



Coursedog Event Data Filters & Reports

Event data can be filtered and exported in several areas of the Coursedog Events platform.

The **Event Dashboard** provides a dynamic view of all event data within Coursedog for a specified **Start Date/End Date**. **Academic Events** can also be displayed if selected.

The screenshot shows the 'Events Management' dashboard. The left sidebar contains a menu with 'Events' circled in orange. The main content area has a search bar, a 'Show Academic Events' checkbox circled in orange, and date range filters for 'Start date' and 'End date' both set to 'Apr 19, 2024', also circled in orange. Below these is an 'EXPORT RESULTS' button circled in orange. A table of events is displayed below, showing columns for Event Name, Date & Time, Location, and Meeting Type.

EVENT NAME	DATE & TIME	LOCATION	MEETING TYPE
AA-OSUIT	Apr 19, 2024 12:00 AM - 11:59 PM	T-NCB-227	Main Meeting
AA-OSUIT	Apr 19, 2024 12:00 AM - 11:59 PM	T-NCB-225	Main Meeting
AA-OSUIT	Apr 19, 2024 12:00 AM - 11:59 PM	T-NCB-260	Main Meeting
Env Mgmt Cert Training	Apr 19, 2024 7:00 AM - 5:00	T-NCB-220	Main Meeting

To narrow search results within the dashboard, one or multiple filters can be applied, and the following filters are available for use in the **Event Dashboard**:

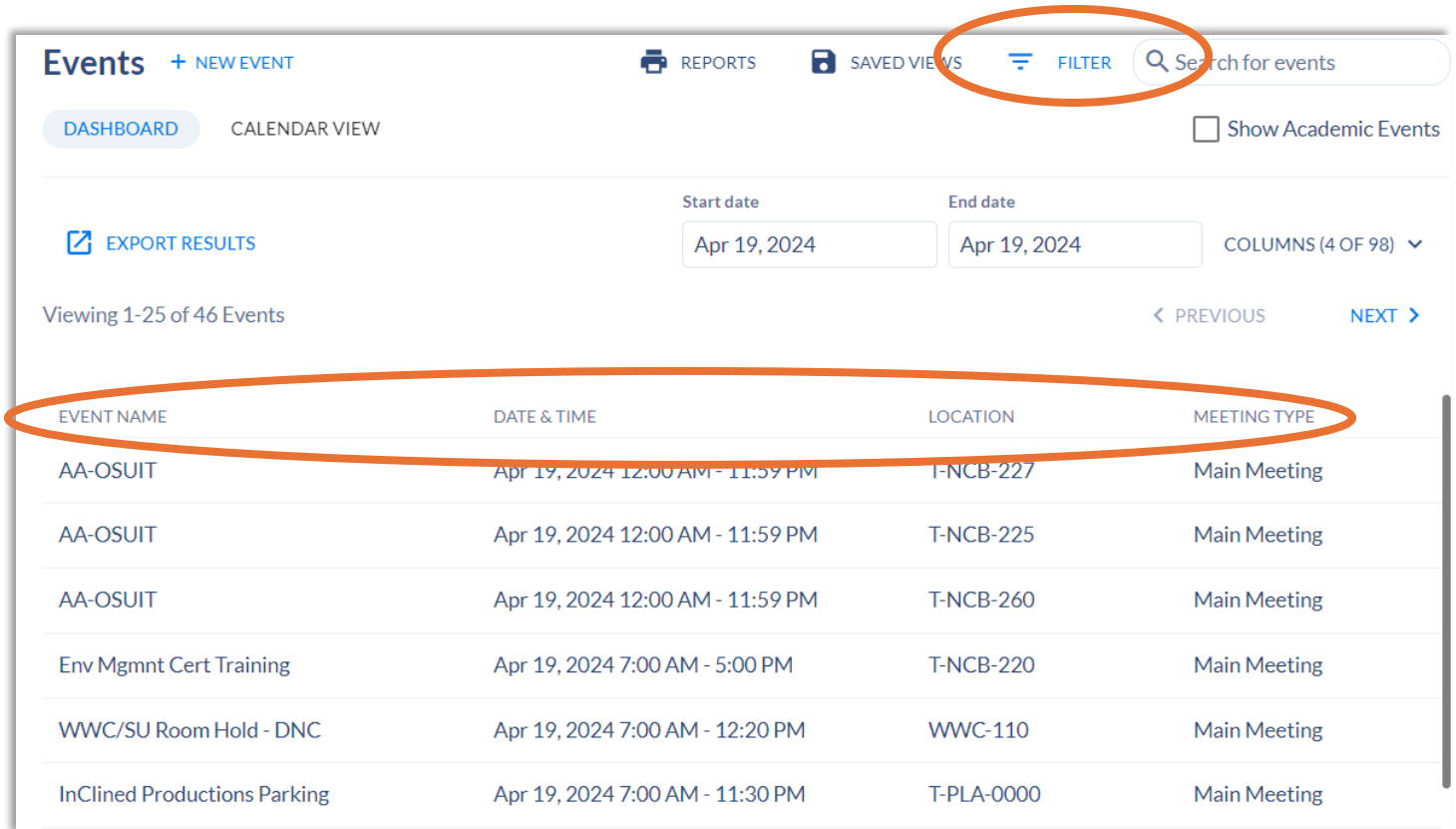
Event Name
Contacts
Start Time
Department

