

## SYBIZ TRAINING AT THE SUPPORT HOUSE

### Course Outline

#### **Advanced Sybiz Vision**

Advanced Sybiz Vision is the next step. This course is designed for experienced Sybiz Vision customers who wish to gain additional skills. Combining details of front-end features, behind-the-scenes information and extension skills make this an essential course for Sybiz Vision power-users. This course delivers great value to managing the installation, maintenance and optimisation of Sybiz Vision. It also provides clear guidance for when to use in-house support and when you need assistance from your Sybiz Business Partner.

#### **Duration:**

Three-and-half-hour session including morning or afternoon tea.

#### **Entrance Requirements:**

The student must be computer literate; have a good understanding of basic accounting principles; and must have worked on Sybiz Vision or attended the Intermediate Sybiz Vision course.

#### **Course Overview:**

- 1 Installation and updates**  
Students learn about different network installations and what information must be known when preparing to upgrade.
- 2 The windows registry**  
Explains what the registry is and how it is relevant to Sybiz Vision.
- 3. Environmental check**  
Ensure all PCs on a network are optimised for use with Sybiz Vision.
- 4. System control file**  
A careful look at how these settings influence the behaviour of a company database.
- 5. Electronic banking**  
How to pay creditors electronically.
- 6. Synchronise Sybiz Vision with Microsoft Outlook®**  
What is required and what are the benefits.
- 7. Querying with Microsoft Access®**  
Learn how to configure a link with Microsoft Access®, simple querying and outputting to Microsoft Excel®.
- 8. The DUPE model for identifying solutions**  
Use the DUPE model to narrow down the cause of any issues that may arise.

**Course Materials**

Course Materials will be provided and a certificate is issued by Sybiz after completion of the course. PC's will be provided. Just bring yourself.

**Terms and Conditions**

A deposit of \$100 is required when booking with the remainder payable 14 days prior to commencement of the course. Forfeiture of the deposit amount will occur if cancellation occurs within 14 days of course date. A 10% discount applies if payment is made in full when booking - credit card payments are accepted over the phone.

To place a booking, please call tsh on 08 8377 3222 or email [info@tsh.net.au](mailto:info@tsh.net.au)

If you would like to discuss your training needs further please do not hesitate to call.