Recordings.

Menu item „Webinars“

If you click on „[Webinars](#)“ in your dashboard menu on the left, you will get an overview of your own webinars and the webinars created by your teammates. With the search

and filter function, you can search for specific webinars. With a [click on the selected webinar](#) you can access the respective webinar administration. Here you have the opportunity to adjust all the settings relating to the webinar, to set up further dates for the webinar, to upload documents and presentations and to get an overview of the last registrations for the webinar. The [„All participants“](#) button leads you to a list of all registered participants. Here you have the option of exporting the list of participants for your webinar after the event has ended. To do this, click on [„All participants“](#), select the desired webinar date and finish the export with [„Download Excel list“](#). The saved list not only contains the listing of the registered participants, but also the attendance time of the participant in minutes and the time at which the participant entered the webinar room. These functions are not available in meetings.

Further options are available on the right-hand side of the screen. Here you can write to the registered participants, invite new participants, customise your landing page, edit the registration form and follow up on your webinar. Under the menu item [„Follow up webinar“](#) you have the option of evaluating the survey results and exporting the chat history of the respective event after the end of the webinar.

Menu item „Meetings“

Click on [„Meetings“](#) and you get to the settings overview of your personal meeting room. Here you have the option of storing the individual URL for your meeting room and, optionally, a password, which your meeting participants will receive by email along with the release link in the invitation. By default, the meeting starts as soon as the organiser enters the meeting room. Deactivate this option if you want to start the event at an individual time later in the meeting room.

Under the menu item [„Meetings“](#) you will also find an overview of all meeting dates that have already been set up. You have the option of inviting your meeting participants by entering their respective email addresses. Participants will automatically receive an email with the invitation link. Additional reminder emails will be sent 24 hours and one hour before the start of the meeting. Instead of an invitation by email, the link of your meeting room can also be shared public on your website or via SNS.

Depending on the subscription, a certain number of meeting rooms are automatically available to all edudip next annual subscribers with no additional costs. If necessary, annual subscribers have the option of booking additional meeting rooms. Unfortunately, there are no meeting rooms available for monthly subscribers.

Menu item „Recordings“

You have the option to record your webinars. If you click on „[Recordings](#)“ in the dashboard, you will get an overview of all stored recordings, including the events of your team members. You should activate the recording function in advance if you want to record the webinar and make it available to your participants afterwards. If the webinar has already started, spontaneous recording is no longer possible. In a meeting you can spontaneously decide whether you want to record the meeting or not. This feature is not available to you during the beta phase of the meeting rooms.

The recording takes place from the participant's point of view. If the participant list is hidden and the chat is protected, neither the participant list nor the chat history can be seen in the recording. If you check „[Private participant list](#)“ and „[Force private chat](#)“ in the webinar room, the participant list and chat are only visible to moderators during the webinar, but not to other participants.

Menu item „Attendee management“

In the „[Participant administration](#)“ menu item, you have the option of filtering participants according to various criteria and then exporting this participant list. For example, you can export the participants who registered for your newsletter when registering for the webinar. The filter options are influenced by the query information on your landing page.

Menu item „Reporting“

Depending on your subscription, the „[Reporting](#)“ area is available to you. Here you can evaluate the landing page views, the number of webinar registrations and the number of webinar participants present and assess how successful your event was. It is possible to analyse individual events using the filter function or to define a time frame using a calendar selection in order to take a closer look at views and registrations.

Menu item „Team management“

Call up the item „[team management](#)“ in the menu bar on the left. Here you get an overview of the roles you have, for example moderator, administrator or accounting. Using the three dots to the right next to your name, you can edit your role, revoke the meeting room or moderator licence or delete your profile entirely. Please consider that your profile on edudip next can only be deleted if you no longer have administrator rights.

