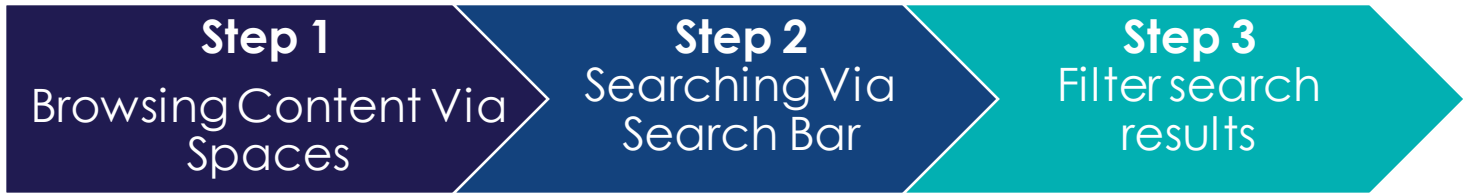


Searching and Filtering

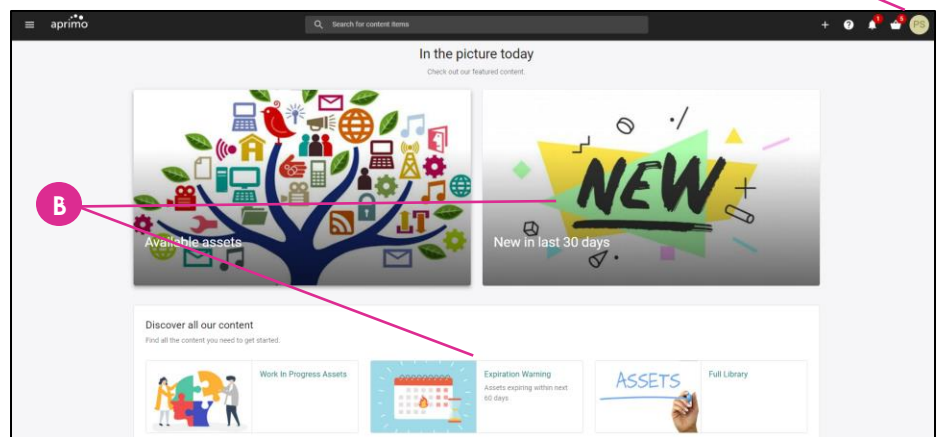
Access available content by searching and filtering within Aprimo.



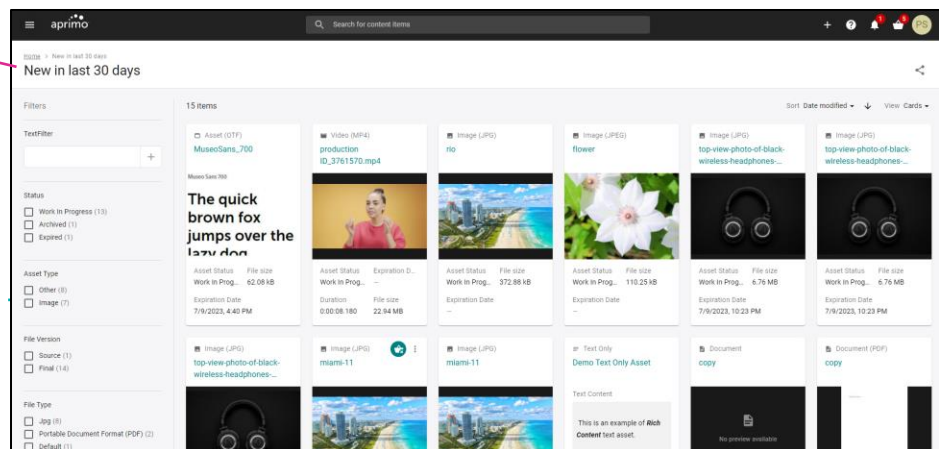
Step 1 Browsing Content Via Spaces

Spaces are organized groups of assets that allow users one-click access to relevant theme content.

