

Synergetic eLearning Presents:

# ACTION CENTRE

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 Overview
- Action Centre Configuration
- Action Centre Examples
- Tasks
- Action Centre Setup

## Learning Outcomes:

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- Access the Action Centre
- Change the Action Centre preferences
- Understand the differences between Message, Task and Alert Notifications
- Filter notifications
- A basic understanding of security behind the Action Centre including configuration, Lookup Tables and Group/user Security
- Create and complete tasks
- Reallocate tasks
- Mark messages and Alerts as read
- Action tasks
- Subscribe to Alerts

## Perfect For:

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Everyone who will use or does use Synergetic to manage and maintain information about students, staff, debtors, creditors and any other person or company which has a relationship to the school.