

Course/Workshop Name

Level

Presentation Style

COURSE OUTLINE

Front Counter Enquiries

Essential

Hands on training

Who should Attend

The course is designed to provide new users of SynergySoft with comprehensive knowledge of how and where to find data that is typically required by front office or customer service staff.


Prerequisites

Attendees will need to have:

- Fundamental knowledge of computers
- Understanding of SynergySoft logging in and menu navigation

Course Content

- Rates and Property Information
- Dog Registration Details
- Building Licence Applications
- Town Planning Development Applications
- Debtor Information
- Name and Address Information
- Cemetery Information
- Trust Deposit Enquiries
- General Ledger Account Enquiries



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