

COURSE OUTLINE

Course/Workshop Name

**Introduction to SynergySoft
Getting Started**

Presentation Style

Webinar

This webinar is the first in a two part Introduction to SynergySoft Series. This webinar is designed for first time users wanting to know what to do to get started in SynergySoft.

The second in the series goes into more details about the Common Functions and Features of SynergySoft.

Duration: 1 hour

Introduction and Webinar Explained

Question Time

Logging into and Exiting Synergy

Question Time

Menu Overview

- Basic Menu Structure
- User Menu Maintenance

Question Time

User Options

- Starting Programs Automatically
- Basic Settings
- Colour settings for Mandatory & Lookup Fields

Question Time

Common Features in Synergy

Question Time

Overviewing the

- Tool Bar
- Grids

Question Time

Batch Processing, Methodology and Principals

Question Time

How to use the Spooler

Question Time

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