



## Course Manager

**Course Manager** is an easy to use, affordable and completely scalable course booking and training administration system designed for commercial training providers and in-house training departments. Course Manager combines all the functionality required to manage the business side of training from course booking through to invoicing, customer relationships and marketing.

Course Manager is a modular system which means you can take the components you want without paying for those you don't, providing a flexible solution that is suitable for organisations of all sizes, from single site owner manager companies to large corporations.

Course Manager is developed using the latest technology and delivered as a secure hosted, online service. You do not have to install complex programs, invest huge amounts in hardware or

software or hire and maintain an expensive IT department. Your custom and secure Course Booking Solution can be deployed in weeks (not months), or sometimes days.

### Course Manager will deliver the following benefits:

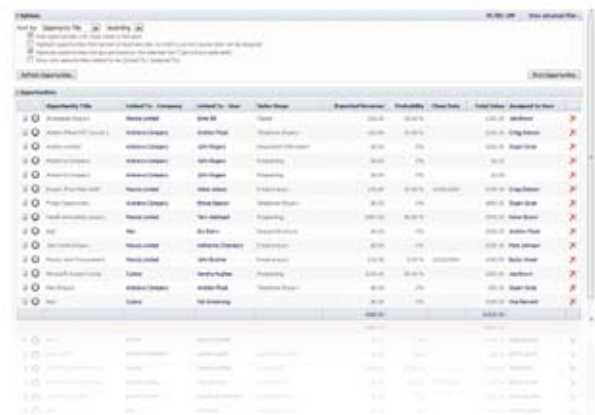
- Automate administration and reduce costs
- Streamline booking processes
- Increase sales and profitability
- Convert more leads to sales
- Improve marketing and strengthen customer services
- Help you get the best from your resources
- Real-time management reporting
- Reduced cost and demand on internal IT resources
- Free updates and maintenance

### Course Manager has the tools to manage

- Training course or event Scheduling
- Booking and registrations
- Administration and correspondence
- Resources
- Customer relationship management (CRM)
- Bulk email and marketing Initiatives
- Finance including invoicing and eCommerce
- Reporting
- Website integration and client portals
- System integration



Course	Price	Start	End	Days	Location	Capacity	Enrolled	Available	Booked
Advanced Excel	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced PowerPoint	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Word	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Outlook	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Access	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Publisher	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced FrontPage	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Dreamweaver	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Photoshop	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Illustrator	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced InDesign	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Acrobat	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Flash	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced ActionScript	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced Flex	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for iOS	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Android	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Phone	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for BlackBerry	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Symbian	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Palm OS	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for MeeGo	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Tizen	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Bada	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for S60	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Mobile	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Phone 7	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Phone 8	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Phone 8.1	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
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Advanced AIR for Windows Phone 8.1 GDR37	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
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Advanced AIR for Windows Phone 8.1 GDR45	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Phone 8.1 GDR46	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Phone 8.1 GDR47	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Phone 8.1 GDR48	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Phone 8.1 GDR49	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15
Advanced AIR for Windows Phone 8.1 GDR50	100.00	01/01/2010	01/01/2010	1	London	20	15	5	15