- A. Log into Aprimo
- B. On the home page, click on one of the available Spaces depending on your area of interest



- C. Once you are inside a space page, you can continue browsing and filtering the content using filters on the left hand side

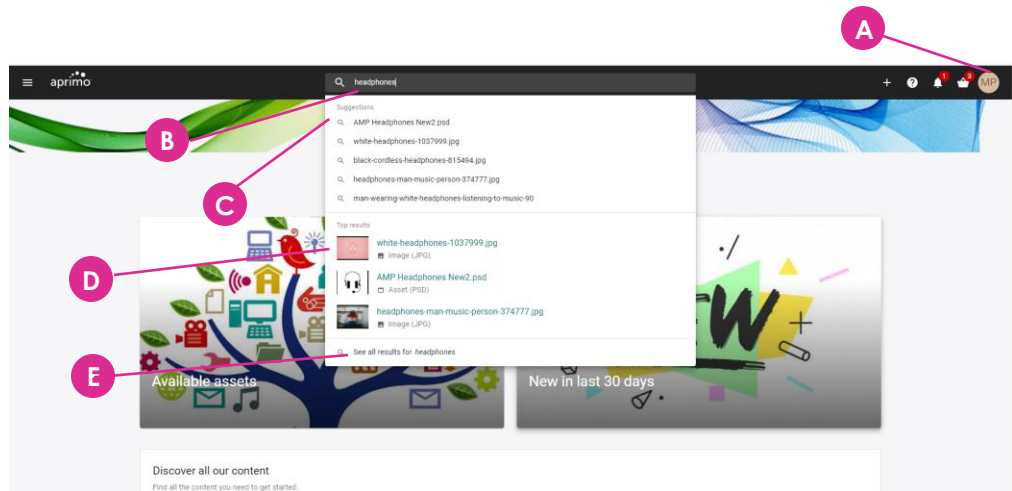


Searching and Filtering

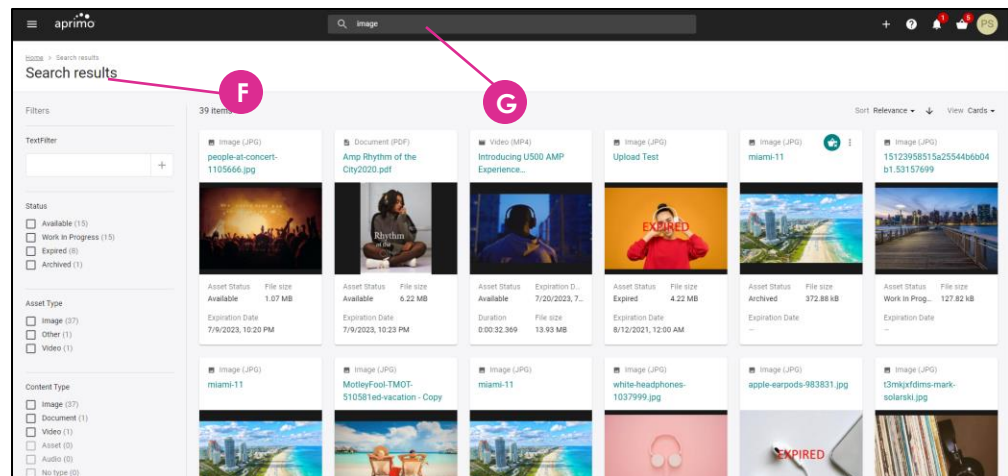
Step 2 Searching Via Search Bar

Use the Search Bar to start a search using key industry terms or search expressions

- A. Log into Aprimo
- B. Type a key word or search expression in the Search Bar
- C. Aprimo will display search suggestion depending on what you start typing and available content
- D. Top results will show to allow you one-click access to an asset from results
- E. Click See all results for search results (or strike the enter key on the keyboard)



- F. The Search results screen will display
- G. The Search Bar is available within the Search results – start a new search as needed



Searching and Filtering

Step 3 Filtering Search Results

Filter the Search results to narrow down the list of assets to choose from

- Access the Search results screen either by clicking on a Space or by using the Search Bar
- Click on Filter options on the left-hand side
- Type more keywords in the Text Filter to search within the search results
- Remove filter options by individually clicking the X
- Remove all filter by clicking X Clear