Description
Event Type
End Time
Status

Organization
Location
Resources

To successfully add a filter, ensure the desired data is viewable within the dashboard and select **Filter** to apply one or more filters.

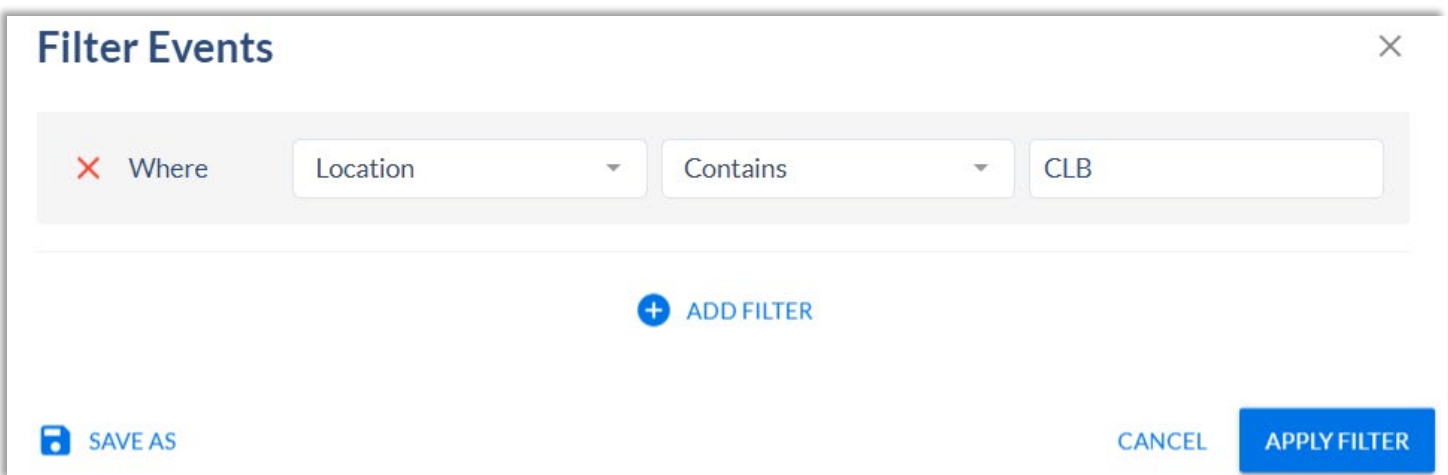
Example: Since **Event Name, Date & Time, Location** and **Meeting Type** are currently viewable, a **Location** filter can be added to identify only those events taking place within the specified location during a specific date range.