Course ID	Course Name	Course Type	Course Status	Course Price	Course Availability	Course Date	Course Location	Course Enrolled	Course Available
1	Advanced Excel	Excel	Available	100.00	100%	01/01/2010	London	15	5
2	Advanced PowerPoint	PowerPoint	Available	100.00	100%	01/01/2010	London	15	5
3	Advanced Word	Word	Available	100.00	100%	01/01/2010	London	15	5
4	Advanced Outlook	Outlook	Available	100.00	100%	01/01/2010	London	15	5
5	Advanced Access	Access	Available	100.00	100%	01/01/2010	London	15	5
6	Advanced Publisher	Publisher	Available	100.00	100%	01/01/2010	London	15	5
7	Advanced FrontPage	FrontPage	Available	100.00	100%	01/01/2010	London	15	5
8	Advanced Dreamweaver	Dreamweaver	Available	100.00	100%	01/01/2010	London	15	5
9	Advanced Photoshop	Photoshop	Available	100.00	100%	01/01/2010	London	15	5
10	Advanced Illustrator	Illustrator	Available	100.00	100%	01/01/2010	London	15	5
11	Advanced InDesign	InDesign	Available	100.00	100%	01/01/2010	London	15	5
12	Advanced Acrobat	Acrobat	Available	100.00	100%	01/01/2010	London	15	5
13	Advanced Flash	Flash	Available	100.00	100%	01/01/2010	London	15	5
14	Advanced ActionScript	ActionScript	Available	100.00	100%	01/01/2010	London	15	5
15	Advanced Flex	Flex	Available	100.00	100%	01/01/2010	London	15	5
16	Advanced AIR	AIR	Available	100.00	100%	01/01/2010	London	15	5
17	Advanced AIR for iOS	AIR for iOS	Available	100.00	100%	01/01/2010	London	15	5
18	Advanced AIR for Android	AIR for Android	Available	100.00	100%	01/01/2010	London	15	5
19	Advanced AIR for Windows Phone	AIR for Windows Phone	Available	100.00	100%	01/01/2010	London	15	5
20	Advanced AIR for BlackBerry	AIR for BlackBerry	Available	100.00	100%	01/01/2010	London	15	5
21	Advanced AIR for Symbian	AIR for Symbian	Available	100.00	100%	01/01/2010	London	15	5
22	Advanced AIR for Palm OS	AIR for Palm OS	Available	100.00	100%	01/01/2010	London	15	5
23	Advanced AIR for MeeGo	AIR for MeeGo	Available	100.00	100%	01/01/2010	London	15	5
24	Advanced AIR for Bada	AIR for Bada	Available	100.00	100%	01/01/2010	London	15	5
25	Advanced AIR for S60	AIR for S60	Available	100.00	100%	01/01/2010	London	15	5
26	Advanced AIR for Windows Mobile	AIR for Windows Mobile	Available	100.00	100%	01/01/2010	London	15	5
27	Advanced AIR for Windows Phone 7	AIR for Windows Phone 7	Available	100.00	100%	01/01/2010	London	15	5
28	Advanced AIR for Windows Phone 8	AIR for Windows Phone 8	Available	100.00	100%	01/01/2010	London	15	5
29	Advanced AIR for Windows Phone 8.1	AIR for Windows Phone 8.1	Available	100.00	100%	01/01/2010	London	15	5
30	Advanced AIR for Windows Phone 8.1 GDR3	AIR for Windows Phone 8.1 GDR3	Available	100.00	100%	01/01/2010	London	15	5
31	Advanced AIR for Windows Phone 8.1 GDR4	AIR for Windows Phone 8.1 GDR4	Available	100.00	100%	01/01/2010	London	15	5
32	Advanced AIR for Windows Phone 8.1 GDR5	AIR for Windows Phone 8.1 GDR5	Available	100.00	100%	01/01/2010	London	15	5
33	Advanced AIR for Windows Phone 8.1 GDR6	AIR for Windows Phone 8.1 GDR6	Available	100.00	100%	01/01/2010	London	15	5
34	Advanced AIR for Windows Phone 8.1 GDR7	AIR for Windows Phone 8.1 GDR7	Available	100.00	100%	01/01/2010	London	15	5
35	Advanced AIR for Windows Phone 8.1 GDR8	AIR for Windows Phone 8.1 GDR8	Available	100.00	100%	01/01/2010	London	15	5
36	Advanced AIR for Windows Phone 8.1 GDR9	AIR for Windows Phone 8.1 GDR9	Available	100.00	100%	01/01/2010	London	15	5
37	Advanced AIR for Windows Phone 8.1 GDR10	AIR for Windows Phone 8.1 GDR10	Available	100.00	100%	01/01/2010	London	15	5
38	Advanced AIR for Windows Phone 8.1 GDR11	AIR for Windows Phone 8.1 GDR11	Available	100.00	100%	01/01/2010	London	15	5
39	Advanced AIR for Windows Phone 8.1 GDR12	AIR for Windows Phone 8.1 GDR12	Available	100.00	100%	01/01/2010	London	15	5
40	Advanced AIR for Windows Phone 8.1 GDR13	AIR for Windows Phone 8.1 GDR13	Available	100.00	100%	01/01/2010	London	15	5
41	Advanced AIR for Windows Phone 8.1 GDR14	AIR for Windows Phone 8.1 GDR							

## Benefits

### Reduce administration costs

Course Manager automates and improves current processes, workflows and administration tasks such as registrations, scheduling, communication and correspondence. The integration of eCommerce functionality automates bookings, payments and invoicing. Powerful reporting functionality reduces the time spent searching and analysing data.

### Increase sales and profitability

Course Manager directly impacts your sales revenue. As a web based application your customers have 24 x 7 anywhere access and can search, view, book and pay for courses or events through the customer portal or via your corporate website. Automated and timely communication including booking confirmations, joining instructions and reminders help drive higher attendance and revenues. Course Manager allows targeted marketing messages to be delivered to your customer which helps drive repeat bookings.

### Improved customer service

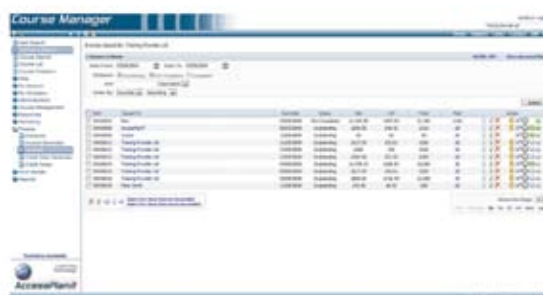
Course Manager helps you to evaluate the quality of your training, resources or suppliers. Pre or Post course feedback forms can be generated and distributed automatically. The system collates all the feedback allowing you to measure the impact and success or identify areas for improvement.

Your customers have 24 x 7 access and can make bookings, settle invoices, review booking history and download course information from anywhere in the world.

### Simple, fast, implementation

Course Manager's modular structure enables fast and easy implementation (weeks not months). As a hosted solution you can access the system from any location, 24 x 7. You will not need to invest in any additional hardware or software and all updates and maintenance are managed by our team of experts, reducing the demands on your IT team. We understand that you may have existing data or systems and we can help you import information or automatically interface with other applications.

Our training and support teams are on hand to make sure you maximise the benefits of Course Manager as quickly as possible.



For further information or to book a free demonstration call **0845 5430229** or email [enquiries@accessplanit.com](mailto:enquiries@accessplanit.com) [www.accessplanit.com](http://www.accessplanit.com)