



itvision
people with vision

Course/Workshop Name

Level

Presentation Style

COURSE OUTLINE

SynergySoft Building

Essentials

Hands on training

Who should Attend

This course is for Council Building Officers and their Managers and will show them how to create, monitor and process building applications

Prerequisites

Attendees will need to have:

- Knowledge of SynergySoft
- Fundamental knowledge of computers
- Fundamental knowledge of MS word

Course Content

- Creating New Building Applications
- Searching for Existing Applications
- How to Monitor & Track Building Applications
- Using Pick Lists (Export to Excel, Word etc)
- Maintaining Building Applications
- Using Stages, Conditions & Fees
- Printing Building Licences & Building Approval Letters
- Creating Licences Templates
- Approval Conditions & Condition Groups
- Building Fees
- Setting up & Maintaining Codes – Menu for Wall/Floor/Site Class etc
- Setting Up & Maintaining Stages
- Reporting for ABS and internal Purposes
- Summary & Questions

To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7009 or email ann.bull@itvision.com.au