

FSI (FM Solutions) Limited

Concept™ Property & Estates Management Module (PEMS)

Introduction

The Property & Estates Management module (PEMS) offers proprietors and tenants a unique solution to completely manage their own property portfolios, allowing detailed information to be recorded against each property.

This course has been designed to introduce attendees to the core aspects of the module and its relationship with your Concept™ system.

Target Audience

This one-day course is ideally suited for Concept™ users who are responsible for managing their property portfolio within the Concept™ system.

Course Content

- Introducing the PEMS Module
- Setting up Building and Location information
- Using the Building Register
- Recording Other Building Details
- Property Portfolio Management
 - Rates Register
 - Lease Register
 - Rent Register
 - Rent Review
- Creating Costs & Consumptions records within Building Utilities

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.