

**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:



## 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

The screenshot shows the AGI homepage with the following numbered callouts:

- 1:** Today I Learned (TIL) section featuring a post by Lynn Smarte, GBDU.
- 2:** Oracle (Timecard) link in the top navigation bar.
- 3:** Search bar in the top right corner.
- 4:** Activity Feed section on the right side of the page.
- 5:** Tools & Resources link in the top navigation bar.
- 6:** News link in the top navigation bar.
- 7:** AGI Info link in the footer.

Other visible features include the 'Today I Learned...' section, 'ABT LEARN' section with various topics like 'Meeting - Online Meetings and Webinars', 'STAFF SPOTLIGHT' featuring COP David Hughes, 'ABT EVENTS' with upcoming seminars, and 'CEO CORNER' featuring The One Fund Boston.

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 –<br>Tools & Resources<br>menu –<br>Tools           | Looking for colleagues? You can easily find them and their contact information here.                                                                                                                             |
| 9  | Service Centers    | Main Menu –<br>Tools & Resources<br>menu –<br>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 –<br>Tools & Resources<br>menu –<br>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! |

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

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](mailto: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!**