

Subject: ATIS Workspace – Tips for Maximizing User Experience (October 2014)
Date: Wednesday, October 15, 2014

Dear ATIS Members:

As a part of ATIS' ongoing commitment to improve your user experience within ATIS Workspace (AWS), we will begin sharing "tips and tricks" throughout the year to help you become more familiar with the capabilities of the system. Below are a few helpful tips/tricks:

- 1) **Updating your User Profile:** ATIS encourages you to update your contact information within AWS with your current email address, 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>.
- 2) **Searching for and Filtering Documents:** There are multiple ways to search for and filter documents. In order to filter documents, use the "filter" option on the left side of the respective "Documents" page, which will provide the opportunity to filter the document results by name, type, submitter, project, and/or date. You may also sort results by the column headers. For more information on how to search for and filter documents, visit <http://www.atis.org/faq/aws/#Filters>.
- 3) **Associate Documents to an Issue Statement:** When uploading a new or revised document, it is important to select the **Related Project** in order to associate the document to the correct Issue(s). This is done by selecting the appropriate ATIS Issue via the **Related Project** pulldown menu and clicking the **+Add** icon prior to hitting the **Add Document** button. If there are multiple Issues, click on the **+Add** icon and select the appropriate Issue(s). 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>.
- 4) **Updated ATIS Committee/Forum Issue Form Now Available:** On May 1st, ATIS revised the Committee/Forum Issue Form. The new version of the form is available on the ATIS Legal web page at: <http://www.atis.org/legal/OP.asp>. Participants are reminded to use this form for all future Issues submitted.