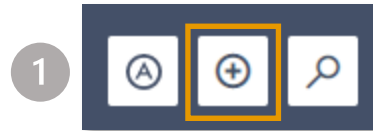


Atlas Tool – Add It



THIS WEBPART ALLOWS THE USER TO ADD INFORMATION FROM JUST A SINGLE SOURCE.

Which workspace do you want contribute to?

2

Search workspace by name

- Communications_v2
- Blue Yonder Airline
- Blue Yonder Airline Atlas Project
- Blue Yonder Airline MSA
- Blue Yonder Airline SO for Atlas Project
- Blue Yonder Airline Fees Dispute

3

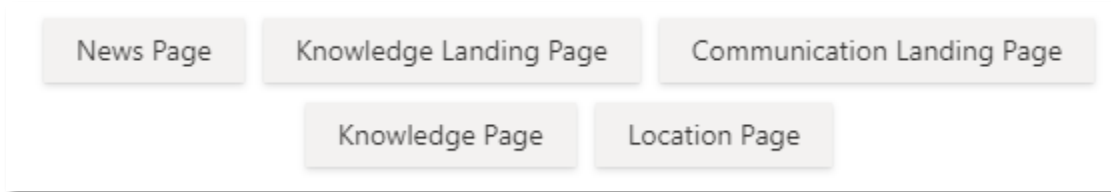
Page Document Event Item External Insight

How to add content within a workspace?

- 1 Click on the Add It Button
- This will open the Add It webpart
- 2 - Select a workspace (based on the site structure setup)
- Or use the search to narrow down results
- 3 What do you want to add?
- Select the type of content you wish to add (based on the site structure setup)

Atlas Tool – Add It

4



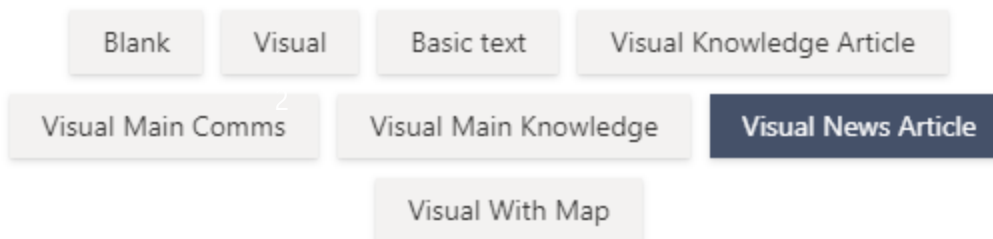
5

Great, nearly there. If there is more than one option, select your preferred list here:

Site Pages

6

Choose the visual layout style (template):



Choosing the type of content

4

Choose the type of content:
- Which type of page for example

5

Preferred List:
- Site Pages is the default
- If you have created multiple libraries in your workspace, you'll be able to choose the specific library

6

Choose the visual layout style:
- Select which visual layout
e.g. Visual New Article

Atlas Tool – Add It

7 Tag the content:

Title *

Primary Author(s)

Contributing Author(s)

Last Author

News Type *

Feature ×

Date *

Location *

Locations ×

Department *

Departments ×

How to Tag the content

7

Tag the content:
- All fields marked with a * asterisk are mandatory

Mandatory fields are:
Title; News Type; Date;
Location; Department

i

This step is very important it allows you to specifically tag your content in a variety of ways. Making it easier to locate your document/article etc

Atlas Tool – Add It

8

Entity *

Entities X

Activity *

Activities X

Subject *

Subjects X

Reference

Reference Date

12 PM



00



Status

9

Cancel

Submit

How to Tag the content

8

Tag the content with Metadata:
- All fields marked with a * asterisk are mandatory

i

This step is very important it allows you to specifically tag your content in a variety of ways. Making it easier to locate your document/article etc

9

- Click Submit