



DIGITAL SOLUTIONS

# TRAINING CATALOGUE

QHSE and risk management

**Synergi Life**

# CONTENTS

## SYNERGI LIFE

Course code	Title	Duration	Page
SY-01	Synergi Life certified administrator training 1	2 days	03
SY-02	Synergi Life certified administrator training 2	2 days	04
SY-03	Synergi Life reports and statistics training 1	1 day	05
SY-04	Synergi Life reports and statistics training 2	1 day	06
SY-05	Synergi Life case handler training	1 day	07
SY-06	Synergi Life company specific reports training	2 days	08
SY-07	Synergi Life dashboard training	1 day	09
SY-08	Synergi Life train the trainers	3 days	10

### Global training

Our increased focus on global training, including basic and advanced user courses, and the high level of expertise of our team of instructors, benefit users in all regions. Our training catalogue lists our many and varied technical courses and workshops spread across all brands. In addition we run customer specific courses. Many of these courses are held jointly by our own software support team and by engineers from DNV GL, who bring essential expertise domain

### Want to know more

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# SYNERGI LIFE CERTIFIED ADMINISTRATOR TRAINING 1

**Course code: SY-01**  
**Duration: 2 days**

**Prerequisite:**  
An introduction to Synergi Life is highly recommended before attending this course.

## **Description**

The course covers operating and supporting the application and internal processes administration. Learn how to set up all users correctly and how to make changes to the codes used in Synergi Life. Dedicated personnel need to administer Synergi Life to ensure full control over the software.

The course helps you organize all units optimally and make sure that all locations are in place. It is an advantage to have some experience of Synergi Life and/or similar software.

The following topics are covered:

- Introduction to the structure of Synergi Life
- Administration of users
- Administration of user groups
- Administration of roles
- Administration of code tables (units, location, companies, equipment etc.)
- Text translations
- User groups
- Refreshcache and aggregate tables

## **Learning objectives**

Learn how to handle the administration of the daily work with Synergi Life.

## **Target group**

Technical/HSE personnel.



# SYNERGI LIFE CERTIFIED ADMINISTRATOR TRAINING 2

**Course code: SY-02**

**Duration: 2 days**

**Prerequisite:**

The training requires that you have attended SY-01 and have some experience administering Synergi Life.

## **Description**

Do you want to become a more independent administrator?

The course is a continuation of SY-01 Synergi Life certified administrator training 1. The functionalities in the admin application are numerous, and the course will show how to administer and perform more advanced administration without the help of Synergi Life personnel. New tips and tricks will be shown, and new features in new versions will be taught.

The following topics are covered:

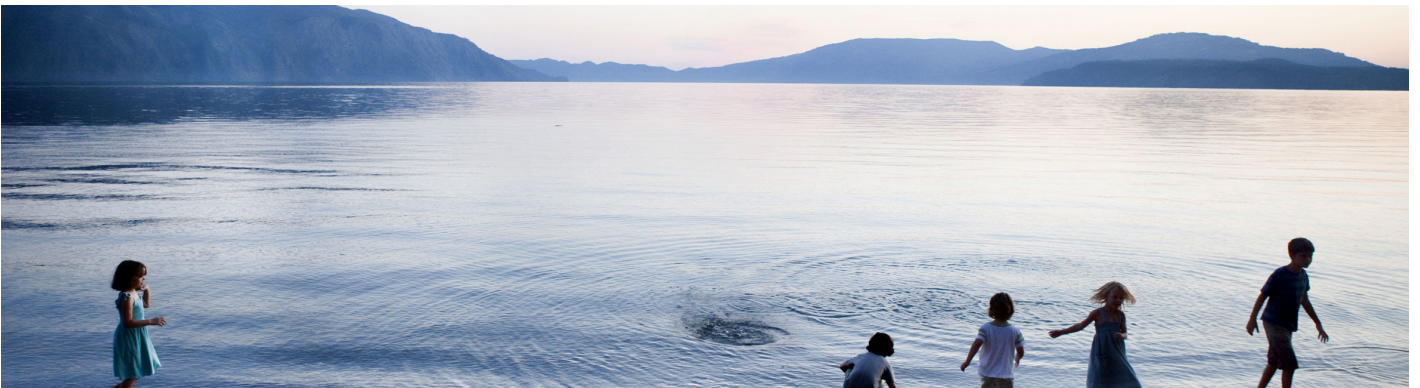
- Modification report
- Hierarchical user groups
- Language configuration on web
- Reference field
- Optimize cache and index search
- Subordinated actions in connected cases
- Checklists/new case type behaviour based safety
- Configuration of work flow
- Change the case processing configuration
- Set up experience transfer

## **Learning objectives**

Cash in on the system and make the administrators more independent. Show how to get the most out of Synergi Life.

## **Target group**

Technical/HSE personnel.



# SYNERGI LIFE REPORTS AND STATISTICS TRAINING 1

**Course code: SY-03**

**Duration: 1 day**

**Prerequisite:**  
SY-05 Synergi Life case  
handler training is required.

## Description

The course will take you through the basic structure in the search engine.

The following topics are covered:

- Simple searching
- Know how and when to use the different report types in Synergi Life
- Create useful everyday reports
- Save your best reports as favorites and share them with your colleagues
- Make graphs and colorful diagrams in selection report

You will also learn how to report actions in connection with the case, and how to find your own cases, closed actions and cases in process.

