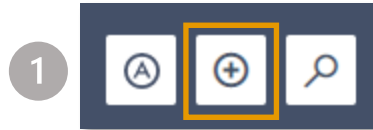


## Atlas Tool – Add It - Item



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

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 Item

## Atlas Tool – Add It - Item

4

Now, choose the type of content:



5

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



Choosing the type of content

4

Choose the type of content:  
- Useful Link; Mandatory Read Task;  
Spotlight; FAQ

5

Preferred List:  
- If Useful link is chosen this 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 - Item

6

Title \*

Training

URL \*

https://stdownloadscpprod.blob.core.windows.net/artifacts/QRG's/Atlas%203.X/3....

Order

1

Operating System \*

All

Windows

Mac OS

iOS

Android

Linux

1/6 Selected

Content Targeting

Location \*

London ×

Department \*

Customer Success ×

### How to Tag the content

6

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

Mandatory fields will differ, depending on whether you choose Useful link; Mandatory Read Task; Spotlight; FAQ

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 Item etc

## Atlas Tool – Add It - Item

7

Entity \*

Internal ×

Activity \*

Internal ×

Subject \*

All Know How ×

8

Show

Yes

No

Open in new tab

Yes

No

9

Cancel

Submit

### How to Tag the content

7

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

i

The information asked for will vary dependant on your earlier content type chosen

8

- Do you want the Event to Show? Yes / No  
- Do you want the Item to open in a New tab? Yes / No

9

- Click Submit