If you need additional moderator licenses, the main licensee alone can book the desired licence using the „[Purchase new moderator licence](#)“ button in the „team manage-

ment“ area. In order to assign the purchased licences to your team members, stay on the same page. Select the respective user after clicking the „Purchase new moderator licence“ button. Here you can also see how many moderator licenses are still available to you.

If colleagues to whom you would like to assign a moderator licence are not yet in the list, you can add them by email using the „Invite new team member“ button and assign the preferred access rights. The invited colleagues can then register via the invitation email and are automatically assigned to your team.

In the team management area, you as the administrator will also see the number of your available meeting rooms, which you can assign to the respective teammates. Please note that a person with one email address cannot be represented in two appointments at the same time. The main licensee alone has the option of booking an additional meeting room if required; the moderator has no access to this booking area.

Menu item „Automation“

Here you have the option to set or adjust the automated notifications for your participants. You can insert personalised placeholders such as first name, last name, webinar title, landing page link, webinar date, webinar start. Click a placeholder to insert it in the selected location in the text. The automation templates are available in German and English.

After registration: After registering for the webinar, the participant receives an automated confirmation of registration. Here you can precisely define the content of the confirmation template.

Webinar reminder: If required, the registered webinar participants will receive up to two automated emails as a reminder of the event before the beginning of the webinar. Here you can adjust the content of the template and determine the times at which the emails should be sent.

After the webinar has ended: If required, the registered webinar participants will receive up to two automated emails about your participation in the event after the webinar. You have the option to only send these automations to participants who were present at the webinar. Here you can, for example, insert information on further dates or a link from the webinar recording. Define the times when the email should be sent out.

Double opt-in: This automation is only given to participants who want to register for your newsletter and who have clicked the double opt-in checkbox on the registration form for your webinar in advance. Here you can customise the template. If a participant confirms the double opt-in button in this email, the registration for the newsletter is complete.

Menu item „Invoices“

The menu item „[Invoices](#)“ provides an overview of all the invoices issued. Here you can sort, view or download your own license invoices, but also the invoices of your participants who have booked paid webinars.

You will also be shown which edudip next subscription you have booked for which period of time and with which payment method. At this point you can also cancel your subscription. Please note that only subscriptions that are debited by credit card or direct debit can be cancelled independently and online. If you booked by invoice, it is necessary that you send your written cancellation by email to sales@edudip.com.

Menu item „Feedback“

If you activated ratings under the „[Settings](#)“ menu item and in the settings of the respective webinar, the attendees will receive a rating request by email after the event. The ratings can be viewed and managed under „[Feedback](#)“ on the left in the dashboard menu.

If feedback is activated in „[Settings](#)“, they are displayed in an overview under the „Feedback“ menu item. If ratings are generally not desired, the administrator can remove the checkmark for „[Feedback](#)“ in the settings. In this way, the evaluation function is also blocked for all teammates or moderators during individual webinars.

If this function is activated, participants can submit feedback in the form of stars and comments. You have the option of downloading or deleting the ratings submitted in the form of an Excel table or displaying them on your landing page. To display the feedback on your landing page, simply select the rating you want to display and [click on the icon with the screen and the little plus](#).

Menu item „Settings“

Under „[Settings](#)“ you have the option to manage your profile or your account.

Account settings

Here you can change account data such as last name, first name and profile picture. edudip automatically stores a profile picture in advance, consisting of the initials of your name. If you deactivate your camera transmission in an event, the profile picture saved here appears. For an optimal display of your avatar picture, edudip recommends a resolution of 800 x 600 pixels in landscape format. At the same point you can also change your email address, your password, your preferred language and time zone or delete your profile if necessary.

Newsletter

If you subscribe to the newsletter at this point, you will regularly receive the edudip next newsletter with useful tips and all the important news about the software.

Feedback

As an administrator, you can activate or deactivate the ratings for all webinars. If this function is deactivated, the moderators will no longer have access to the ratings in the webinar administration. If the evaluations are activated in both places, the webinar participants present will receive an evaluation request by email after the event.

