

# 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.

#### News Item

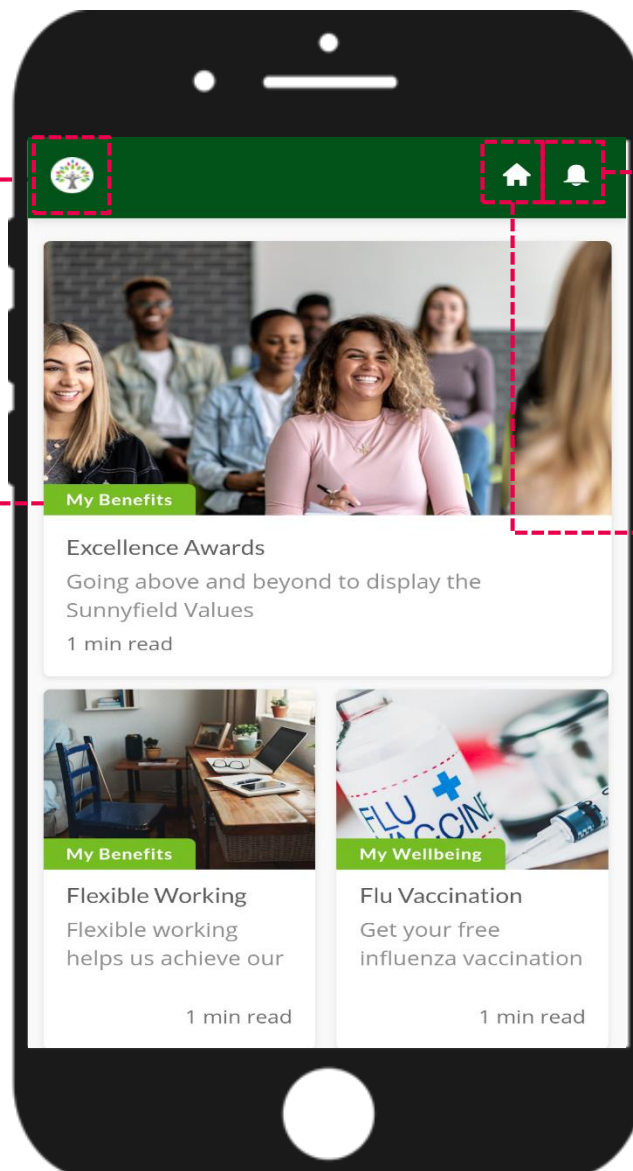
Click any **News item** to open.

#### Notifications

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

#### 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.

