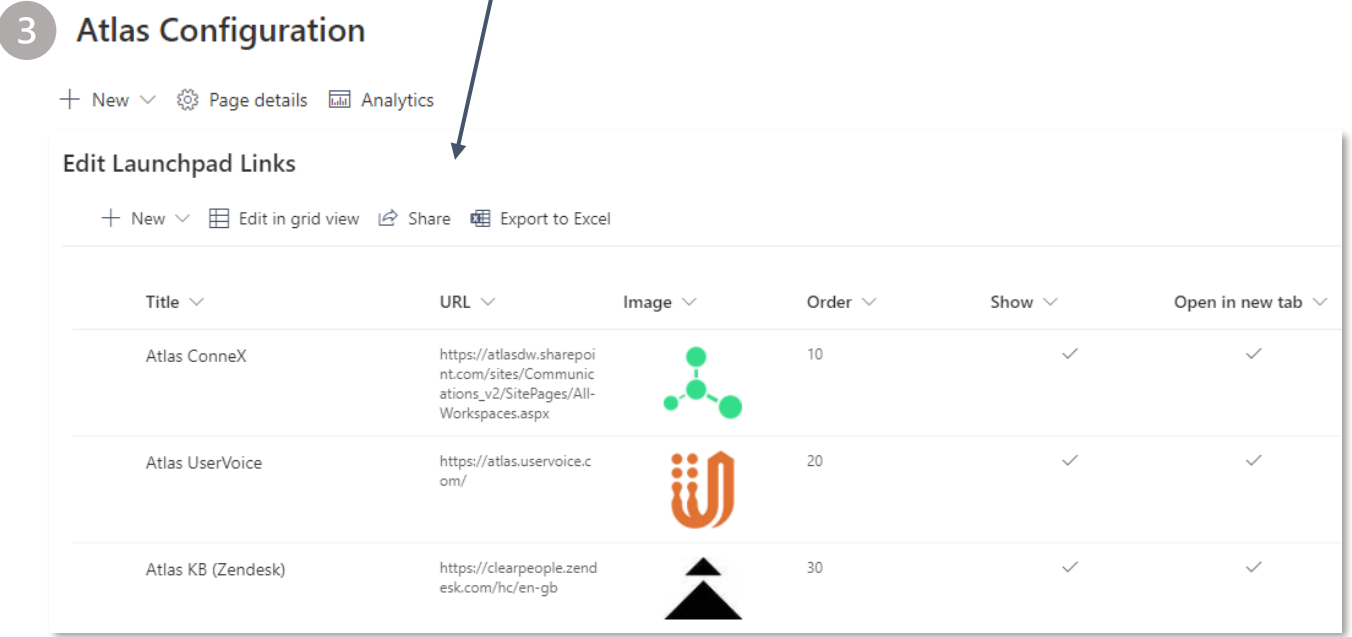
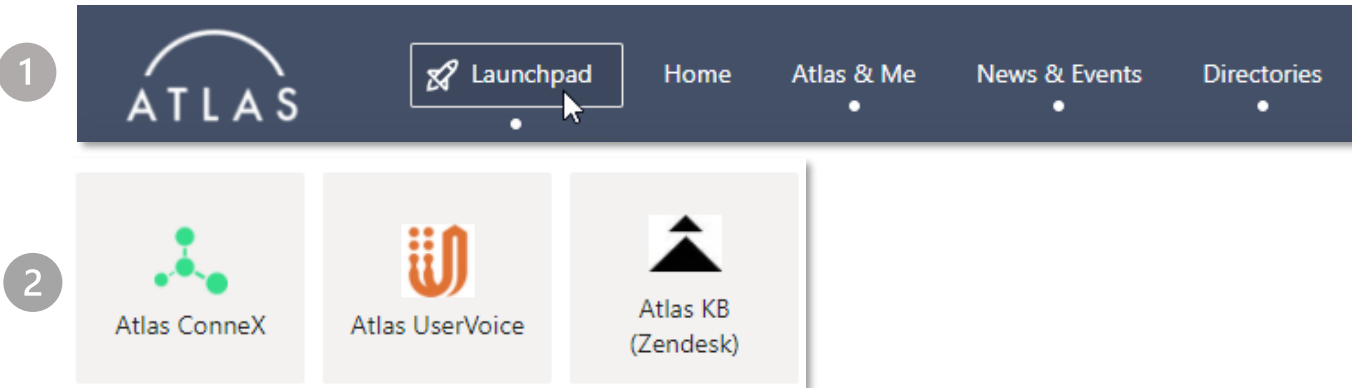


