



**itvision**  
people with vision

Course/Workshop Name

Level

Presentation Style

## **COURSE OUTLINE**

**Animal Control - Dogs**

**Basic**

**Hands on training**

### **Who should Attend**

This course is designed for new Council Front Desk Officers, Administration staff and Rangers to provide comprehensive knowledge of the programs and processes necessary to fully utilise the SynergySoft Dog module. It can also be used as a refresher course for those already familiar with the module.

### **Prerequisites**

Attendees will need to have:

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

### **Course Content**

- **Control Details for Dog**
  - Registrations
  - Parameters
  - Fee Codes
  - Concession Codes
  - Breeds
- **Dog Registrations**
  - New Registrations
  - Renewals
  - Replacement Tags
- **Reports**
  - System Defined
  - User Generated
  - Structural Views

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## **COURSE OUTLINE**

**Animal Control - Dogs**

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- **Receipting**
  - Creating new Registrations
  - Renewals
  - Replacement Tags
  - Reversal/Cancellation of Registration Payments
- **Renewals**
  - Preparation
  - Renewal Notices
- **Purging Expired Registrastions**