Sent: Tuesday, November 03, 2015 1:58 PM
Subject: ATIS Workspace - Tips for Maximizing User Experience (November 2015)

Dear ATIS Members,

Before we approach the end of the year, and with the transition into 2016, below are a few "tips and tricks" to re-familiarize you with ATIS Workspace (AWS).

1) **Transition to 2016:** Effective December 18, 2015, all AWS document folders that use "2015" in the autonaming structure will transition to "2016." Users will no longer be able to upload new or revised documents in the 2015 document folders; however, participants may continue to access and download content in the 2015 folder.

   2015 documents that continue to be worked and revised in 2016 will need to be registered with new 2016 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-2015-00023R0001.docx").

   If there are any questions about what documents need to be transitioned and/or who has the responsibility to move those documents, please contact the group's Committee Administrator.

2) **GoToMeeting (GTM) Information**: In order to provide quick access to join scheduled GTM sessions, the GTM URL will be added to the location field for all calendar invitations. This should allow users that have the GTM app loaded on their mobile device to either be prompted to launch a GTM session or to more readily click on the GTM URL. This would result in the GTM session launching and offering to automatically dial the phone number and PIN (if you have GTM defaulted to phone vs. VoIP). All current meeting invitations will be updated and this process will be used going forward.

3) **Updating your User Profile**: ATIS encourages you to update your contact information within AWS with your mailing address, and phone number(s) to assist us in contacting you. For instructions on how to update your information, visit http://www.atis.org/faq/aws/#UpdateInfo.

4) **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 to ensure other users can more easily search for and identify 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.

5) **Associate Documents to an Issue Statement**: When uploading any document or providing a hyperlink as a contribution, it is critical to select the **Related Project in order to associate the document to the correct Issue(s) and to more effectively track the progress of documents. 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, click

select appropriate Issue(s) and click the **+Add** icon again. 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/faq/aws/#Upload.

Please visit the AWS FAQ page (http://www.atis.org/faq/aws/) for additional information on "how-to" 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.