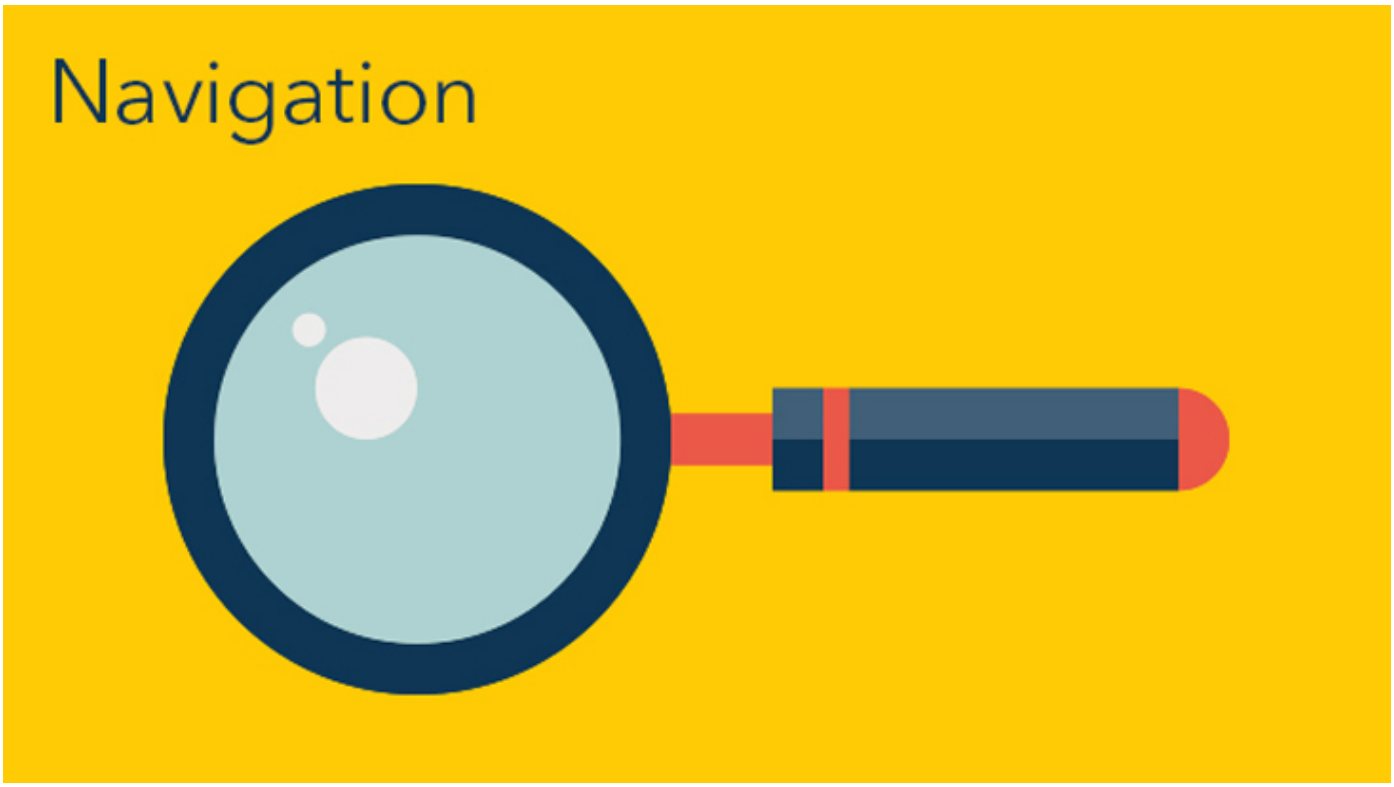


August, 2015

Use search for easy access to content and apps

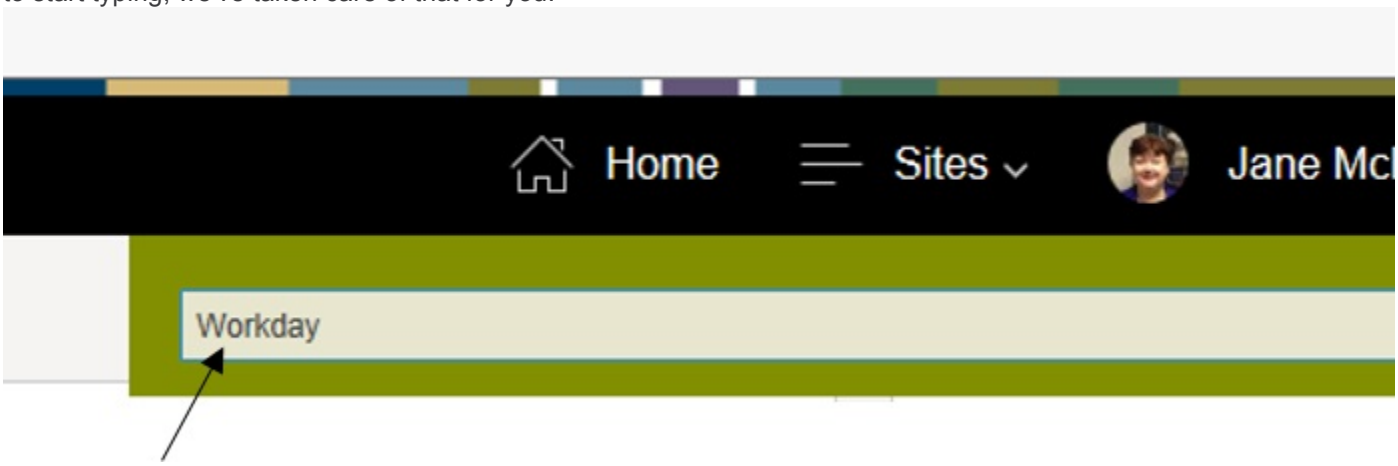
Your time is valuable, so finding the information you need quickly is important. SunGard Central includes a powerful SEARCH function to help you do exactly that, while significantly reducing the need to bookmark content. You can simply search for what you need just like you would on Google.

