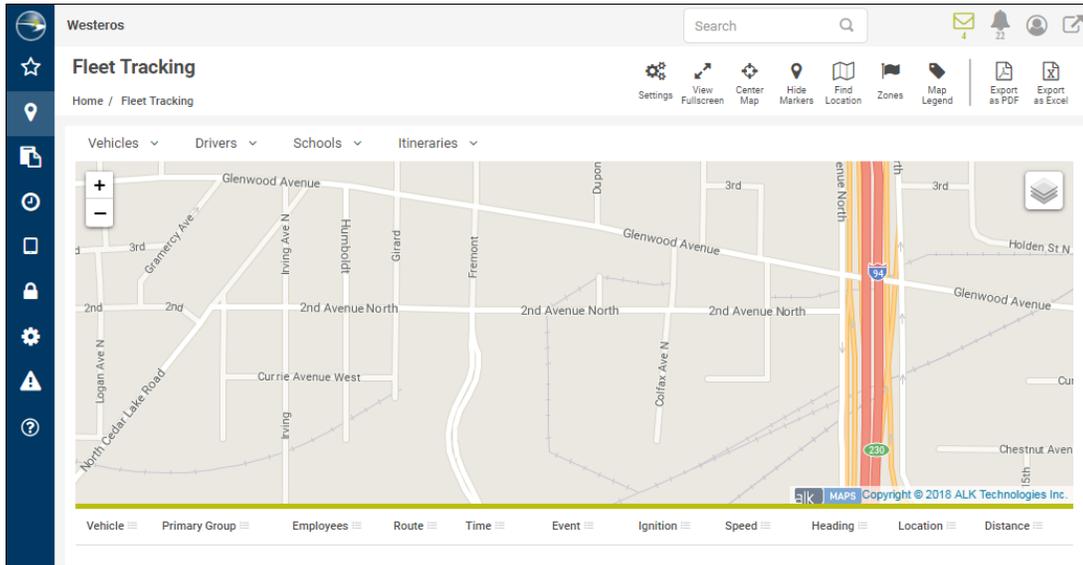


# Navigating the Synovia Site

Modified on: Mon, Apr 9, 2018 at 9:43 AM

This article covers the various features of the new Synovia site.

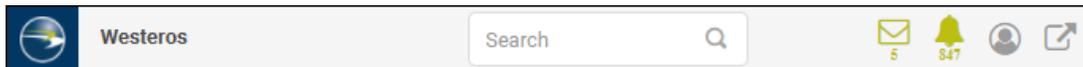
The default startup screen is Fleet Tracking, and it will display a map of your area.



**Note:** See [Navigating the Fleet Tracking Screen](https://synovia.freshdesk.com/support/solutions/articles/22000036806-navigating-the-fleet-tracking-screen) (https://synovia.freshdesk.com/support/solutions/articles/22000036806-navigating-the-fleet-tracking-screen) for information about this screen.

**Note:** For details on how to change what Synovia screen loads when you first launch the site, see [Changing Your Default Startup Screen](https://synovia.freshdesk.com/support/solutions/articles/22000171347-changing-your-default-startup-screen) (https://synovia.freshdesk.com/support/solutions/articles/22000171347-changing-your-default-startup-screen).

At the top of the site, you will see the banner, which contains the following:

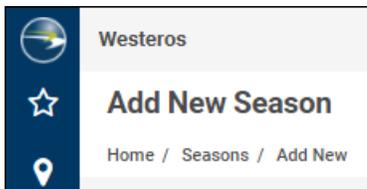
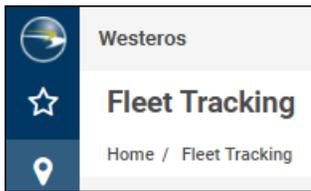


-  **(Synovia logo):** Click this to return to your default Synovia startup screen.
- **Customer account name:** Your organization's name will appear on the left side of the banner.
- **Search:** Type a search term and press Enter to find something on the Synovia site, such as an entity property.
-  **:** Click this to open the Mail screen, which contains messages sent to and from your organization's MDTs (mobile data terminals) from the Synovia software.

