

Synergetic eLearning Presents:

INTRODUCTION TO SYNERGETIC BASICS

A deep understanding builds a strong foundation for successfully navigating and using the Synergetic application.

Are you a new user of Synergetic? Are you looking to get 'snapped' up by a Synergetic school due to your Synergetic knowledge?

Synergetic is a comprehensive management system that can be quite challenging to use to complete your tasks and requirements without having a solid grasp of the Synergetic application and its' community, constituencies, windows and programs.

Course Outline:

- Synergetic Concepts
- Searching
- Synergetic Screens
- Grid Functions
- Editing Records
- Student Maintenance
- Tag Lists
- File Menu Options
- Community Maintenance
- Crystal Reports

Learning Outcomes:

- Navigate confidently around Synergetic.
- Have a greater understanding of the Synergetic community and how constituencies are used.
- Personalise the size and layout of Synergetic windows and programs.
- Search for community members successfully.
- Search, preview and print Crystal Reports successfully.
- Export data from a Crystal Report into a document or spreadsheet.
- Customise and personalise the tab layout.
- Create, maintain and save/store tag lists.
- Use Synergetic grid functions for multiple purposes

Perfect For:

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.