The screenshot shows the 'Events' dashboard interface. At the top right, the 'FILTER' button is circled in orange. Below the dashboard, there are date range filters for 'Start date' and 'End date', both set to 'Apr 19, 2024'. A table of events is displayed below, with the header row circled in orange. The table has four columns: 'EVENT NAME', 'DATE & TIME', 'LOCATION', and 'MEETING TYPE'. The events listed are:

EVENT NAME	DATE & TIME	LOCATION	MEETING TYPE
AA-OSUIT	Apr 19, 2024 12:00 AM - 11:59 PM	T-NCB-227	Main Meeting
AA-OSUIT	Apr 19, 2024 12:00 AM - 11:59 PM	T-NCB-225	Main Meeting
AA-OSUIT	Apr 19, 2024 12:00 AM - 11:59 PM	T-NCB-260	Main Meeting
Env Mgmnt Cert Training	Apr 19, 2024 7:00 AM - 5:00 PM	T-NCB-220	Main Meeting
WWC/SU Room Hold - DNC	Apr 19, 2024 7:00 AM - 12:20 PM	WWC-110	Main Meeting
InClined Productions Parking	Apr 19, 2024 7:00 AM - 11:30 PM	T-PLA-0000	Main Meeting

Filters can be added to generate exact results (e.g., Room Filter - Location **Is** CLB-101) or input broader search criteria (e.g., Building Filter - Location **Contains** CLB).



The 'Filter Events' dialog box is shown. It has a title bar with a close button (X). Below the title, there is a filter rule: 'Where Location Contains CLB'. The 'Where' part is highlighted with a red X. Below the filter rule, there is a blue button with a plus sign and the text 'ADD FILTER'. At the bottom of the dialog, there are three buttons: 'SAVE AS', 'CANCEL', and 'APPLY FILTER'.

Once the filter is applied, all events based on the filter are reflected for the specified data range. **Academic Events** can be included or excluded, and the date range can be modified while the filter is active.

The screenshot shows the 'Events' dashboard with the following elements:

- Top navigation: 'Events + NEW EVENT', 'REPORTS', 'SAVED VIEWS', '1 FILTER', and a search bar.
- Sub-navigation: 'DASHBOARD' and 'CALENDAR VIEW'.
- Filter controls: 'Start date' and 'End date' both set to 'Apr 19, 2024'. A 'Show Academic Events' checkbox is checked.
- Table headers: 'EVENT NAME', 'DATE & TIME', 'LOCATION', and 'MEETING TYPE'.
- Table content: A list of events with IDs like 'CHEM1515 - 27561' and 'CHEM1515 - 27567', all occurring on 'Apr 19, 2024' at 'CLB-313'.

Results can be exported from the dashboard via a downloadable spreadsheet.

This screenshot highlights the 'EXPORT RESULTS' button and shows a detailed data table overlaid on the event list.

Event Name	Date & Time	Location	Meeting Type
CHEM1515 - 27561	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-313	Main Meeting
CHEM1515 - 27562	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-313	Main Meeting
CHEM1515 - 27564	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-313	Main Meeting
CHEM1515 - 27565	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-313	Main Meeting
CHEM1515 - 27563	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-313	Main Meeting
CHEM1515 - 27567	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-313	Main Meeting
CHEM1515 - 27571	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-313	Main Meeting
CHEM1515 - 27563	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-212	Main Meeting
FPST4143 - 22015	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-108	Main Meeting
ECEN3314 - 30921	Apr 19, 2024 8:30 AM - 9:20 AM	CLB-212	Main Meeting

To bring additional data into the dashboard, click on **Columns** and select one or more fields to add to the dashboard.

The screenshot shows the 'Events Management' dashboard. The 'Columns' dropdown menu is open, showing a list of fields to be added to the dashboard. The 'Columns' dropdown is circled in orange. The 'Organization' field is also circled in orange.

