



# Enquiry Manager at a Glance

CORSKILL Australia has design the **Enquiry Manager** module for our clients that provide scheduled training. The **Enquiry Manager** module is a new concept using technology that will provide your organisation with advanced functionality to effectively manage the various administrative and financial aspects of the enrolment process and throughout the duration of the trainees training program but also provide the opportunity expand your business at the point of enquiry.

To take your organisation one step further the **Enquiry Manager** module maintains a record of enquiry before a trainee actually enrolls in a program. This provides your organisation with the opportunity to follow up inquiries prior to commencement of future programs as well tracking the effectiveness of your marketing strategies.

The **corSKILLSbank™ Enquiry Manager** has been designed to:

- ✓ Track enrolment enquiries from potential Trainees against the College offering
- ✓ Generate payment plans for each individual Trainees if and when required
- ✓ Raise invoices for individual Trainees or their Employers for tuition fees, Training and Assessment resources and any other sundry sale associated with the conduct of a training program
- ✓ Raise a receipt for any monies received from a Trainee or their Employer
- ✓ Generate a series of reports specifically related to any prospective trainee enquiry and the payment of any monies associated with tuition fees, Training and Assessment resources and any other sundry sale associated with the conduct of a training program
- ✓ Bulk enroll into the **corSKILLSbank™ Training Manager** any trainees that indicated that they wish to participate in one or more training programs offered by the College

