

QUICKGUIDE

Smartanalysis Portal Refresh

April 20, 2020

Smartanalysis Portal Refresh

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Introduction

Welcome to your new look Novadata Smartanalysis portal.

You will notice when you login that Novadata Smartanalysis has changed.

This is just the first phase to improve the usability and functionality of the User Interface (UI).

The colour scheme has changed, the 'landing page' has changed, the location of menu options has been reviewed and rationalised and the branding has changed – all part of the new User Experience.

All the changes outlined below will be visible in our next release on **May 5**.

You will continue to see additional UI changes in our software releases at the **end of May and the end of June**.

Summary of User Interface Changes

T

his document will guide you around the new UI to make it easy to find all the features that you usually use.

Login Page

Before you login to SmartAnalysis you will be presented with the new login page. Login using your SmartAnalysis username and password. Although the login page looks different, the login process has not changed and you can still login by navigating to www.novadata.co.uk and clicking "Smartanalysis login" at the top of the page.

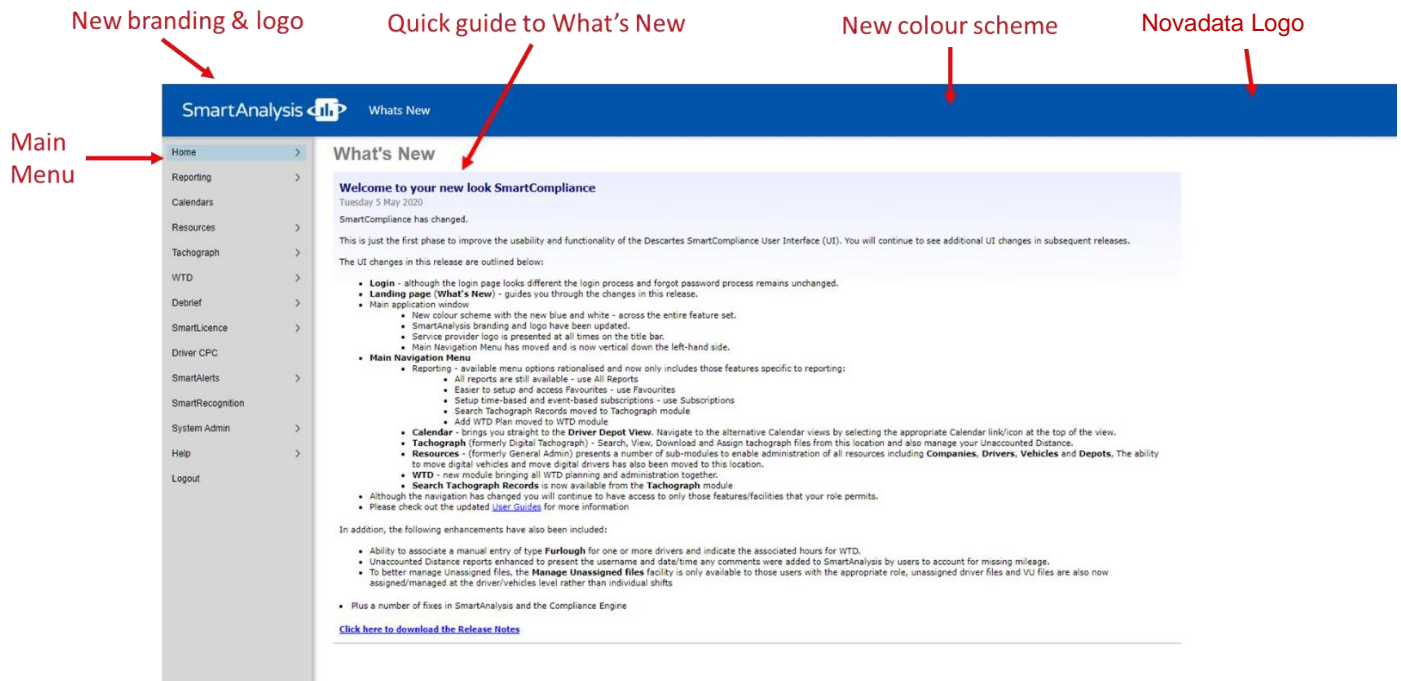
Landing Page

Following successful login to SmartAnalysis you will arrive on the Landing Page.