EVENT NAME	DATE & TIME
AA-OSUIT	Apr 19, 2024 12:00 A PM
AA-OSUIT	Apr 19, 2024 12:00 A PM
AA-OSUIT	Apr 19, 2024 12:00 A PM

- Is This a Featured Event? (BANNER: SLBEVNT,SLBEVNT, DUBI)
- Is This a Private Event?
- Meeting End Date
- Meeting End Time
- Meeting Start Date
- Meeting Start Time
- Modified At
- Notes
- Organization
- Organization Contact(s)
- Owner(s) Email
- Owner(s) Name

The screenshot shows the 'Events Management' dashboard with the 'Organization' column added to the event list. The 'Organization' column is circled in orange. The event list is filtered for 'Apr 19, 2024'.

EVENT NAME	DATE & TIME	LOCATION	MEETING TYPE	ORGANIZATION
WWC/SU Room Hold - DNC	Apr 19, 2024 7:00 AM - 12:20 PM	WWC-110	Main Meeting	Registrar
Human Trafficking Meeting	Apr 19, 2024 8:00 AM - 5:00 PM	T-NCB-140	Main Meeting	Educ Found Leadersh & Aviation
Travel Training for PASS	Apr 19, 2024 8:00 AM - 10:00 AM	AGH-374	Main Meeting	Plant & Soil Sciences

If a filter currently exists for the newly brought in data, it can then be added within the dashboard.

The screenshot shows the 'Filter Events' dialog box. The filter is set to 'Where Organization Is Registrar'. The 'Organization' field is circled in orange. The 'ADD FILTER' button is also circled in orange.

Where Organization Is Registrar

+ ADD FILTER

SAVE AS CANCEL APPLY FILTER

The **Start Date/End Date** can be modified with the active filter to broaden or narrow the search criteria.

Events + NEW EVENT

REPORTS | SAVED VIEWS | 1 FILTER | Search for events

DASHBOARD | CALENDAR VIEW | Show Academic Events

EXPORT RESULTS

Start date: Apr 19, 2024 | End date: May 18, 2024 | COLUMNS (5 OF 98)

Viewing 1-25 of 120 Events | PREVIOUS | NEXT

EVENT NAME	DATE & TIME	LOCATION	MEETING TYPE	ORGANIZATION
WWC/SU Room Hold - DNC	Apr 19, 2024 7:00 AM - 12:20 PM	WWC-110	Main Meeting	Registrar
WWC/SU Room Hold - DNC	Apr 19, 2024 12:30 PM - 11:59 PM	SU-203	Main Meeting	Registrar
WWC/SU Room Hold - DNC	Apr 19, 2024 12:30 PM - 11:59 PM	WWC-109	Main Meeting	Registrar
WWC/SU Room Hold - DNC	Apr 19, 2024 5:30 PM - 11:59 PM	WWC-110	Main Meeting	Registrar
WWC/SU Room Hold - DNC	Apr 20, 2024 7:00 AM - 12:20 PM	WWC-110	Main Meeting	Registrar
WWC/SU Room Hold - DNC	Apr 20, 2024 12:30 PM - 11:59 PM	SU-203	Main Meeting	Registrar

Please note – if the selected data is not an option that can be filtered, it can still be brought into the dashboard. Once the data is exported, it can be filtered via a spreadsheet.

