

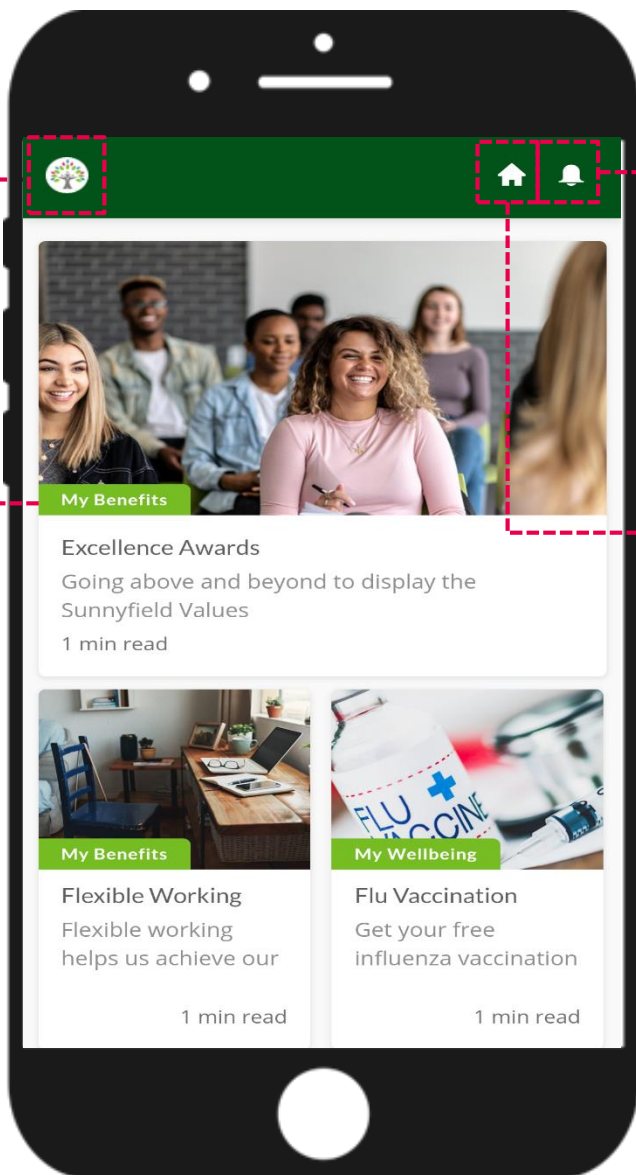
NAVIGATING SUNNY

Quick Reference Guide



NEWSFEED

The first screen you see after logging in is the Newsfeed screen. Here you can view the latest news and information published on Sunny.



Newsfeed

Click the **Sunnyfield** icon to return back to this screen no matter where you are in Sunny.

Notifications

Click to check your **Notifications**. E.g. if someone has @mentioned you in comments.

News Item

Click any **News item** to open.

Homepage

Click **Home** to open the main homepage.



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HOMEPAGE

This is the main navigation screen “front door” to essential Sunnyfield systems on your Bring Your Own Device (BYOD). Here you can access systems such as Riteq, Staff Portal, Cornerstone, Payroll, Outlook, etc. You can click “Close” from any front door system to return to the Sunny Homepage.

Outlook Callout: Shows an email interface with a 'Comms / Updates' header and a list of messages from 'AllambieAccess' and 'Simone Blumberg'.

Riteq Callout: Displays a Riteq calendar for October 10, 2020, with columns for Day, Time, Location, and Status. The table includes entries for Monday through Saturday.

HR Callout: Shows an HR dashboard with 'Bank Details' (BSB XXX-908, Account Number XXXX 3409, Account Name Doe J) and a calendar view for September and August 2020.

My Wellbeing Callout: Features sections for 'Flu Vaccination' (Get your free influenza vaccine) and 'Exercise' (A collection of videos to help with your overall health and well-being).

My Benefits Callout: Lists 'Excellence Awards' (Going above and beyond to display the Sunnyfield Values) and 'Flexible Working' (Flexible working helps us achieve our vision).

Learning Hub Callout: Shows a 'Hello Naamom!' message and a 'Continue learning' section with various training modules like 'Module 1 - Positive Psychology for Well-being' and 'Resilient Pro-Work Training'.