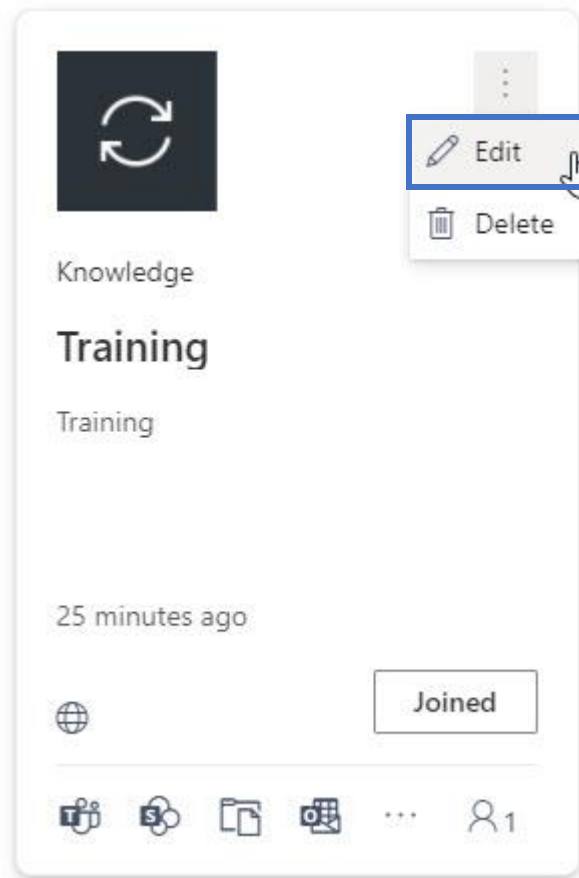


Atlas ConneX – Editing a Workspace



Editing a Workspace

1

- How to Edit a Workspace?
- From the ConneX Card select the 3 dots (Vertical Ellipses)
 - Select Edit

Edit workspace

Workspace setup information



Knowledge
Includes all workspace templates focused on Knowledge management for different scenarios.



Knowledge Workspace (Teams)
Knowledge workspace associated to a Microsoft Team.

Workspace essential metadata

Workspace title * ¹

Workspace name (this becomes part of the URL) * ¹

Describe the purpose of the workspace ¹

Workspace managed metadata

Tagging controls

Additional controls for managed metadata fields is set to:

Editing a Workspace

2

How to Edit a Workspace?
- The type of workspace and template cannot be amended

3

Workspace Essential Metadata
- All elements can be amended

4

Workspace Managed Metadata
- As this was set to No, this cannot be amended

Atlas ConneX

General

Location *

Locations × Type term to tag

Department *

Departments × Type term to tag

Entity *

Entities × Type term to tag

Activity *

Activities × Type term to tag

Subject *

Subjects × Type term to tag

Specific

Information Type

Information Types × Type term to tag

News Type

News Types × Type term to tag

Event Type

Event Types × Type term to tag

External Insights Type

External Insights Types × Type term to tag

Editing Workspace Tags

5

How to Edit Workspace Tags?

- All Tags can be edited within both General & Specific
- If you didn't setup tags or need to change a tag this can be done

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Workspace security

Select a workspace privacy * ⓘ

Public Private

Who will be the owners? * ⓘ

Henrietta Mueller X

Who will be the members? ⓘ

Who will be the visitors? ⓘ

Workspace connections

What types of content should users be allowed to contribute with 'Add It'?

All Page Document Event Item External Insight

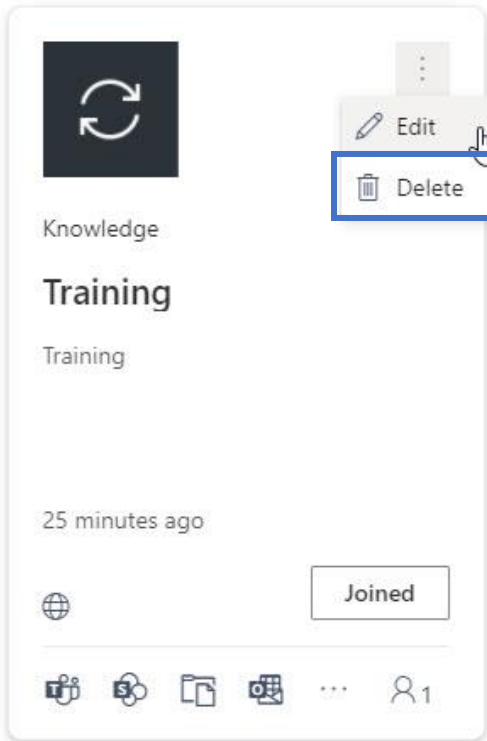
6/6 SELECTED

Discard changes View summary

6 Workspace Security
 - Change if the Workspace is Public or Private
 - Change/Add Owners/Members/Visitors

7 Workspace Connections
 - Amend the types of content you wish users to be able to add using AddIt

8 View Summary
 - Once all details have been amended select View Summary
 - As with creating a workspace you can then confirm the details and amend the Workspace



Deleting workspace

Are you sure you want to delete this workspace?

Training

⚠ This action cannot be undone

Confirm delete ⓘ

Please type YES in the box below to confirm

Delete

Cancel

How to Delete a Workspace

How to Delete a Workspace?

- 1 - Using the ConneX Card select the 3 dots (vertical ellipses)
- Press Delete

2

To confirm Deletion:

- Type YES into the box
- Select Delete, this will now be removed