

**Sent:** Tuesday, April 28, 2015 2:25 PM

**Subject:** ATIS Workspace - Tips for Maximizing User Experience (April 2015)

Dear ATIS Members,

In a little under a month, it will be the one year anniversary of transitioning to ATIS Workspace! We'd like to continue to take this opportunity to provide a few "tips and tricks" to improve your user experience:

- 1) **Changes to Sender of Calendar Invites:** Recently, the "sender" for all calendar invites was transitioned from [admin@access.org](mailto:admin@access.org) to [workgroupmailer@access.atis.org](mailto:workgroupmailer@access.atis.org). Please ensure that [workgroupmailer@access.atis.org](mailto:workgroupmailer@access.atis.org) is a safe sender for your email system.
- 2) **Sharing Documents:** Some groups, primarily subcommittees of ATIS Committees/Forums, are set up to automatically share content (folders) with their parent or other groups. This content is visible on the **Documents** page via links in the lower left hand side of the screen. Notification emails for uploaded files are only sent to the group in which the document was registered. If a notification email is required to be sent to shared groups, the user can choose to share the document notification with all shared groups by selecting the check box entitled "Members of groups with whom this document is shared."
- 3) **Document Descriptions:** When uploading a new document, we strongly encourage you to add brief information in the **Description** field about the contents of the document. This information could include the title of the document, abstract, the meeting date at which it will be presented, and the associated ATIS Issue. For more information on how to upload documents, visit <http://www.atis.org/faq/aws/#Upload>.
- 4) **Letter Ballot Comments:** For those ATIS groups that use the letter balloting process, please be advised that when attaching comments to a letter ballot vote, the comments will automatically be uploaded to the group's **Documents** page and assigned a document number. If a company wishes to keep their comments confidential during the letter ballot process, they can email the comments directly to Kerri Conn ([kconn@atis.org](mailto:kconn@atis.org)) and when completing the letter ballot form simply add a note in the comment field that comments were submitted to ATIS via email. For additional information on how to cast a ballot, visit <http://www.atis.org/faq/aws/#Ballot>.

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.

As a reminder, you can access a number of tools to assist with your work in the ATIS Committees/Forums including the ATIS Contribution Template, ATIS Issue Identification Form, and Publishing Templates and Resources by visiting the ATIS Resource page available at <http://www.atis.org/resources/> or by selecting **Resources** in any group within AWS.

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](mailto:admin@access.atis.org).