This tutorial will show you how to make the most of the SEARCH function and use it to navigate across the intranet.

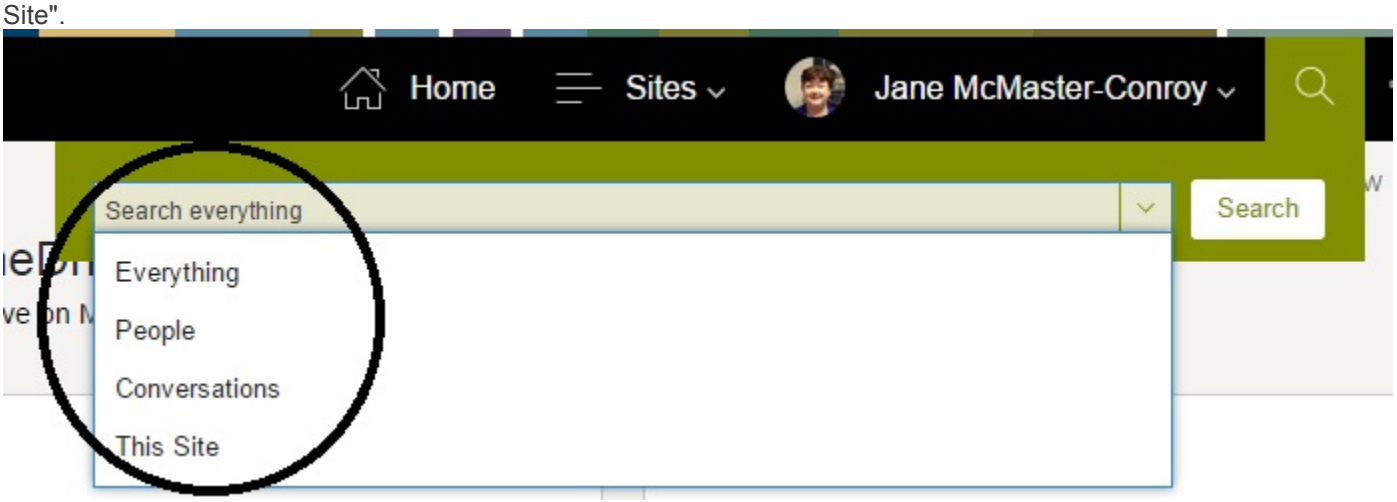
.....

1. The SEARCH feature is at the top on the right hand side of your name on the header menu. Click on the magnifying glass icon and type in what you're looking for. You don't even have to click on the text field

to start typing; we've taken care of that for you.

