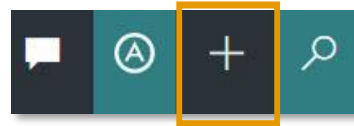


Atlas Tool – Add It

1



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

Which workspace do you want contribute to?

Search workspace by name

- Builqo
- DPT - People
- DPT - People, England & Wales
- DPT - People, France
- DPT - People, Germany
- DPT - People, Singapore
- DPT - People, Spain

2

3

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)
 - Choose Page

Atlas Tool – Add It

4

Choose the visual layout style (template):

Communication Landing Page

Knowledge Landing Page

Knowledge Page

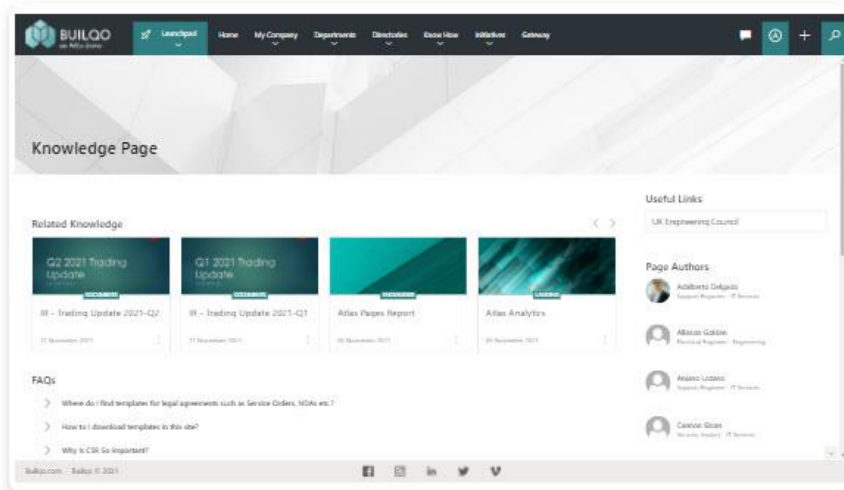
Location Page

News Page

5

Show preview

Content Type: Knowledge Page



Choosing the type of content

4

Choose the visual layout style:
- Select which template layout
e.g. Knowledge Page

5

- Tick Show preview to view what the
layout looks like

Atlas Tool – Add It

Tag the content:

6

Title *

Training

Primary Author(s)

Contributing Author(s)

Last Author

Date *

Mon, Nov 15, 2021

Information Type *

Training ×

Location *

London ×

Department *

Operations ×

How to Tag the content

6

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

7 Entity *
 

Activity *
 

Subject *
 

Reference

Reference Date

Status

8

How to Tag the content

7

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

8

- Click Submit