

# FSI (FM Solutions) Limited

## Concept™ Eclipse

### Facilities Booking

#### Introduction

The Eclipse Facilities booking module allows Concept™ users to track all facilities bookings for their organisation. These could include conference and meeting rooms, sports and leisure facilities, fleet vehicles, parking spaces and various other items.

#### Target Audience

This one-day course is ideally suited for users who are responsible for the booking, control and monitoring of rooms and facilities, including inventory items and catering requests, within Concept™.

#### Course Content

- System navigation – Concept™ base system through to Eclipse
- Eclipse module set-up
- Base system considerations
- Location definitions within Eclipse (inc. layouts)
- Inventory and Catering items
- Making a booking, including:
  - Single date/room booking
  - Multiple date/room booking
  - Notes, Inventory, Catering and Attendees
  - Confirmation and use of standard letters
- Catering Control & Visitor Management
- Use of Standard Reports

Relevant queries to be answered throughout the course.

#### Certification

Upon completion of the course, a certificate will be issued to all candidates who have demonstrated a satisfactory level of competence.