

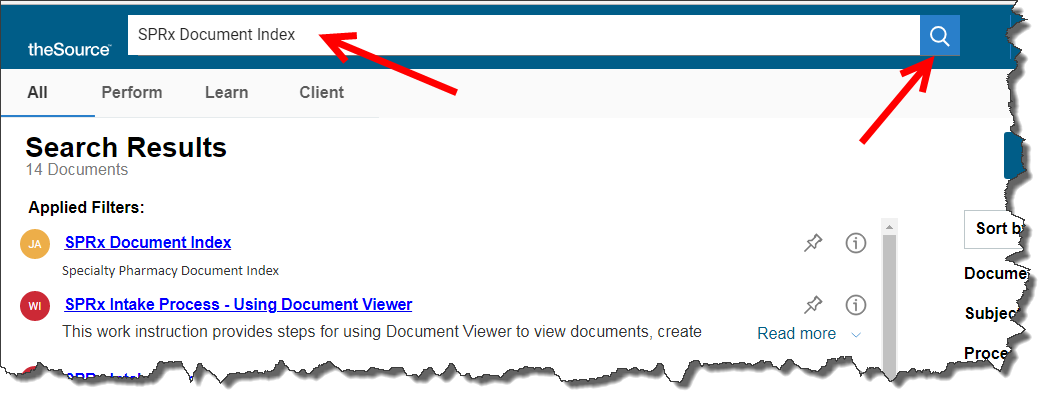
**Topic: Search Tips**

Searching for a document in **theSource** is an easy and important tool to help you perform your daily activities.

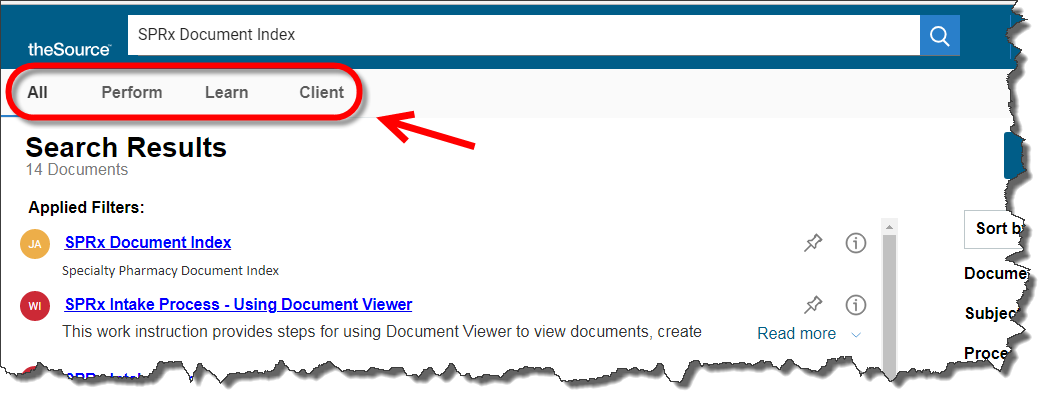
**theSource** provides you with several options to help you accomplish an effective Search:

1. **Search bar**

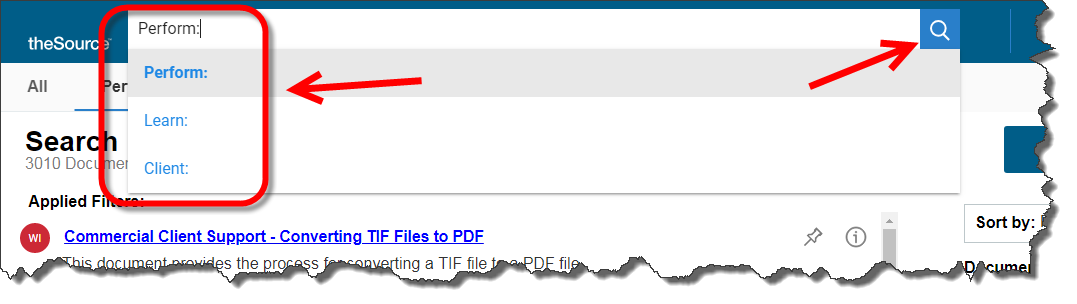
* Enter the document information and click the magnifying glass:



* You can filter search results by type of document by clicking one of the following:
  + - **All (No Filter Applied):**  Returns Announcements plus all other document types below.
    - **Perform Filter:**  Returns documents that help you perform your job like Work Instructions and Job Aids.
    - **Learn Filter:**  Returns documents used in Training including training modules, guides, and videos - anything you might reference when you “Learn” a job.
    - **Client Filter:**  Returns Client specific materials, such as CIFs (Client Information Forms) and associated documents, like client specific drug lists and client sample letters mailed to members of a client’s plan.