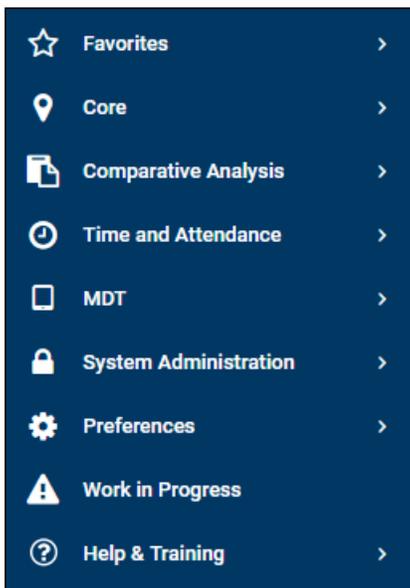
**Note:** This will appear only if your organization has MDTs (formerly called *tablets*).

- : Click this to open your list of current alerts. (See **[Checking Your Current Alerts](https://synovia.freshdesk.com/en/support/solutions/articles/22000203346-checking-your-current-alerts)** (<https://synovia.freshdesk.com/en/support/solutions/articles/22000203346-checking-your-current-alerts>) for details.) If the icon is green, you have unacknowledged alerts (and the number underneath indicates how many). If it is gray, all your alerts have been acknowledged.
- : Click this to access your user settings.
- : Click this to log out.

Just under the banner on the left of each screen is its title, which is "Fleet Tracking" in the preceding figure. And just under that is our site breadcrumb, which points out what screen you are on and its parent screen(s). The following two examples are the Fleet Tracking and Add New Season breadcrumbs.

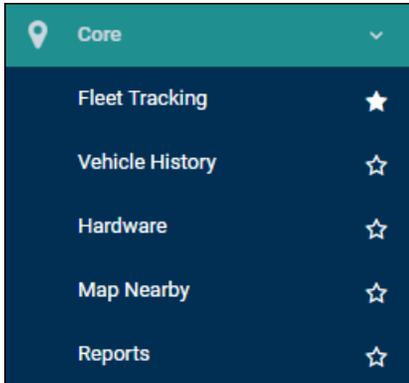


When you hover your cursor over the icons on the left of the screen, the accordion menu appears.

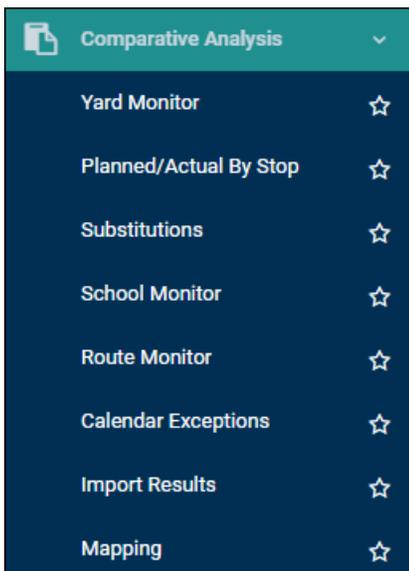


These are the options on the menu (depending on what modules your organization has):

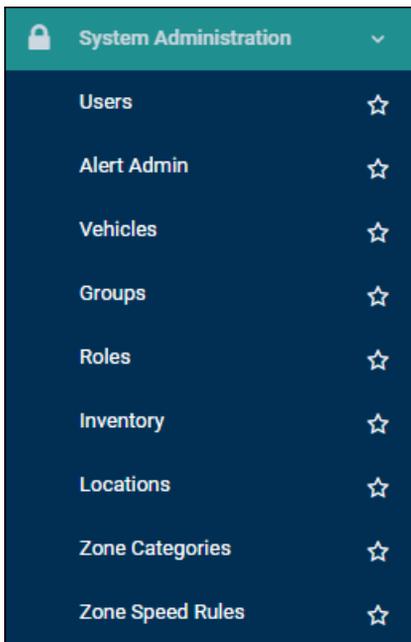
- **☆ Favorites:** You can now mark your most commonly used Synovia screens as favorites so that you can access them quickly. (For details, see **Adding Favorites** (<https://synovia.freshdesk.com/support/solutions/articles/22000171453-adding-favorites>) and **Viewing Favorites** (<https://synovia.freshdesk.com/support/solutions/articles/22000171459-viewing-favorites>).)
- **📍 Core:** The Core menu is where you will find much of the fundamental Synovia functionality, including Fleet Tracking, Reports, and Vehicle History.



