Subject: ATIS Workspace – Tips for Maximizing User Experience (December 2014)
Date: Wednesday, December 10, 2014

Dear ATIS Members:

As we wind down 2014, ATIS wanted to provide some additional "tips and tricks" to improve your user experience within ATIS Workspace (AWS). This communication will continue in 2015 to help you become more familiar with the capabilities and best practices of the system. Below are some helpful items:

1) **Privacy Option:** AWS allows you to customize whether or not to share your contact information (e.g., email address, phone number, mailing address) with other AWS users. You may prefer to choose "No" to the **Privacy Option** (bottom of page), which will allow you to receive direct communication from other users via AWS, but it will not display your contact information. If you wish to make your account private, you will need to update your account information. Go to https://access.atis.org/kws/my_account and scroll to the bottom of the page to edit your choice.

2) **Downloading Projects from ProjectView:** Users are able to download a list of all projects (ATIS Issues) associated with the groups in which they are registered. In order to do so, select the **ProjectView** menu (top left corner of page) and select a group; select the **Actions** menu (right side of page) and **Download Projects by Type**. For most groups select **ATIS Issue Type (ANSI)** and click **Download**. For INC projects, select **ATIS Issue Type (INC) (ANSI)** and click **Download**. The project list will be exported into a spreadsheet.

3) **Email Log:** We are aware that you receive a lot of email, but did you know that AWS logs emails for each group and provides the ability to filter, search, and sort? In order to see a log of all emails sent to a specific group, visit the group's **Email** section (right side of page). You have the option to filter by sender or date; sort by subject, sender, or date; or use the text box (upper right of page) to search by keyword. Additionally, you may visit the **My Email** section from the **Groups** pulldown menu (upper left of page) to view all messages that were sent across all of your groups.

4) **Resource Tab:** ATIS recently added a new **Resources** tab within each group that provides users with a link to quickly get to other ATIS reference material, including the ATIS Document Center, ATIS GoToMeeting FAQs, ATIS Telecom Glossary, editorial guidance, legal resources, and more.