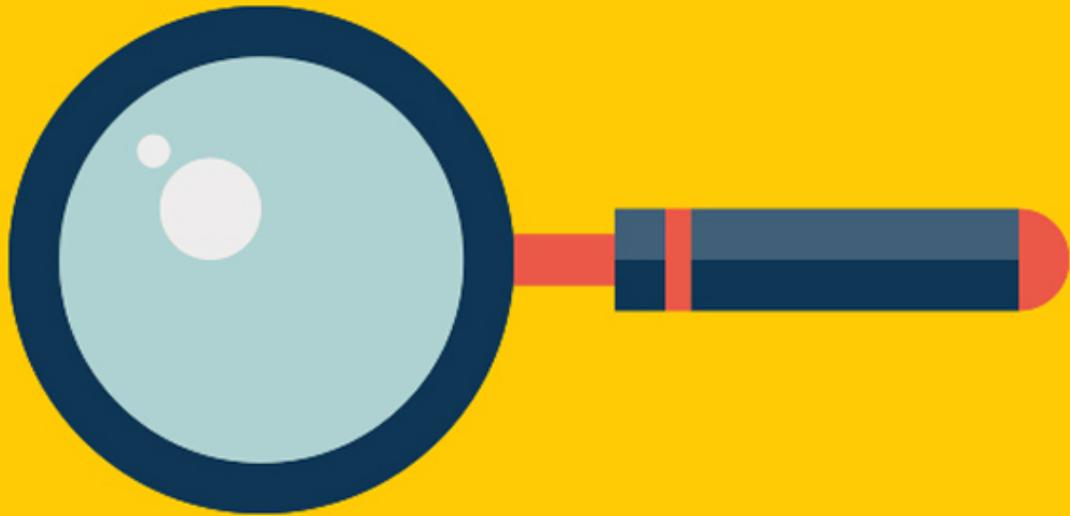


# Navigation



August, 2015

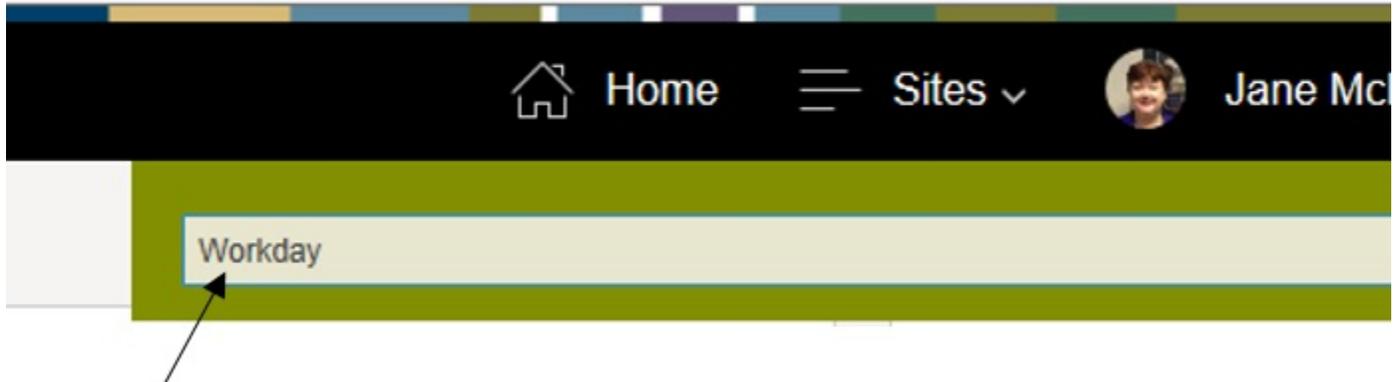
## Use search for easy access to content and apps

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.