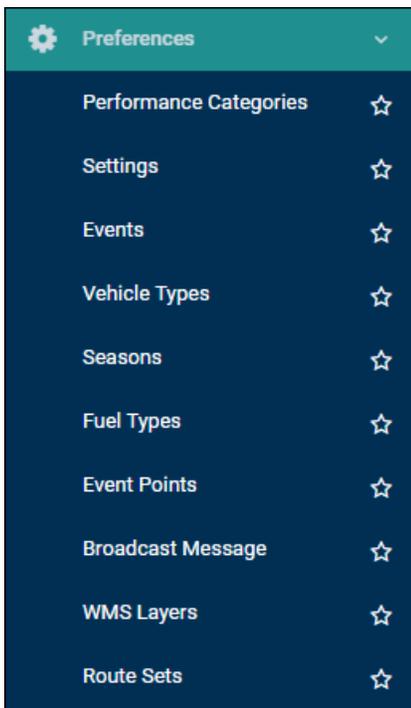
- **📄 Comparative Analysis:** The Comparative Analysis menu is included if you have purchased this add-on module. It enables you to compare the actual operation of your vehicles against the assigned routes imported from your routing system, with live tools such as the School Monitor, Route Monitor, and Yard Monitor; Planned/Actual by Stop; and Substitutions.



- **🕒 Time and Attendance:** The Time and Attendance (TAA) menu is included if you have purchased this add-on module, and currently contains a link to the TAA software. The Work Monitor is planned to be added later in 2018.
- **📄 MDT:** The MDT menu is included if you have purchased Synovia's MDTs, and currently contains only the Canned Messages item. Inspection Templates and Defect History are planned to be added later in 2018.
- **🔒 System Administration:** The System Administration menu contains many utilities that your system administrator will use, including options for managing your fleet's alerts, groups, users, roles, vehicles, and zone categories.



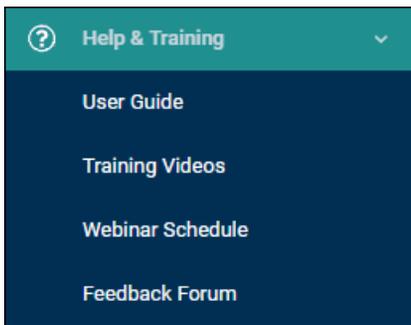
-  **Preferences:** The Preferences menu includes options for customizing various Synovia features, such as events, vehicle types, and account settings.



-  **Work in Progress:** Anything you are working on in Synovia will be saved here, in the middle of the process, so that you can start a task at one time and come back later to complete it. If you have work in progress, the icon will become yellow, and the number of items to be finished will appear in parentheses after "Work in Progress."



-  **Help & Training:** The Help & Training menu is where you'll find links to the help documentation (User Guide), as well as other options:



- **User Guide:** Opens the **Synovia Knowledge Base** (<https://synovia.freshdesk.com/support/solutions>) (the help documentation this article is part of) on a new tab.
- **Training Videos:** Leads to a list of videos about using the Synovia site, the MDT, and *Here Comes the Bus*.
- **Webinar Schedule:** Directs you to a list of our upcoming webinars.
- **Feedback Forum:** Opens Synovia's UserVoice web page, a forum that enables you to give feedback about the Synovia site and vote for new features (demonstrated in this release notes video: **UserVoice** (<https://youtu.be/govS10eF8cM>)).

If you've noticed that one icon on the left side of the accordion menu seems highlighted in a transparent gray, you've found our visual breadcrumb, which was designed to show users to which menu group their current screen belongs. For example, if you're on the Hardware screen, the breadcrumb will highlight the Core icon because Hardware is part of Core, as shown in the following figure.

