

COURSE OUTLINE

Course/Workshop Name

**Introduction to SynergySoft
Functions**

Presentation Style

Webinar

This webinar is the second in a two part Introduction to SynergySoft Series. This webinar is designed for users who have had limited use of SynergySoft and are wanting to know the shortcuts and settings that will assist them in their day to day duties.

The first webinar in the series explain how to get started in SynergySoft.

Duration: 45 minutes

Introduction and Webinar Explained

Question Time

Menu Overview

- Information on how to create your own Personalised Menu Icon.

Question Time

User Options

- Colour settings for Required but not Mandatory Fields

Question Time

Explaining the Function Bar

Question Time

Overviewing the

- Tool Bar
- Keyboard Shortcuts

Question Time

Auditing Functions

Question Time

How to use the Spooler

Question Time