




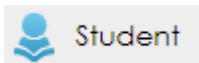
PAD Tree – is used to navigate Synergy and shows all screens a user has access to.

Click on the tree icon to open the PAD Tree. 

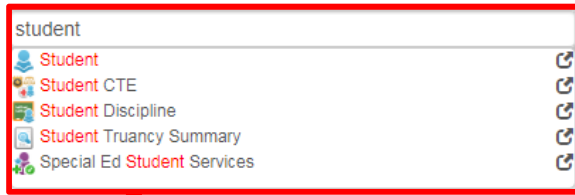
Clicking on the blue arrow will expand the section 

Green arrows indicate the section is already expanded 

Each available screen has an icon to the left, this is the Student screen:



To view the screen, click on the icon or the screen name.



Quick Launch – this field can be used alternatively to using the PAD Tree – type in the name of a screen and a drop down appears where you can select the screen.



Change Focus – the selected options will determine which records will be displayed.

Click on either the school year or school/district name to open the Change Focus box.

Select from the following and then click Save:

Year: Users can select a school year to view records for that year.

When selecting the current school year, the screen will appear white. Selecting the previous school year will make the screen appear green:



Selecting the next school year will make the screen appear brown:



Organization: Users have the option to select State of Maine, District, and School(s).

Show Students:

Show Active only – will show only currently enrolled students

Show Inactive only – will show only exited students

Show Active and Inactive – will show both currently enrolled and exited students

