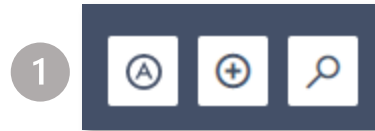


Atlas Tool – Add It - Event



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

Which workspace do you want contribute to?

Search workspace by name

- Communications
- Document Templates
- Eccles Wealth Management Bank Atlas Implementation
- Eccles Wealth Management M365 Adoption Program
- Eccles Wealth Management M365 Security Assessment
- Eccles Wealth Management MSA
- Eccles Wealth Management SO for ACM Engagement

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 Event

- 3** Page Document Event Item External Insight

Atlas Tool – Add It - Event

4

Now, choose the type of content:

Event Atlas

5

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

Events

Choosing the type of content

4

Choose the type of content:
- This will default to Event Atlas

5

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

Atlas Tool – Add It - Event

Tag the content:

6

Title *

Location

Event Type *

Start Time *

End Time *

How to Tag the content

6

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

Mandatory fields are:
Title; Event Type; Start Time;
End Time;

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 event

Atlas Tool – Add It - Event

7

Location *

Department *

Entity *

Activity *

Subject *

8

Cancel

Submit

How to Tag the content

7

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

8

- Click Submit
- The event is now created within Atlas