



COURSE OUTLINE

Course/Workshop Name

SynergySoft Report Manager

Level

Essential

Presentation Style

Hands on training

Who should attend:

Anyone within your organisation who wishes to produce ad hoc reports or mail merge documents

Prerequisites

Attendees will need to have:

- Fundamental knowledge of computers
- Fundamental knowledge of MS word
- Fundamental ability to use a mouse
- Understanding of SynergySoft logging in and menu navigation
- Knowledge of relevant system area (e.g. knowledge of the Property system if reporting on Properties)

Course Content

- 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



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