Email notifications

With the active email notification, you will be informed by email as soon as a new participant registers for your event.

Billing Details

The main licensee can store and adjust the invoice data here. You will also find your customer ID number here. Moderators do not have access to this area.

Content of emails & landing page as well as webinar room:

Enter your company logo and colours here to adapt the branding of your invitations in your emails and on the landing page. If there is no setup, the logo and the colours of edudip GmbH will appear in the invitation email for your webinar or meeting. In addition, you can adjust available languages, your legal notice, your terms and conditions and the information displayed in the lobby here.

CleverReach & Klick Tipp

Setting up a CleverReach or Klick-Tipp interface enables you to send your own newsletters or automated mailings via these two newsletter providers. If you want to integrate

CleverReach or Klicktipp into edudip next, you need an account on CleverReach or Klicktipp in advance. If this kind of account has been created, please proceed as follows:

Log in to [edudip next](#) with administrator rights and select „[CleverReach settings](#)“ or „[Click-tip settings](#)“ under „[Settings](#)“. Then please enter your access data for CleverReach or Klicktipp and then select the option „[Activate the interface here to compare participant data with your contacts in CleverReach / Klicktipp](#)“. Now every new registered webinar participant is entered in CleverReach / Klicktipp. Important with regard to data protection: If you set a double opt-in query, these participants will receive a message in advance from CleverReach / Klicktipp in which they can agree or reject the sending of your newsletter.

Paid webinars (coming soon)

Here you can activate the function for paid webinars and then enter the billing address, billing information, invoice supplement and the payment provider.

API tokens

With the integration of the edudip next webinar API, you can simply manage edudip webinars from your CMS or LMS. An API is a programming interface with which software can be linked to other systems or programs. Our detailed API documentation (<https://github.com/edudip/edudip-next-api>) offers you a guide to integration. API tokens are used for authentication so that your login details remain secure.

To set up the integration, scroll down to the „[API tokens](#)“ section in the settings and click on „[Generate additional API tokens](#)“. A mask will appear. Select the user for whom the API token should apply. It is advisable to name a user who also has the rights to manage webinars. Then click on „[Generate API token](#)“. When the mask has closed, the new API token is displayed. Copy this to your clipboard and paste the copied API token into the corresponding field of your system. Your system is now ready for edudip webinars and you have full control over your data.

Webinar categories

Here you have the option of assigning your webinars to different categories. If you offer different webinars, you should create categories beforehand into which you can divide your online seminars. This makes it quicker and easier to sort, access, edit and manage your webinars.

Menu item „Help area“

Under this menu item you will find useful answers to the most frequently asked questions.

Help Centre & FAQ

You can find answers to many of your questions in the Help Centre and FAQ. In the FAQ you will find the answers to the most frequently asked questions. Further topics, comprehensive information and a lot of technical support can be found in our edudip next help centre. There we have compiled the most important content and explanations for you.

Your service PIN

If you need help or have technical questions, our customer service team will be happy to help and advise you Monday to Friday from 8 a.m. to 8 p.m. and Saturdays from 8 a.m. to 1 p.m. In the help area of your dashboard, you will find a contact form and your personal „Service PIN“. You can use the in-app help area to send a support ticket with the most important information about your problem. With the service PIN you allow the edudip support staff to access your account if the problem described is to be inspected first-hand. If your service PIN has expired, you can request a new one here.

Call-back form

You have the option of leaving a telephone number if you would like to be contacted by one of our support team members. If you fill out the call-back form, the company's internal customer support will contact you as soon as possible. Please have your service PIN ready.

Further help options

Do you have any further questions or would you like to find out more about our product? Then let our sales team advise you on topics such as customisation, API integration, white labelling or security and data protection.

Other Information

On the current status page <https://status.edudip.com> of edudip next you will find information on current incidents and planned maintenance.

Click „[Logout](#)“ to log out of your account.