The Landing Page will tell you What's New.

The important changes are identified **below**:

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Note the following visual changes:

- New colour scheme - The orange and grey title bar and menu options are replaced with the new blue and white across the entire feature set.
- New branding and logo – The SmartAnalysis branding and logo have been updated.
- Novadata logo – the logo is presented at all times on the title bar.
- The Main Navigation Menu has moved and is now vertical down the left-hand side.
- The What's New has been updated to give you an overview of what has changed and guide you through the changes.

Main Navigation Menu

The main navigation menu options have been moved to a vertical bar on the left-hand side. All previously available menu options are still available although they may not be in the same place.

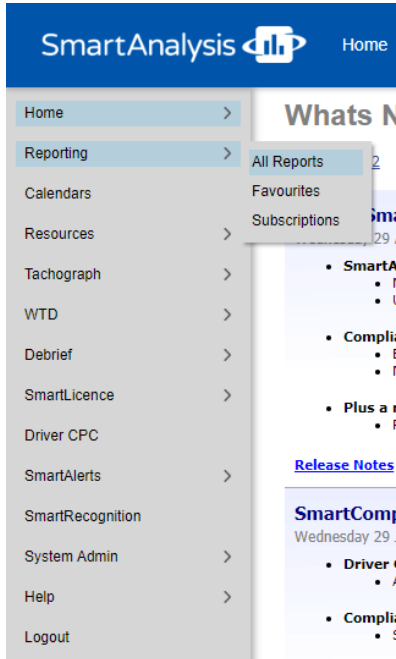
The key changes are listed in the sections below:

Reporting

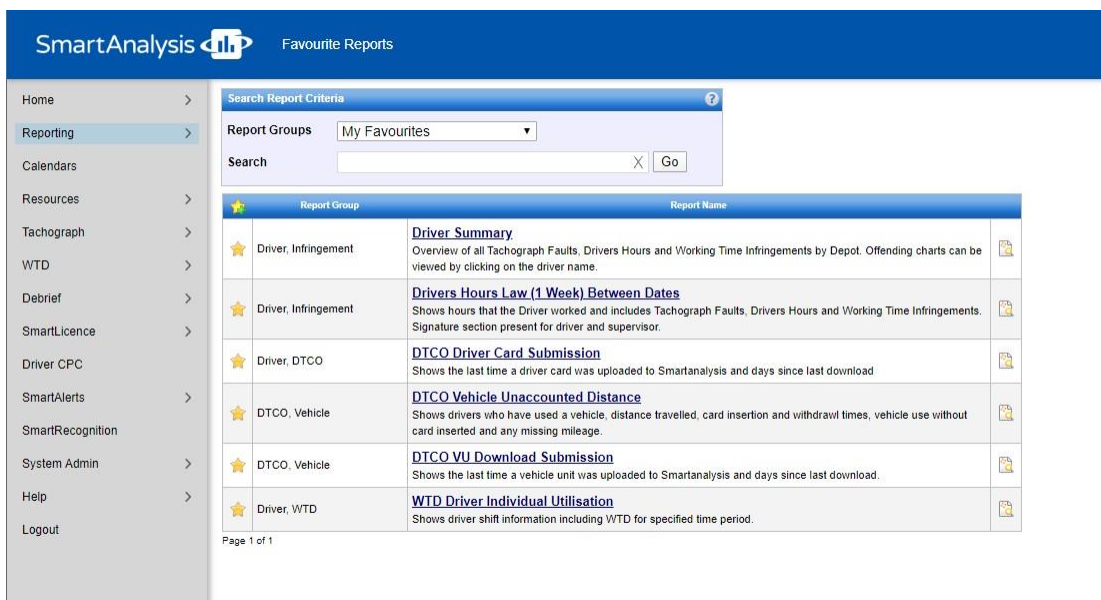
The Reports menu option has been changed to Reporting.

The menu options within Reporting have been rationalised and include those options that are relevant to compliance reporting.

