

## Reservation, Scheduling, and Billing (RSB) Training

During this course, trainees learn all aspects of the CONTEX Reservation, Scheduling, and Billing (RSB) system including general and detailed information on its components, features, and functions.

Typical topics for this course include:

- Configuring the RSB System
- Adding and Editing Accounts
- Adding Users
- Creating Reservations
- Processing Billing
- Running Reports
- Transfers of Reservations
- Notification Setup

Course duration and content varies dependent upon user level. Available user levels include:

- System Administrator
- Maintenance
- Account Administrator
- Operator
- End User
- Event Operator

For more information, please call **(412) 373-8110** or contact **[csdtraining@compunetix.com](mailto:csdtraining@compunetix.com)**

### Hours

9 am until 5 pm

*Courses times can be adjusted to fit the customer's typical work day.*

### Attendees

Minimum: 4 people

Maximum: 8 people

### Prerequisites

Must possess a working knowledge of Windows.

#### TRAINING COURSE CONDITIONS

*The course registration deadline for courses being held at the Compunetix training facility is fifteen business days in advance of the scheduled start date of the training course.*

*Compunetix reserves the right to reschedule any training course for which the course registration, at the time of the registration deadline, is less than the course minimum of two students for Maintenance Training courses and four students for the operator training courses. In such an event, the customer will be notified the course has been canceled at least three business days in advance of the scheduled start date of the training course. Should a course be canceled due to lack of participation, the customer will have the option of canceling the course registration purchase order or applying it to the next scheduled training course.*

*If the customer cancels any training course for which they were registered within seven business days of the scheduled start date of the training course, Compunetix will charge the customer 30% of the fee for the course.*