

Sent: Friday, December 16, 2016

To: 'admin@access.atis.org' (admin@access.atis.org)

Subject: News from ATIS Workspace (December 2016) (previously "Tips and Tricks")

Dear ATIS Members,

Below are some announcements related to ATIS Workspace (AWS):

- 1) **Transition to 2017:** Effective December 19, 2016, all AWS document folders that use "2016" in the auto-naming structure will transition to "2017." Users will no longer be able to upload new or revised documents in the 2016 document folders; however, participants may continue to access and download content in the 2016 folder. All 2016 documents that continue to be worked and revised in 2017 will need to be registered with new 2017 filenames when updates are made. The contributor should reference the previous year's filename in the description field to assist in tracking the history of the file (for example, in addition to a description of the file, include "The previous version of this document was registered as ATISGROUPNAME-2016-00023R0001.docx").

If there are any questions about what documents need to be transitioned, or about the transition in general, please contact the group's Coordinator.

- 2) **Updated Issue Form:** An [update to the Issue form](#) has been made to include a field to indicate whether an American National Standard (ANS) is expected to be produced as a result of the Issue. Please use this form for all proposed new Issues going forward.
- 3) **Member Resources Page:** The updated Issue form and several other useful documents can be found by following the "[Member Resources](#)" link on each AWS group home page. This page provides quick access to ATIS reference material, including the ATIS Operating Procedures, FAQs, letter ballot voting guidance, editorial guidance, and more.
- 4) **Transition to Workspace 6:** ATIS is in the preliminary stages of planning for an upgrade to AWS in the first half of 2017. The changes will primarily be cosmetic; however, some new tools such as discussion threads and a filterable group activity feed may be made available. It is expected that the upgrade will require downtime of one business day, and ATIS staff will provide sufficient advance notice and training prior to the transition. More information will be provided as soon as a transition date is selected.
- 5) **New SYNC Committee:** Effective January 1, 2017, the Copper/Optical Access, Synchronization and Transport (COAST) Committee will sunset and COAST's Synchronization Subcommittee (SYNC) will become the SYNC Committee. All COAST documents will continue to be available in AWS, and all existing COAST Standards will be maintained by the new SYNC Committee.

Please visit the AWS FAQ page (http://www.atis.org/01_aws/faqs.asp) for 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.