EXPORT RESULTS

Viewing 126-150 of 1324 Events

Start date: Jan 17, 2024 | End date: Apr 28, 2024 | COLUMNS (4 OF 98)

PREVIOUS | NEXT

EVENT NAME	DATE & TIME	LOCATION	WHAT IS THE RELATIONSHIP OF THIS EVENT TO OSU? (TULSA EVENT)
AA-OSUIT	Date & Time	Location	What is the relationship of this event to OSU? (Tulsa Event)
AA-OSUIT	Jan 24, 2024 8:00 AM - 3:00 PM	T-NCB-104	External for Profit
AA-OSUIT	Feb 21, 2024 8:00 AM - 3:00 PM	T-NCB-104	External for Profit
AA-OSUIT	Mar 7, 2024 4:00 PM - 8:00 PM	T-NCB-150	External for Profit
CC CF Public Lif	Mar 13, 2024 9:00 AM - 11:30 AM	T-NCB-151	External for Profit
CC CF Public Lif	Mar 27, 2024 8:00 AM - 3:00 PM	T-NCB-104	External for Profit
CC CF Public Lif	Apr 2, 2024 7:00 AM - 3:00 PM	T-NCB-118	External for Profit
CC CF Public Lif	Apr 5, 2024 1:30 PM - 4:30 PM	T-NCB-106	External for Profit
Jack and Jill Fou	Apr 6, 2024 8:30 AM - 9:30 PM	T-BKS-001	External for Profit
	Apr 7, 2024 8:30 AM - 9:30 PM	T-BKS-001	External for Profit
	Apr 8, 2024 8:00 AM - 12:00 PM	T-AUD-001	External for Profit

To view building and room level data within Courseedog, visit **Rooms** in the toolbar. Filters can be applied, and results can be viewed via **List View** or **Calendar View**.

Events Management

- Home
- Events
- Rooms**
- Organizations
- Resources
- Buildings
- Requests
- Reports
- Settings

Rooms + ADD ROOM

SAVED VIEWS FILTER Search for rooms

LIST VIEW CALENDAR VIEW

Viewing 1-50 of 1507 ⓘ < PREVIOUS NEXT >

ROOM NAME	BUILDING	ROOM TYPE	CAPACITY
8888-AUSTIN	Out of State	Other Room	9999
8888-BOSTON	Out of State	Other Room	9999
8888-BUENA VIST	Out of State	Other Room	9999
8888-CALIFORNIA	Out of State	Other Room	9999
8888-CHICAGO	Out of State	Other Room	9999
8888-COLORADO	Out of State	Other Room	9999
8888-DALLAS	Out of State	Other Room	9999

A variety of filters are available in the **Rooms** dashboard. A few of examples include:

Building

Campus

Capacity

Department

Display Name

Features

Hide In Events

Hide In Scheduling

Room Name

Room Number

Room Type

Data from the **Rooms** dashboard cannot be exported and additional fields cannot be brought into the dashboard. However, the filter can be saved for use anytime the dashboard is accessed, and **Saved Views** can be exported via **Reports**.

The screenshot shows the 'Rooms' dashboard interface. At the top, there are navigation options: '+ ADD ROOM', 'SAVED VIEWS', and a filter indicator '1 FILTER' (circled in orange). A search bar contains the text 'Search for rooms'. Below the navigation, there are view toggles for 'LIST VIEW' (selected) and 'CALENDAR VIEW'. The main content area displays a table of rooms with columns for 'ROOM NAME', 'BUILDING', 'ROOM TYPE', and 'CAPACITY'. The table lists several rooms, including CLB-005, CLB-024, CLB-033, CLB-101, CLB-102, CLB-103, CLB-106, CLB-108, and CLB-112. A 'Filter Rooms' modal is open, showing a filter rule: 'Where Display Name Contains CLB'. The modal includes an 'ADD FILTER' button and 'SAVE AS', 'CANCEL', and 'APPLY FILTER' buttons at the bottom.

ROOM NAME	BUILDING	ROOM TYPE	CAPACITY
CLB-005	Classroom Building	Classroom	17
CLB-024	Classroom Building	Other Room	16
CLB-033	Classroom Building	Other Room	1
CLB-101	Classroom Building	Classroom	54
CLB-102	Classroom Building	Classroom	42
CLB-103			
CLB-106			
CLB-108			
CLB-112			

Filter Rooms

Where

[+ ADD FILTER](#)

[SAVE AS](#) [CANCEL](#) [APPLY FILTER](#)

The search field also works as a filter to narrow search results.