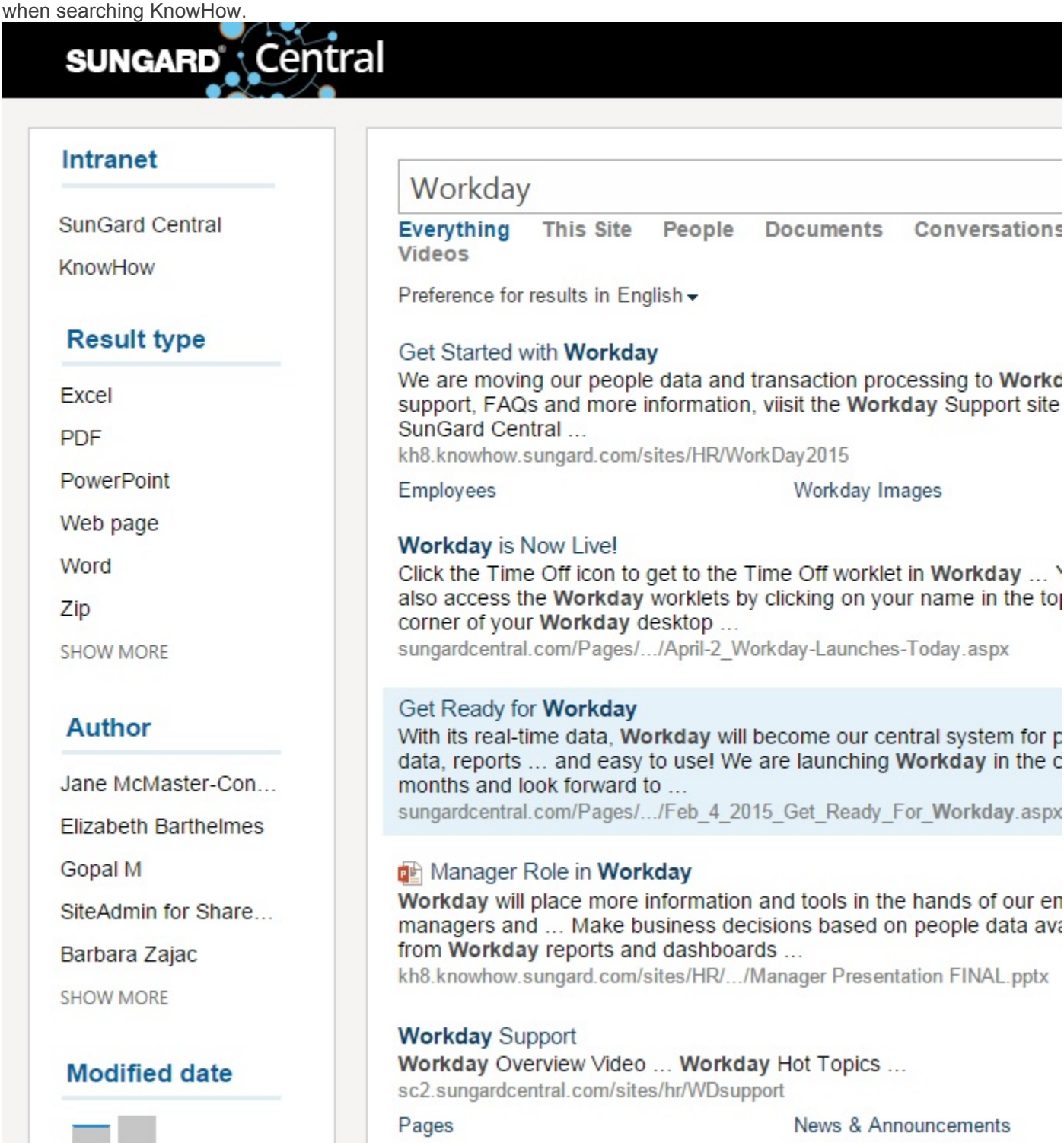


2. The default setting is to search everything on SunGard Central, but you can use filters to narrow your search. You can limit your search to "People", "Conversations" or to a particular site by selecting "This Site".

