## How to Access Shortcuts in Synergy Version 10

This document describes how to access / create shortcuts within Synergy Version 10. Synergy 10 shortcuts reside in a different panel than previous versions, but the process to add shortcuts is the same.

In Version 9, shortcuts were accessed from the Bookmarks area of the Synergy window, as shown below.

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Training	Good morning, DemoTest User							«
2	Hide Dismissed Messages							
Student	Announcements							
1985 - 36	Line Urgency Organization Name		Announcement	Dismiss or Recall Message				
	Count by year and school (for the Regular school y							
Person Search								
	Last Updated: N/A							
Phone Search	-							

In Version 10, shortcut items are located in the Navigation Panel. To access the shortcuts:

- (1) Click the Navigation Panel Icon. The Navigation Panel opens.
- (2) Click the shortcut group name to open the window that displays the items.

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*	Phone Search	Announcement	Dismiss or Recall Message

Note: If you do not see a group name under the Navigation Panel you will need to create one before adding shortcuts. To create a new group name, right-click the grey Navigation Panel area, then choose Add New Group.

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Navigation Good Morning, DemoTest User									
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	Urgency	Organization Name	Announcement	Dismiss or Recall Message					

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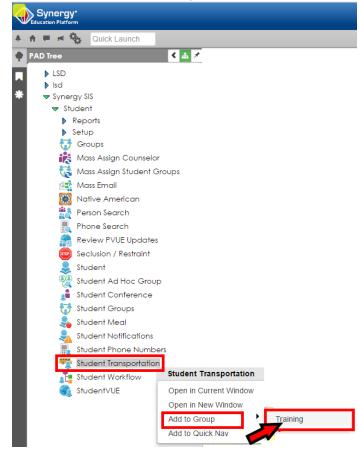
A new group text area opens. Enter a name for the new group (example: Training).



When complete, you will notice that the group has been added to the Navigation Panel.

Synergy*			DemoTest User (Show only actin 2016-2017 ZZZ - Test School - Testin		
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Navigation Good Afternoon, DemoTest User Iraining Hide Dismissed Messages				• • •	
* Anouncements					
	Urgency	Organization Name	Announcement	Dismiss or Recall Message	

To add a new shortcut to this group, find any item you wish to add from the Pad tree, right-click the item, then choose the option to add the shortcut to your existing group. The example below shows how to add the Student Transportation item to the Training group.



End of Document.