Events Management

Rooms + ADD ROOM

SAVED VIEWS X 1 FILTER Q CLB

LIST VIEW CALENDAR VIEW

Viewing 1-50 of 69

ROOM NAME	BUILDING	ROOM TYPE	CAPACITY
CLB-005	Classroom Building	Classroom	17
CLB-024	Classroom Building	Other Room	16
CLB-033	Classroom Building	Other Room	1
CLB-101	Classroom Building	Classroom	54
CLB-102	Classroom Building	Classroom	42
CLB-103	Classroom Building	Classroom	54
CLB-106	Classroom Building	Classroom	50
CLB-108	Classroom Building	Classroom	60
CLB-112	Classroom Building	Classroom	62
CLB-114	Classroom Building	Classroom	62

Selecting a specific room will allow the room schedule to be viewed for a given date range. **Academic Events** can be brought into the dashboard and additional filters can be applied.

Rooms » CLB-112 » Events ROOM SETTINGS

+ NEW EVENT REPORTS SAVED VIEWS FILTER Search for events

LIST VIEW CALENDAR VIEW Show Academic Events

Start date End date

Apr 21, 2024 Apr 28, 2024

DATE & TIME	NAME	TYPE	LOCATION
Apr 21, 2024 5:00 PM - 8:00 PM	LASSO SI Sessions	All Fields - Coursedog	CLB-112
Apr 22, 2024 5:00 PM - 10:00 PM	Theta Tau Study Rooms	All Fields - Coursedog	CLB-112
Apr 24, 2024 5:00 PM - 10:00 PM	Theta Tau Study Rooms	All Fields - Coursedog	CLB-112
Apr 25, 2024 11:00 AM - 11:45 AM	HDFS 2113 SAS Accomodation	All Fields - Coursedog	CLB-112
Apr 25, 2024 5:00 PM - 10:00 PM	Theta Tau Study Rooms	All Fields - Coursedog	CLB-112
Apr 26, 2024 5:00 PM - 10:00 PM	Theta Tau Study Rooms	All Fields - Coursedog	CLB-112

Visit **Reports** in the toolbar for additional reporting options. Previously **Saved Views** can be downloaded, and a variety of PDF or CSV reports are available.

Events Management

- Home
- Events
- Rooms
- Organizations
- Resources
- Buildings
- Requests
- Reports**
- Settings

Reports

[SHOW FILTERS](#) [PDF REPORTS LIST](#)

SAVED VIEWS PDF REPORTS **CSV REPORTS**

NAME	DESCRIPTION		
Events List	This report is a CSV file that lists all events and their associated meetings.	Subscriptions	DOWNLOAD
Canceled Events List	This report is a CSV file that lists all canceled events and their associated meetings.	Subscriptions	DOWNLOAD
Resources List	This report is a CSV file that lists each resource and the events that are using it.	Subscriptions	DOWNLOAD
Resources Details List	This report is a CSV file that lists all resources that currently exist in the system.	Subscriptions	DOWNLOAD
Organization List	This report is a CSV file that lists all organizations that currently exist in the system.	Subscriptions	DOWNLOAD
Event Conflicts List	This report is a CSV file that lists all event conflicts currently detected in the system.	Subscriptions	DOWNLOAD

Ensure you have selected the **Show Filters** option to add a **Start date/End date** and/or include **Academic Events** before downloading each report.

Reports

[HIDE FILTERS](#) [PDF REPORTS LIST](#)

SAVED VIEWS PDF REPORTS **CSV REPORTS**

Start date: End date:

Event preferences

Include academic events

Include hidden events

Advanced filters

[+ ADD ADVANCED FILTER](#)

CSV Reports include a default set of data. You can adjust these filters to determine which Events are included in your Report (both Download and Subscriptions).

The start date and end date selected above apply only to Downloads, not Subscriptions.