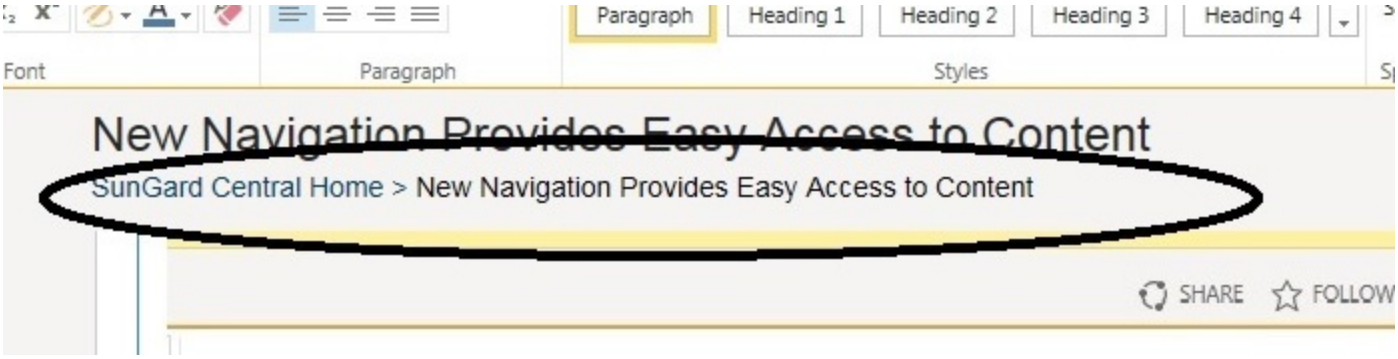


3. You'll see that the search results offer several more filters to choose from on the left and just below the search text field at the top. Another cool feature can be found on the results FILE PREVIEW page (see the right side of the screenshot below). You can review the content without even opening it to see if it is what you want. Note: the preview feature is only available when searching SunGard Central, and not

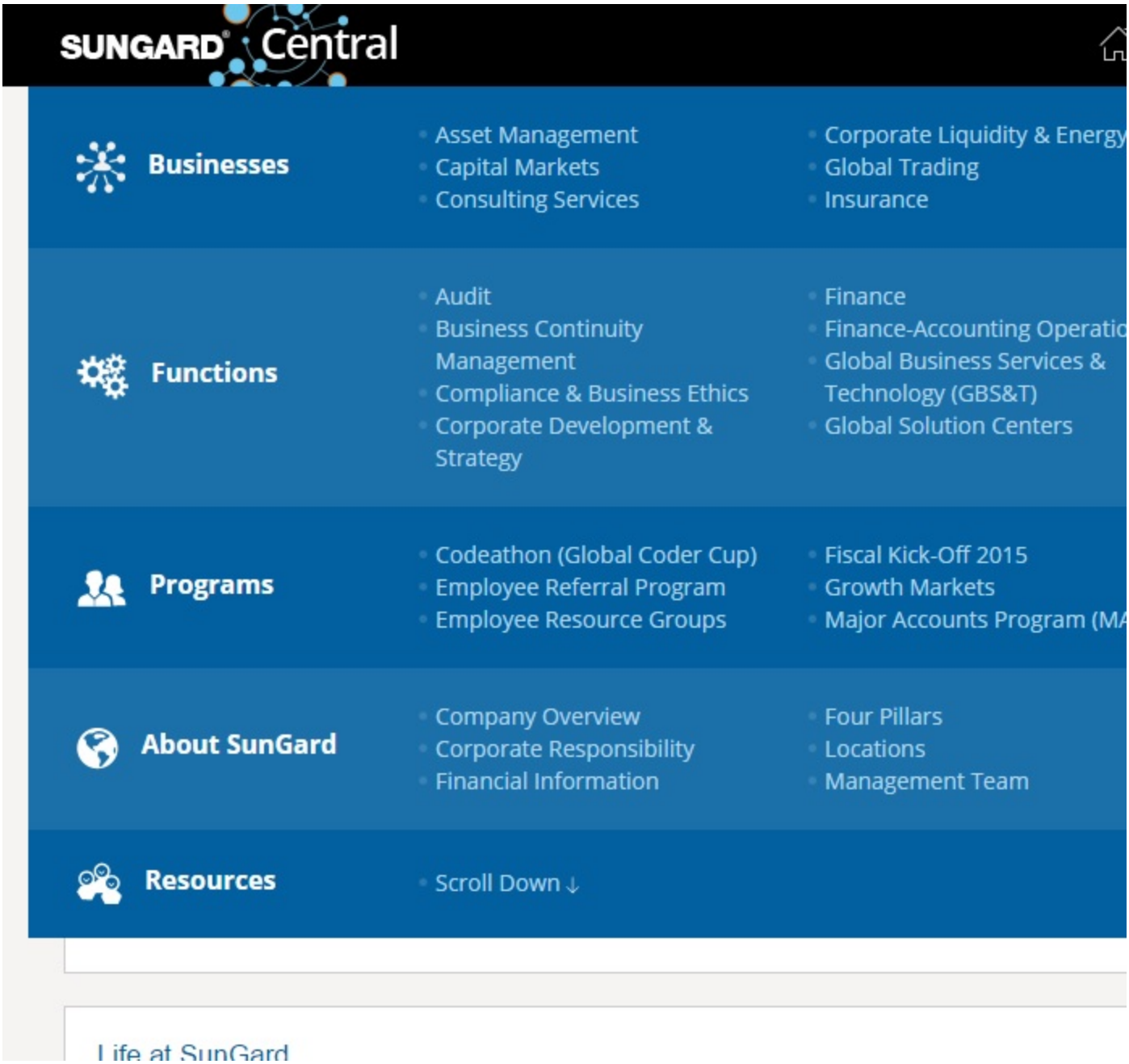
when searching KnowHow.

