



Course/Workshop Name

COURSE OUTLINE

SynergySoft Report Manager – Advanced Building and Town Planning

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 from within the Building or Town Planning Modules. This course reaches advanced level and includes reporting on times taken between Building/Town Planning Stages.

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. Building)

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
- Create I type dictionaries
- Filtering using SELECT commands – using AND and OR operators
- Using Save Key function on Generate Tab
- Creating Crystal Reports using TTX files
(demonstration only)



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