## Learning objectives

The course will enable you to make simple reports and statistics, using searches and interpret results based on your Synergi Life data.

## Target group

Users who will be working on searching and reporting in Synergi Life.



## SYNERGI LIFE REPORTS AND STATISTICS TRAINING 2

**Course code: SY-04**

**Duration: 1 day**

**Prerequisite:**

The course requires that you know the functionality of the search engine in Synergi Life. SY-05 Synergi Life case handler training and SY-03 Synergi Life reports and statistics training 1 are required.

### **Description**

The course will take you through advanced functionality of Synergi Life statistics.

The following topics are covered:

- Advanced searching (setting search criteria)
- Building Selection and Frequency reports in Synergi Life
- Management reports
- Rolling Average and Trends
- How to make monthly and annual reports to authorities and other companies
- How to use the exposure values and targets in your reports
- Quality check the input and ensure reliable and correct output

### **Learning objectives**

The course will enable you to make advanced reports and extract statistics from Selection and Frequency reports.

### **Target group**

Users who will work with advanced search and statistics registered in Synergi Life.



# SYNERGI LIFE CASE HANDLER TRAINING

**Course code: SY-05**

**Duration: 1 day**

**Prerequisite:**  
No previous Synergi Life knowledge needed.

## **Description**

Learn the basic general case handling in Synergi Life.

If you are to receive initial reports from basic reporters, you will need to know how to process the case and make sure that the workflow you have in your organization is followed also in Synergi Life.

The following topics are covered:

- Introduction to the concept of Synergi Life
- Handling cases from basic reporters' and case handlers' point of view
- Risk classification and cause analysis
- Action follow-ups

## **Learning objectives**

The course will enable you to perform high-quality case handling in Synergi Life.

## **Target group**

Users of Synergi Life.



## SYNERGI LIFE COMPANY SPECIFIC REPORTS TRAINING

**Course code: SY-06**

**Duration: 2 days**

**Prerequisite:**

SY-01 Synergi Life certified administrator training 1, SY-03 Synergi Life reports and statistics training 1, SY-04 Synergi Life reports and statistics training 2.

### **Description**

This course covers how to create advanced reports in Synergi Life.

Company reports can:

- Create advanced reports at the click of a button
- Simplify the searching experience for your less advanced users
- Create reports using your company's graphic guidelines
- Create periodical reports
- Make sure the same kind of data is always presented in the same way across the organization
- Deliver advanced management reports in real time
- Favourites
- Special reports
- Excel Macro programming (VBA)

### **Learning objectives**

Learn how to create advanced reports to suit your organization's reporting needs.

### **Target group**

Technical/HSE personnel who work with Synergi Life statistics and have advanced knowledge of Excel.





# SYNERGI LIFE DASHBOARD TRAINING

**Course code: SY-07**

**Duration: 1 day**

**Prerequisite:**

The course requires that you know the functionality of the search engine in Synergi Life. SY-03 Synergi Life reports and statistics training 1 and SY-04 Synergi Life reports and statistics training 2 are required.

SY-01 Synergi Life certified administrator training 1 is highly recommended before attending this course.

**Description**

The purpose of this training is to define, set up and distribute both local and corporate dashboards in your organization. It builds on knowledge of general search, selection reports, frequency report and other standard outputs from Synergi Life to combine these into bundled favorites and live dashboards.

You will gain extensive knowledge of the dashboard functions in Synergi Life and will be able to build and maintain dashboards. Through this knowledge, you will be able to facilitate for better, more accurate and standardized ways of communicating results, focus areas and performance indicators in your organization.

The following topics are covered:

- Summary of search engine, favorite creations and output options in Synergi Life
- Output options and information elements that can be used in Synergi Life dashboard
- Utilization of selection, frequency reports, lists and diagrams in dashboards
- Basic use of the administration application for dashboards configuration
- Setting up, defining and distribution of dashboards in Synergi Life

**Learning objectives**

Learn how to define, set up and distribute both local and corporate dashboards in Synergi Life.

**Target group**

Personnel and customers who want to make their own dashboards in Synergi Life.



## SYNERGI LIFE TRAIN THE TRAINERS

**Course code: SY-08**

**Duration: 3 days**

**Prerequisite:**  
Synergi Life knowledge is recommended.

### **Description**

Would you like to teach Synergi Life to your colleagues?

Get hands-on exercises and practise on presenting Synergi Life to the other participants.

The course will give you in-depth knowledge and understanding of your company's Synergi Life. The course will enable you to train the basic reporters and case handlers (extensive users) in your organization.

The following topics are covered:

- A thorough introduction to the structure of Synergi Life
- A thorough study and review of all your case types
- Hands-on experience on how to handle cases and ensure that the correct data are put into the system
- Exercises one on one, two on two
- Understand and mediate the structure of the search engine in Synergi Life
- Tips and advice on how to make a good presentation

### **Learning objectives**

Make sure you are able to teach your colleagues how to enter the correct data into Synergi Life, and are able to answer challenging questions.

### **Target group**

Motivated and dedicated trainers who want to teach basic reporters and case handlers (extensive users) how to use Synergi Life.





SAFER, SMARTER, GREENER



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**DNV GL**

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**DIGITAL SOLUTIONS**

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