



COURSE OUTLINE

Course/Workshop Name

SynergySoft Report Manager

Level

Advanced

Presentation Style

Hands on training

Who should attend:

This course is designed for experienced Report Manager users who wish to learn more advanced techniques

Prerequisites

Attendees will need to have:

- Previous use of Report Manager in the production of reports
- Knowledge of relevant system area (e.g. knowledge of the property system if reporting on Properties)

Course Content

- Create I type dictionaries
- Extract selected data from your SynergySoft Database to XLS, CSV or HTML
- Create adhoc Reports from SynergySoft
- Produce mail merge documents using SynergySoft data
- Creating new reports
- Filter data using set criteria
- Setting user definable filters
- Handling multivalued data
- Putting reports onto the menu
- Creating Crystal Reports using TTX files (**demonstration only**)
- Filtering using SELECT commands – using AND and OR operators
- Using Save Key function on Generate Tab



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