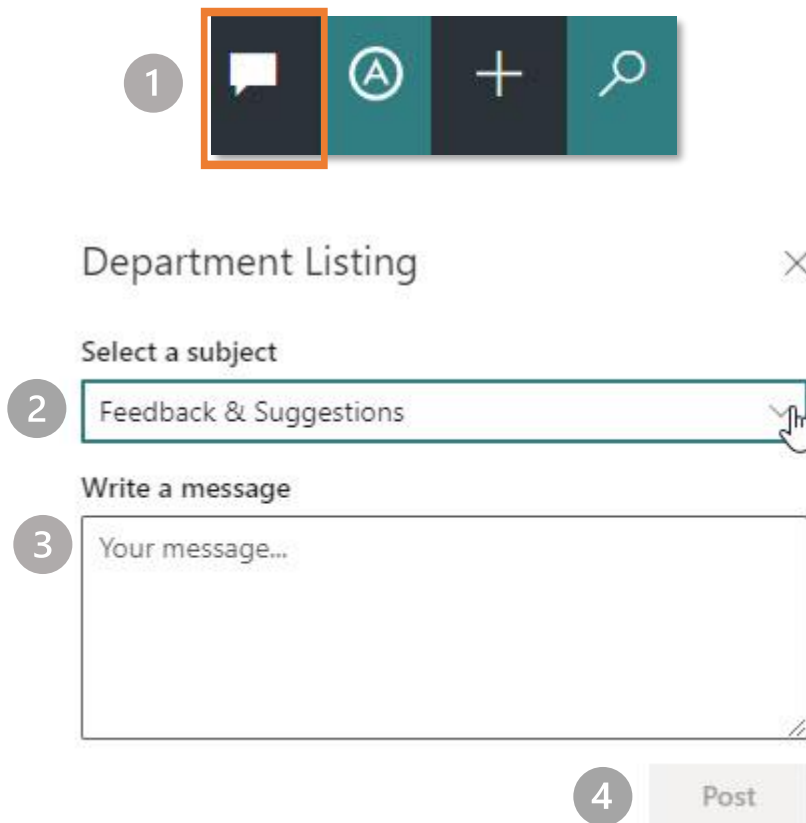


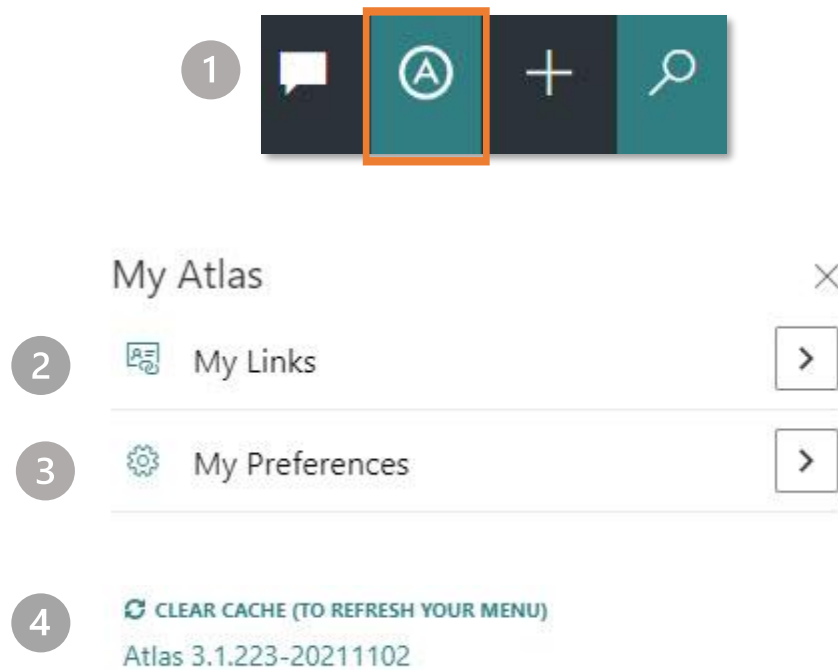
## Atlas Navigation



## Feedback

- 1 Click on the Feedback Icon
- 2 Select a Subject:
  - Feedback & Suggestions
  - Continuous Improvement Ideas
  - Content Ideas & Issues
  - General
- 3 Write a Message:
  - Enter your text in the field
- 4 Select Post

## Atlas Navigation



### My Atlas

- 1 Click on the My Atlas Icon
- 2 Use My Links to create your own Bookmarks within Atlas. Save pages or website that you use the most.
- 3 User My Preferences to tailor the content you will see e.g. Location, Department
- 4 Use Clear Cache when menu's have been changed. This will refresh your Atlas

## Atlas Navigation



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

Which workspace do you want contribute to?

3

- Sales
- Marketing
- Enterprise Services
- Internal Services
- Managed Services
- Customer Success
- HR & Talent Management

### Add It

1

Click on the Add It icon

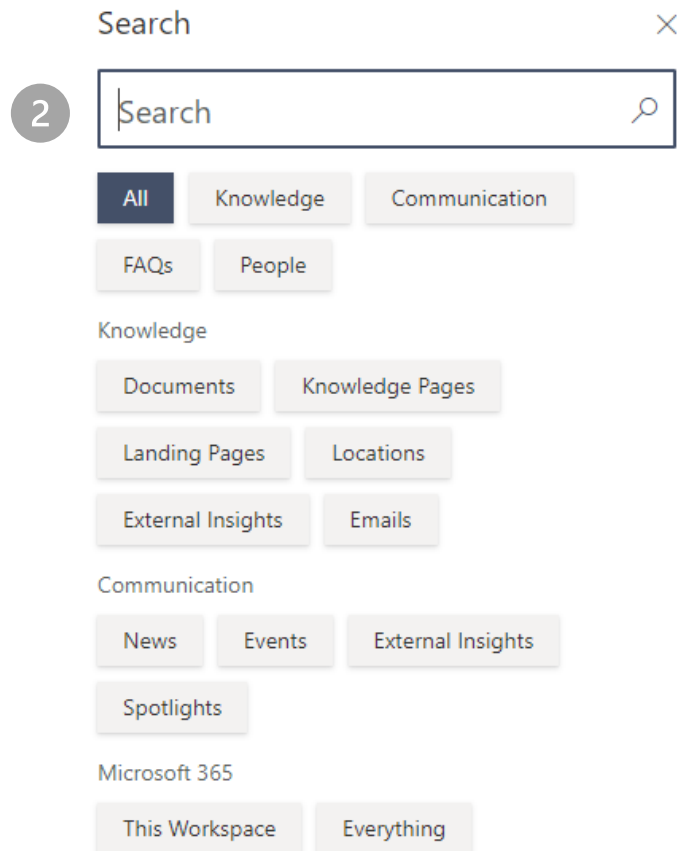
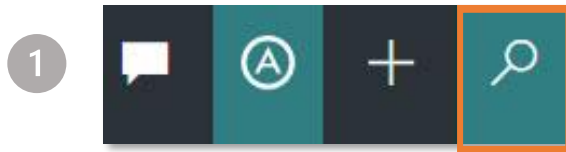
2

This opens the Add It Webpart which allows you to create content within a specific workspace

3

Based on a Users permissions, without needing to know coding or have advanced IT skills everyone can add content here

## Atlas Navigation



### Search Scopes

1

Click on the Search Icon

2

Type in the Search to look for anything within Atlas

3

To Narrow the Search results use the filters.  
- e.g. If searching for an FAQ select FAQs enter your search text and clear the magnifying glass for the results to be displayed