Sent: Friday, July 31, 2015 10:43 AM
Subject: ATIS Workspace – Tips for Maximizing User Experience (July 2015)

Dear ATIS Members,

Below are a few "tips and tricks" to re-familiarize you with ATIS Workspace as we approach the mid-point of summer.

1) **Associate Documents to an Issue Statement**: When uploading any document or providing a hyperlink as a contribution, 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 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 the **+Add** icon and select appropriate Issue(s) and click the submit button 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.

2) **User Preferences Saved**: AWS is a 'sticky' environment, which means it will remember your preferences for each individual group you visit. For example, if you use the **Filter** (upper left of page) to search for a document, the next time you visit that group, the same filter will still be applied. If you wish to clear the search criteria, select **Clear Filter** on the filter panel.

   Other settings that are 'sticky' include: **Documents** sorting (by document format type, name, revision number, state, submitter name, file size, or upload date); visibility of **Document Descriptions** (full descriptions are enabled/disabled); **Roster** sorting (by person's name, company, or role); and **Email** sorting (by subject, submitter name, or date received). The **Documents**, **Roster**, and **Email** selections may be found either as links on the group's landing page, or via tabs within the group's subpages.

3) **Company Representatives**: AWS allows users to have visibility to their company roster and the groups in AWS in which their fellow company representatives are registered. In order to view this information, under the **Group's** dropdown menu select **My Groups** and scroll to the section entitled **My Company's Members**. From this menu you will see only "active" users associated with your company and may view the specific groups in which a user has registered by selecting the plus ("**+**") button next to the user's name.   As a reminder, you also may view a list of "all" users associated with your company by clicking on your company name in the upper right menu bar, and on the subsequent page, click on **View Company Roster**.

4) **ATIS Resources:** The **Resources** tab within each group provides users with a link to quickly get to other ATIS reference material, including the ATIS Document Center, ATIS GoToMeeting FAQs, ATIS Telecom Glossary, letter ballot voting guidance, editorial guidance, legal resources, and more.

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.