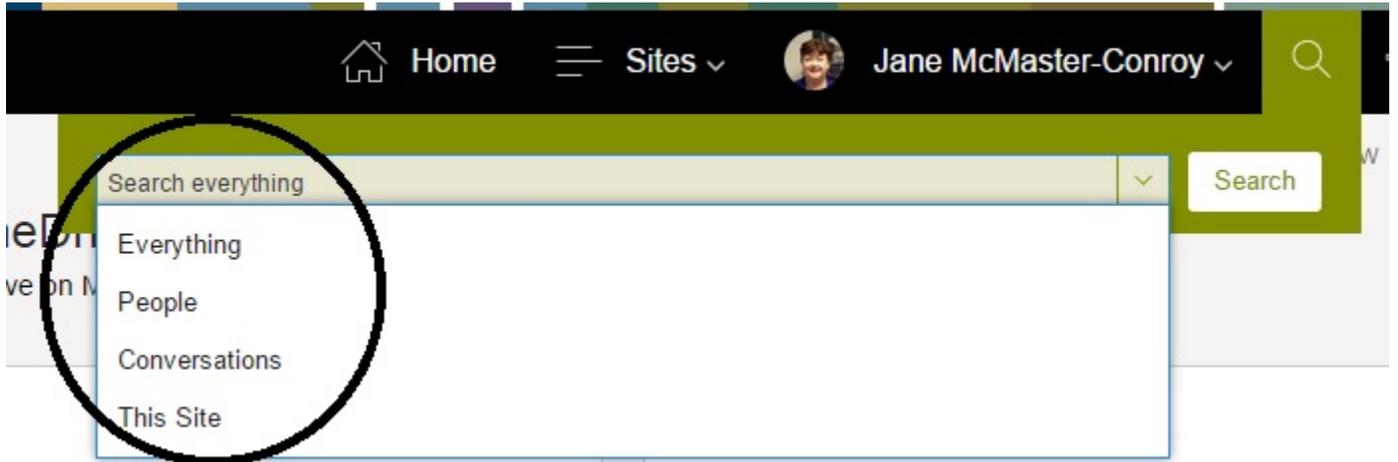
This tutorial will show you how to make the most of the SEARCH function and use it to navigate across the intranet.

- 
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.

The screenshot shows the SunGard Central intranet search results for the term 'Workday'. The page is divided into a left sidebar and a main content area. The sidebar contains filters for 'Intranet', 'Result type', and 'Author'. The main content area displays search results for 'Workday', including a search bar, navigation tabs, a language preference dropdown, and several search results with titles and brief descriptions.

**SUNGARD Central**

**Intranet**

SunGard Central  
KnowHow

**Result type**

Excel  
PDF  
PowerPoint  
Web page  
Word  
Zip  
SHOW MORE

**Author**

Jane McMaster-Con...  
Elizabeth Barthelmes  
Gopal M  
SiteAdmin for Share...  
Barbara Zajac  
SHOW MORE

**Modified date**

**Workday**

**Everything** This Site People Documents Conversations  
Videos

Preference for results in English ▼

Get Started with **Workday**  
We are moving our people data and transaction processing to **Workday** support, FAQs and more information, visit the **Workday** Support site SunGard Central ...  
kh8.knowhow.sungard.com/sites/HR/WorkDay2015  
Employees Workday Images