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- All Reports - formerly View Reports and presents the full list of reports, enabling the user to select a report and enter a search criteria.
- Favourites - formerly Search Reports. Allows you to search for a report and add it to your list of favourite reports. Once the report has been added to your Favourites then next time you select Favourites you will see only your subset of Favourite reports. This provides a quick and easy way to focus into your most frequently used reports.



- Subscriptions - formerly My Subscriptions. Enables you to add event-based or time-based subscriptions.

Tachograph Record Search has been moved and is now available under the Tachograph menu option.

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WTD Planning->Add WTD Plan has been moved and is now available as Planning under the WTD menu option.

Calendars

The Calendar menu option has been renamed to Calendars.

Selection of the Calendars option brings you straight to the Driver Depot View, as that is typically where most users want to go. You can navigate to the alternative Calendar views by selecting any of the links highlighted in Red in the image below:

WTD

A new WTD module has been created.

The WTD Admin menu option has been removed and the facilities previously available within WTD Admin are now available in the new WTD module. All activities relating to WTD can now be completed from this single module.

The following options are available in the WTD module depending on your role:

- Planning (formerly Add WTD Plan)
- Reference Periods (formerly Manage Reference Periods)
- Assign Drivers (formerly Manage Drivers versus Reference Periods)
- Contract Terms (formerly Manage Driver Contract Terms)

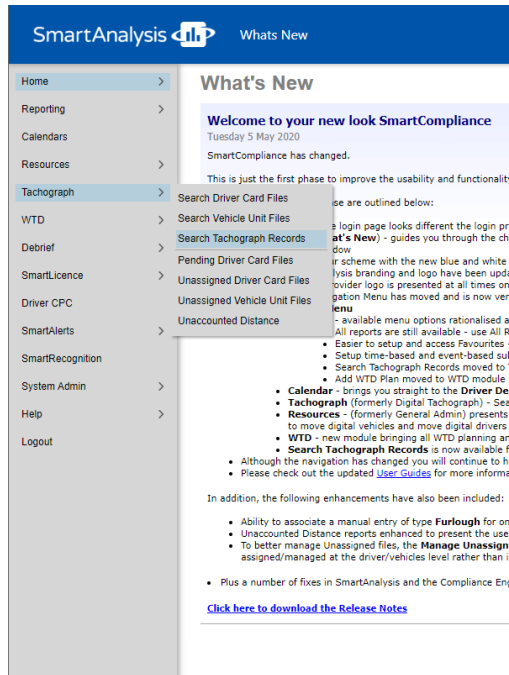
Tachograph

The Digital Tachograph module has been renamed to Tachograph.

The existing menu options are all available under this new Tachograph module, with the exception of Move Digital Drivers and Move Digital Vehicles which have been moved to the Resources module.

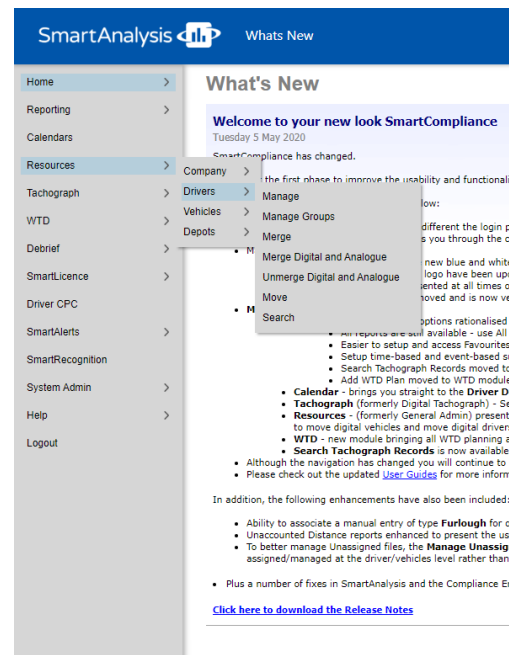
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Search Tachograph Records has been moved to the Tachograph module from the Reports menu.



Resources

The General Admin tab has been renamed Resources and a number of sub-modules created to enable administration of all resources including Companies, Drivers, Vehicles and Depots. All previous menu options are now available from within these four modules.



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Role based access

Access to features/facilities remains unchanged and is determined by the user's role. Although some menu options may have moved to a new location, you will continue to have access to only those features/facilities that your existing role permitted.