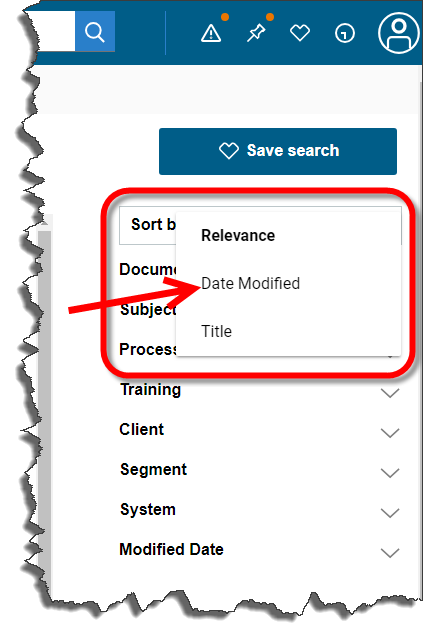


**Note:** Perform, Learn, and Client may also be selected within the Search bar, before entering the document information.



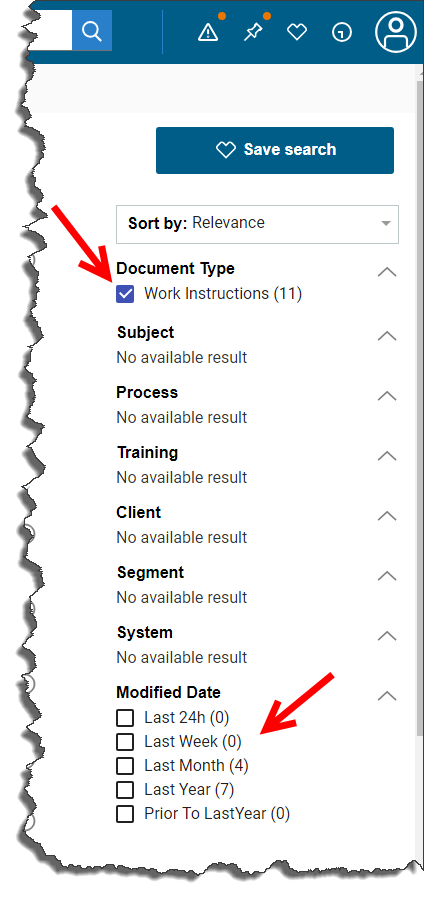
1. The **Sort By** feature allows you to filter Search results by:

* Relevance
* Date Modified
* Title

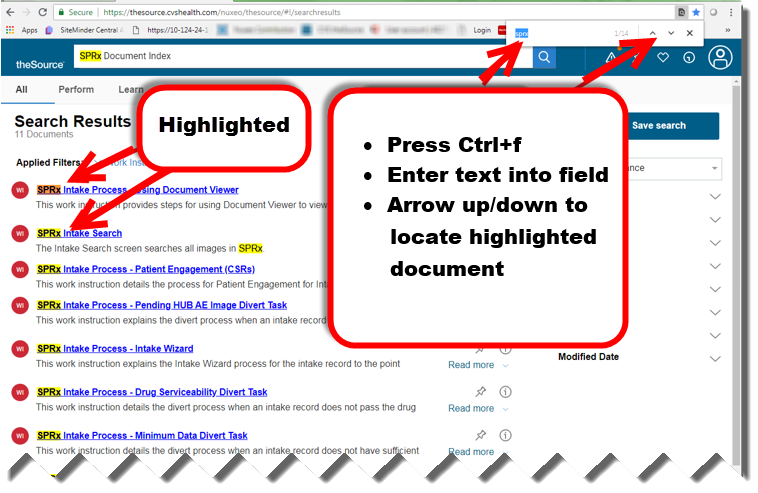


1. The **Data Facets** feature allows users to set additional filters for the Search by selecting from dropdowns for:

* Document Type
* Subject
* Process
* Training
* Client
* Segment
* System
* Modification Date



1. Once the Search results display, press **Ctrl+f** and enter text into the field to search the page for the specific text. The text will highlight. Arrow up or down to locate the specific document.



**** Your next challenge on the quest to becoming a Certified theSource Wizard is to save your **Favorite Searches**, which will save you time in the future:

* Perform a search
* Click **Save Search**



* Name your search
* Click **Save**
* Access your saved searches using the **Favorite Searches** icon



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