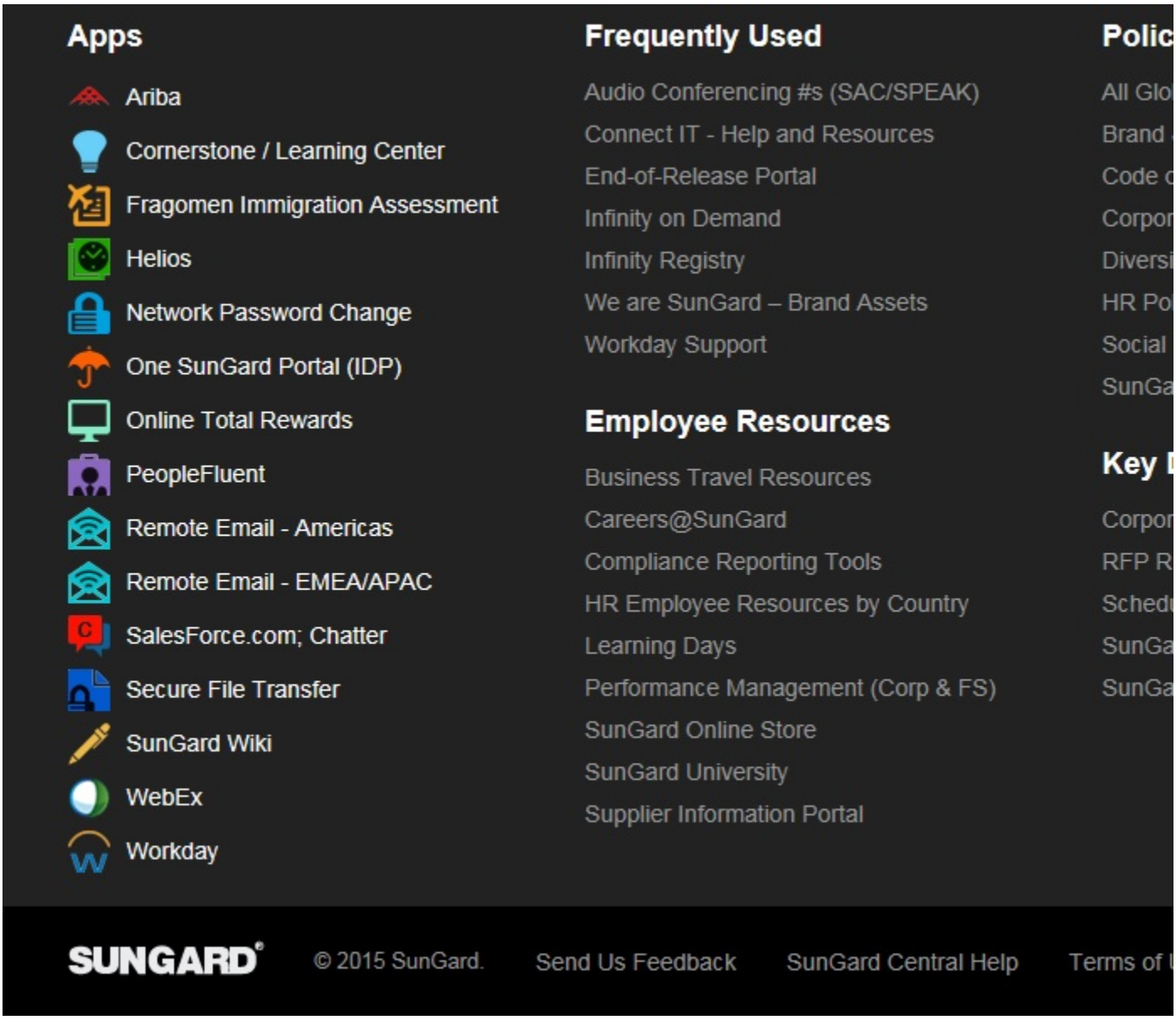


4. You can also navigate through the site path you've followed by clicking on the breadcrumb trail that appears at the top of each page. It shows you where you've come from, so if you need to return quickly, simply click on one of the breadcrumbs to go back.



5. Another easy way to find content is to use the header and footer navigation menus. The header navigation features all of the content from KnowHow's Mega Menu, and is laid out by business, function, programs and about SunGard.



6. Information in the footer, which appears at the bottom of the site, contains applications, frequently used items, employee resources, policies and guidelines, key documents, templates, help, support and more. In addition, the header and footer menus are conveniently available at the top and bottom of every page

in SunGard Central.