

Sent: Wednesday, April 20, 2016 11:45 AM

Subject: ATIS Workspace - Tips for Maximizing User Experience (April 2016)

Dear ATIS Members,

Below is a new ATIS resource, as well as a few “tips and tricks” to re-familiarize you with ATIS Workspace (AWS):

- 1) **New Member Resources Page:** A new “[Member Resources](#)” link on each AWS group home page provides quick access to ATIS reference material, including the ATIS Operating Procedures, ATIS Issue Form, FAQs, letter ballot voting guidance, editorial guidance, and more.
- 2) **Associate Documents with an Issue Statement:** This is very important -- when uploading any document or providing a hyperlink as a contribution, it is important to select the **Related Project** in order to associate the document to the correct Issue(s). This is done by selecting the appropriate ATIS Issue via the **Related Project** pulldown menu and clicking the **+Add** icon prior to pressing the **Add Document** button. You must press the **+Add** icon in order for the document to be associated with the Issue. If there are multiple Issues, select the appropriate Issue and click the **+Add** icon for each Issue to be associated. If there is no ATIS Issue associated with the document (e.g., meeting agenda, etc.), leave the default option as is (**--Select project --**). For more helpful tips on how to upload documents, visit http://www.atis.org/01_aws/faqs.asp#Upload.
- 3) **ATIS Web Site Transition and “Member Access” Pages:** ATIS launched a newly designed web site on February 8, 2016. ATIS recognizes the importance of some of the specific material that historically has been made available (e.g., publications, Issues, resource material, etc.). As a result, we have carefully evaluated all material and taken additional steps to ensure continued access to such information, which may either be found within the new web site or in AWS. For your convenience, each group now has a new “Member Access” web page that provides direct links to AWS for information that was previously available on the web site. If you have any questions regarding where to find material that once resided on the ATIS web site, please contact us at admin@access.atis.org.

Please visit the AWS FAQ page (http://www.atis.org/01_aws/faqs.asp) for additional information on “how-to” and best practices for AWS. Additionally, past “tips and tricks” emails are available at http://www.atis.org/01_aws/tips.asp for your reference.

We appreciate your feedback and want to hear from you. If you have any questions, comments, or suggestions about the aforementioned information or about AWS in general, please contact admin@access.atis.org.