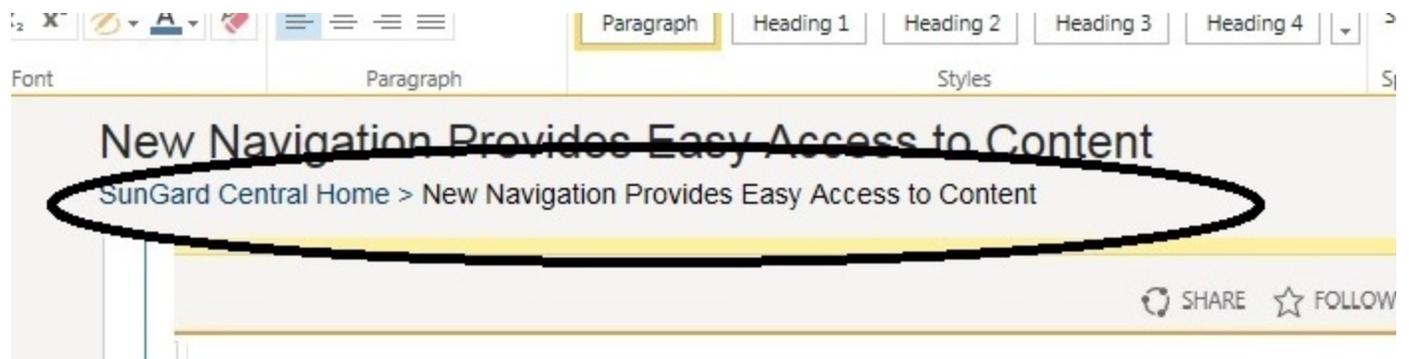
**Workday is Now Live!**  
Click the Time Off icon to get to the Time Off worklet in **Workday** ... you also access the **Workday** worklets by clicking on your name in the top corner of your **Workday** desktop ...  
sungardcentral.com/Pages/.../April-2\_Workday-Launches-Today.aspx

Get Ready for **Workday**  
With its real-time data, **Workday** will become our central system for people data, reports ... and easy to use! We are launching **Workday** in the coming months and look forward to ...  
sungardcentral.com/Pages/.../Feb\_4\_2015\_Get\_Ready\_For\_Workday.aspx

**Manager Role in Workday**  
**Workday** will place more information and tools in the hands of our employees and managers and ... Make business decisions based on people data available from **Workday** reports and dashboards ...  
kh8.knowhow.sungard.com/sites/HR/.../Manager Presentation FINAL.pptx

**Workday Support**  
**Workday** Overview Video ... **Workday** Hot Topics ...  
sc2.sungardcentral.com/sites/hr/WDsupport  
Pages News & Announcements

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.



## Businesses

- Asset Management
- Capital Markets
- Consulting Services
- Corporate Liquidity & Energy
- Global Trading
- Insurance



## Functions

- Audit
- Business Continuity Management
- Compliance & Business Ethics
- Corporate Development & Strategy
- Finance
- Finance-Accounting Operations
- Global Business Services & Technology (GBS&T)
- Global Solution Centers



## Programs

- Codeathon (Global Coder Cup)
- Employee Referral Program
- Employee Resource Groups
- Fiscal Kick-Off 2015
- Growth Markets
- Major Accounts Program (MA)



## About SunGard

- Company Overview
- Corporate Responsibility
- Financial Information
- Four Pillars
- Locations
- Management Team



## Resources

- Scroll Down ↓

Life at 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.

Apps	Frequently Used	Polic
 Ariba	Audio Conferencing #s (SAC/SPEAK)	All Glo
 Cornerstone / Learning Center	Connect IT - Help and Resources	Brand
 Fragomen Immigration Assessment	End-of-Release Portal	Code c
 Helios	Infinity on Demand	Corpor
 Network Password Change	Infinity Registry	Diversi
 One SunGard Portal (IDP)	We are SunGard – Brand Assets	HR Po
 Online Total Rewards	Workday Support	Social
 PeopleFluent	<b>Employee Resources</b>	SunGa
 Remote Email - Americas	Business Travel Resources	<b>Key D</b>
 Remote Email - EMEA/APAC	Careers@SunGard	Corpor
 Salesforce.com; Chatter	Compliance Reporting Tools	RFP R
 Secure File Transfer	HR Employee Resources by Country	Sched
 SunGard Wiki	Learning Days	SunGa
 WebEx	Performance Management (Corp & FS)	SunGa
 Workday	SunGard Online Store	
	SunGard University	
	Supplier Information Portal	

**SUNGARD**

© 2015 SunGard.

[Send Us Feedback](#)

[SunGard Central Help](#)

[Terms of U](#)