

**THE SEARCH IS OVER!** Welcome to the Abt Global Intranet (AGI)—your resource for information, tools, and resources to support the important work you do.

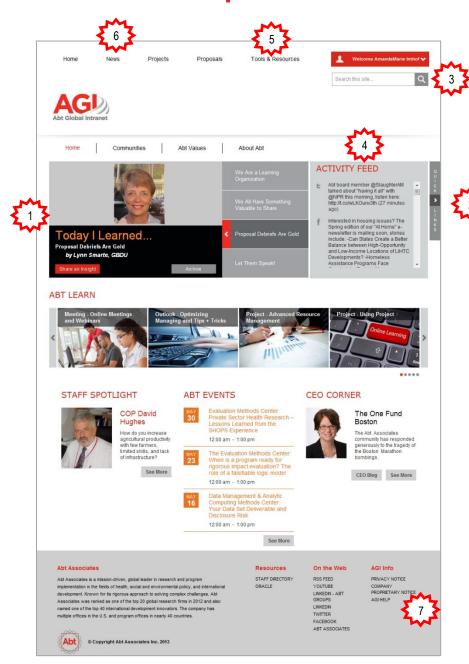
**TO ACCESS AGI:** Click on the AGI icon on your desktop:

## AGI

## **KEY FEATURES TO EXPLORE ON AGI:**

	AGI Top 10	Where is it?	What can I do there?
1	Today I Learned (TIL)	Home Page	TIL is where you can learn something new from your colleagues and even share your own story!
2	Oracle (Timecard)	Home Page – Quick Links menu	This takes you into Oracle where you can enter and manage your time.
3	Search	Home Page – Top Right Corner – Search Box is beneath the red Welcome box	You can enter any text you would like here. Search results will show you all the matches for your criteria. If results match for people's names, you will see those listed too!
4	Activity Feed	Home Page	The Activity Feed displays all the latest Abt news from Twitter and Facebook as well all new documents that have been added to AGI.
5	Tools & Resources	Main Menu	This is where you will find all the Abt applications and tools you need. Go explore!
6	News	Main Menu	The latest in company news and Kathleen Flanagan's CEO Blog.
7	AGI Help	Home Page – Footer – AGI Info	This is the place if you need AGI training materials and resources. Keep checking here to stay up to date.

## **Top 10 Destinations**





## **Top 10 Destinations**

Your Tools & Resources menu is the gateway to Service Centers, Tools (including applications such as AbtKnowledge, PREP and AbtTravel) and Libraries for the forms and policies you need.

	AGI Top 10	Where is it?	What can I do there?
8	Staff Directory	Main Menu – Tools & Resources menu – Tools	Looking for colleagues? You can easily find them and their contact information here.
9	Service Centers	Main Menu – Tools & Resources menu – Service Centers	Here you will find eleven Service Centers to help with everything from AbtLearn to Contracts to Human Resources to Information Technology and more.
10	Forms and Policies	Main Menu – Tools & Resources menu – Libraries	Both the Form and Policy Libraries contain all the documents you need to do your work. If you are looking for a specific document, just type part of the name in the Search box and let AGI do the work for you!

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Service Centers 9	Tools	Libraries
AbtLearn	AbtKnowledge	Abt Library
Business Development	AbtTravel Portal	Policy Library
Client Technology Center (CTC)	Learning Management System (LMS)	Form Library 10
Contract Operations	Oracle	
Creative Services	Outlook Web Access	
Finance	PREP/MYPREP	
HR Service Center	Staff Directory 8	
IT Service Center	<b>**</b>	
Office Services Solutions Desk		
Reputational Capital		
Travel		

Need help? Have a question? We have two options for easy assistance:

- Ask your IT Manager who will be visiting you at your desk
- As always, you can contact the IT Service Center

Your IT Service Center can be reached at:

Phone: 866.ABT.HELP (866.228.4357)

Email: ITServiceCenter@abtassoc.com

Skype: ITServiceCenter\_Abt

There is so much more to discover about AGI. Look for more news about Workspaces coming soon.

The search is over...let the learning begin!