

Synergetic eLearning Presents:

# ACTION CENTRE for ADMINISTRATORS

Receive and subscribe to general and specific notifications based on role and interest.

Do you want to make the most of using the Synergetic application? Did you know that it's possible to inform users of important notifications within Synergetic?

The Action Centre can be used to inform users of important notifications in Synergetic. This course will focus on the three types of notifications. It will look at a user who receives the notifications and what is required to configure and set up those notifications. The course will touch on security permissions and how to set up notifications to allow for a good understanding of the Action Centre flow. Subscriptions to notification alerts and management of these will also be covered.

## Course Outline:

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- Action Centre Configuration
- Settings Maintenance
- Configuration – Finance and Non-Finance
- Group/User Security
- Preferences
- SynWeb Action Centre
- Community Portal

## Learning Outcomes:

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- Change the Action Centre preferences
- Filter notifications
- Action Centre security including configuration, Lookup Tables and Group/user Security

## Perfect For:

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Administrators and anyone who configures Synergetic and has access to lookup tables and group/user security.