September 2022

O2F Download is a monthly eNewsletter produced and distributed by the AFIMSC O2F Team.

General Updates

Upcoming AgilQuest Training

This October the O2F Team will be hosting a hybrid demo for using the AgilQuest hoteling app. Come prepared with questions or submit ideas beforehand [here](#)!

O2F Underway

As a reminder, many **individual cubicles in Bay 6 will be removed beginning 19-September** and converted to team space or hoteling. Please be sure to remove all personal items from these areas ASAP. Please contact Ms. Arellano or the [O2F Workflow](#) with any questions.

The **O2F Tyndall** team has started to outline some proposed changes for their own O2F space. Stay posted for more!

DST Updates

Please do not update any Corporately Owned/Personally Enabled (COPE) mobile devices to iOS16 without prior authorization. Make sure automatic updates are **turned off**:
1. Go to "**Settings**"
2. Click "**General**"
3. Click on "**Software Updates**"
4. Ensure **Automatic Updates** is off

Your Voice Matters!

Please take a moment to fill out the [O2F Pulse Check](#), updated with new prompts to hear your feedback on workplace satisfaction.

Maintaining our Connectedness

The Personnel Directorate has planned a **Coaching and Mentoring Skills for Success Session** on 12-September. These are great opportunities for learning and professional development for you and other AFIMSC members. Register at https://myETMS.wpafb

Knowledge Management (KM)

Knowledge Management is getting the right information, to the right people at the right time to make more informed decisions. With KM decreasing stove piped information and increasing awareness, AFIMSC is committed to equipping the workforce with the tools needed to capture, store, and distribute information.

Each directorate has KM representatives (1-2) who can perform basic tasks on **SharePoint**. SharePoint is a major tool used to capture, discuss, and analyze information. SharePoint is a great collaboration application that is easy to navigate and a breeze to use. KM has published a [SharePoint Online Training Guide](#) to help members learn more.

SharePoint How-Tos:

Let's Review Some SharePoint Functions

⊞ **App Launcher** – Displays a menu of available MS Online apps including Outlook, Word, PowerPoint, SharePoint, OneDrive, Excel, Teams, or **All Apps** for more options

🔔 **Notifications** – Display notifications within Outlook

⚙ **Settings** – Displays a menu with commands to view the users have access to the site, view all lists, libraries, and sub sites.

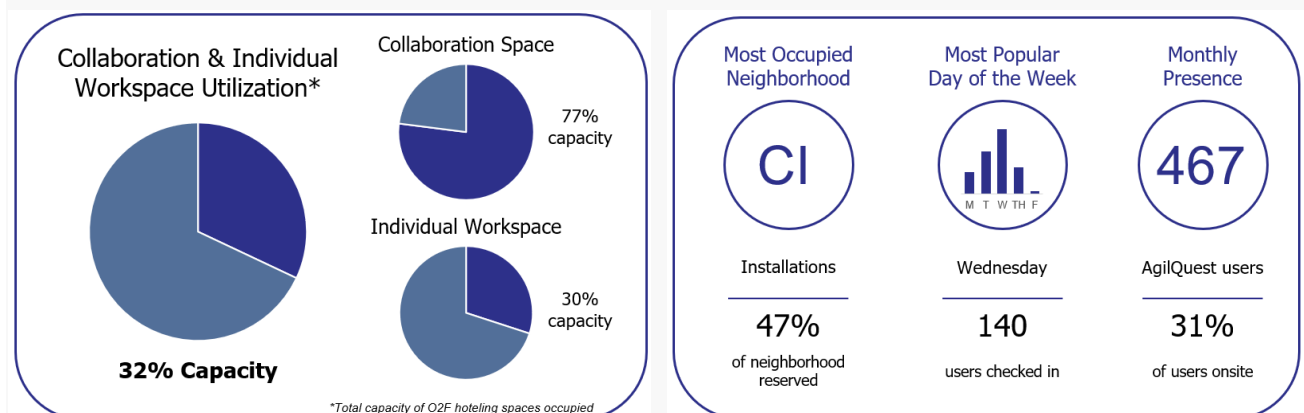👤 **My Account** – Displays a menu with commands to personalize your profile

☆ **Follow** – Allows you to quickly navigate to a site and be notified of changes

↗ **Share** – Allows you to request that others have access to the site. Requests are sent to the site owner for approval

✎ **Next Steps** – SharePoint online tips of what to do on the site. Generally used for newcomers to SharePoint Online Site

August Data Download

Take a look at some of the metrics gathered from the month of August. **Please remember to make reservations and check-in to those reservations** using the AgilQuest site or mobile app so we can better understand how our space is being utilized!

Collaboration & Individual Workspace Utilization*

32% Capacity

Collaboration Space
77% capacity

Individual Workspace
30% capacity

*Total capacity of O2F hoteling spaces occupied

Most Occupied Neighborhood	Most Popular Day of the Week	Monthly Presence
CI	M T W TH F	467
Installations	Wednesday	AgilQuest users
47%	140	31%
of neighborhood reserved	users checked in	of users onsite

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