

## 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**

Page Document Event **Item** External Insight

**3**

### How to add content within a workspace?

- 1**

\*\*Ensure you copy the URL of the document for the Mandatory Read this has to be in the site library not your own device\*\*

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

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Now, choose the type of content:

Useful Link

Mandatory Read Task

Spotlight

FAQ

5

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

Mandatory Read Tasks

Choosing the type of content

4

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

5

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

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**Title \***

Training

**Document Name \***

Quick Reference Guide - Adding a Mandatory Read

**Document Link \***

https://builgo.sharepoint.com/sites/DPT-EnglandWales/Shared%20Documents/For...

Quick Reference Guide

**Order**

**Expiration Date \***

Wed, Dec 1, 2021

12 AM

00

**Content Targeting**

**Location \***

Europe

**Department \***

Operations

### How to Tag the content

6

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

Mandatory fields are:  
Title; Document Name; Document Link;  
Expiration 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 \*

Demos & POCs ×

Activity \*

Demos & POCs ×

Subject \*

Learning and Development ×

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**8**

Cancel Submit

### 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  
- When you go to the Site the Mandatory read will be displayed.  
(If you do not have a Mandatory Read Webpart, it will not show. Add the Webpart to the page and it will show)