

Subject: ATIS Workspace – Tips for Maximizing User Experience (February 2015)

Date: Thursday, February 19, 2015

Dear ATIS Members:

With activities off to a fast start in 2015, ATIS is providing the below “tips and tricks” to improve your user experience within ATIS Workspace (AWS):

- 1) **Uploading a Document:** There are two options available when uploading a document -- **add a document** or **quick add**. ATIS strongly advises use of the **add a document** feature, as it allows one to add a document description and automatically sends a notification to the associated group (**quick add** does not enable either of these critical features). For additional information on uploading a document, visit <http://www.atis.org/faq/aws/#Upload>.
- 2) **Liaison Reports:** Given the amount of interaction that ATIS and its members have with other organizations, and with the frequent use of liaison reports/readouts in meetings, a new document **State** (pulldown menu option when uploading a document) for **Liaison Reports** has been added to AWS. This state should be used when uploading a written liaison report (not draft letters/correspondence) within any ATIS group. For additional information, visit <http://www.atis.org/faq/aws/#Upload>.
- 3) **Downloading All Documents Associated with an Issue:** The filtering tool allows one to download all of the documents associated with an Issue Statement (project). From the **Documents** tab within a group, select the **Filter** link/icon in the upper left hand corner of the page. Using the **Projects (Issues)** pulldown menu, select the Issue and click **Submit**. All corresponding documents will display to the right. Select the grey **Actions** menu on the right side of the screen and select “**Download x of x**” to download all displayed files in .zip format. For additional information, visit <http://www.atis.org/faq/aws/#AllIssueDocs>.
- 4) **Virtual Meeting Calendar Invitations:** Multi-day virtual meetings are now being calendared to directly align with the timeframe for which the meeting will be held (for example, multiple invitations for 11am-4pm ET on the appropriate days vs. a single invitation that spans multiple days). Please ensure you accept the series of meeting invitations for events that take place over the course of several days. This change will not be implemented for face-to-face meetings. For additional information on calendar management, visit <http://www.atis.org/faq/aws/#Calendar>.

Please make sure to visit the AWS FAQ page (<http://www.atis.org/faq/aws/>) for additional information on “how-tos” and best practices for AWS. Additionally, a log of past ‘tips and tricks’ emails are available at <http://www.atis.org/faq/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 us at admin@access.atis.org.