



Course/Workshop Name

Level

Presentation Style

## **COURSE OUTLINE**

**SynergySoft Health**

**Essential**

**Hands on training**

### **Who should Attend**

This course is designed to provide new users of SynergySoft with comprehensive knowledge of all the programs and processes necessary to fully utilise the SynergySoft Health module. This course is also suitable for experienced Environmental Health officers who require refresher training

### **Prerequisites**

Attendees will need to have:

- A good understanding of Local Government Environmental Health
- Fundamental knowledge of computers
- Fundamental knowledge of MS word

### **Course Content**

- **SYNERGYSOFT HEALTH SYSTEM**  
Sequencing Program Use & Program Review
- **HEALTH PREMISES**  
Searching for premises  
Maintaining Premises  
Adding a new premise
- **HEALTH PREMISE CLASSES**  
Adding/Maintaining  
Link Debtors Charge Types
- **RAISE FEES/CHARGES**
- **REGISTRATION LICENCE CERTIFICATES**
- **HEALTH INSPECTION**  
Adding inspections
- **HEALTH INSPECTION FORMS**
- **HEALTH OUTSTANDING INSPECTIONS**
- **HEALTH PREMISES LISTING**
- **HEALTH ORDERS**
- **HEALTH OUTSTANDING ORDERS**
- **STATISTICS REPORT**
- **CODES MENU**
- **SEPTIC TANKS**

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