## Atlas Launchpad Configuration



### Navigating the Launchpad

**1** Hover your mouse over the Launchpad - This will display a sub menu with tools that have been added

**2** Select the tool you wish to open - This will open in a new tab, if it has been set to do so

**3** In order to add further Atlas Tools or External Tools use the Atlas Configuration Workspace

## Atlas Launchpad Configuration

### AC Atlas Configuration

- Atlas Assets
- Footer Links
- Launchpad Links
- Feedback Subjects
- Suggested My Links
- Theme Manager
- All Workspaces
- Release Notes
- Recycle bin



## Welcome to the Atlas Configuration workspace!

In this workspace you can configure global settings and assets used by Atlas across your Microsoft 365 tenant.

Any changes done within this workspace could have an impact across your user base, please be mindful and don't change anything if you don't know exactly what you are doing.

### Launchpad Links See all

 Share  Export to Excel

 All Items 

| Title        | URL   | Image   | Order | Show                                | Open in new tab                     | Operating Syst. |
|--------------|---|---|-------|-------------------------------------|-------------------------------------|-----------------|
| Atlas ConneX | <a href="https://atlasdw.sharepoint.com/sites/Communications_v2/SitePages/All-Workspaces.aspx">https://atlasdw.sharepoint.com/sites/Communications_v2/SitePages/All-Workspaces.aspx</a> |  | 10    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All             |



Select the Launchpad Links from the left hand menu

## Atlas Launchpad Configuration

Atlas Tool Examples

### Launchpad Links

+ New Edit in grid view Share Export to Excel All

| Title              | URL   | Image   | Order | Show                                | Open in new tab                     |
|--------------------|---|---|-------|-------------------------------------|-------------------------------------|
| Atlas ConneX       | <a href="https://atlasdw.sharepoint.com/sites/Communications_v2/SitePages/All-Workspaces.aspx">https://atlasdw.sharepoint.com/sites/Communications_v2/SitePages/All-Workspaces.aspx</a> |    | 10    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Atlas UserVoice    | <a href="https://atlas.uservoice.com/">https://atlas.uservoice.com/</a>   |    | 20    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Atlas KB (Zendesk) | <a href="https://clearpeople.zendesk.com/hc/en-gb">https://clearpeople.zendesk.com/hc/en-gb</a>   |  | 30    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Select the +New followed by Item to add a new Link

## Atlas Launchpad Configuration

### 1 New item

Title \*

Atlas Customer Success

URL \*

https://atlasdw.sharepoint.com/sites/CustomerSuccess\_v2

Image \*

Enter Image Location here

Alternative text

Order

Enter a number

### 2

Show

Yes

Open in new tab

Yes

### Adding a New Item to the Launchpad

1

New Item:  
 - Complete all Mandatory fields with an asterisk \*  
 - Title; URL; Image

2

Show & Open in new tab:  
 - Tick yes if you wish the link to be visible on the launchpad  
 - Tick yes if you wish the link to open in a new tab

## Atlas Launchpad Configuration

**3**

**Operating System \***  
All

**Content Targeting**  
Enter a name or email address

**Location \***  
London × Type term to tag

**Department \***  
Customer Success × Type term to tag

**Entity \***  
Internal × Type term to tag

**Activity \***  
Internal × Type term to tag

**Subject \***  
All Know How × Type term to tag

**Attachments**  
Add attachments

**4**

**Save** **Cancel**

### Adding a New Item to the Launchpad

**3**

Adding a new shortcut to the launchpad:  
- Complete all mandatory fields with an asterisk \*

**4**

Select Save, the new link will now be located in the Launchpad