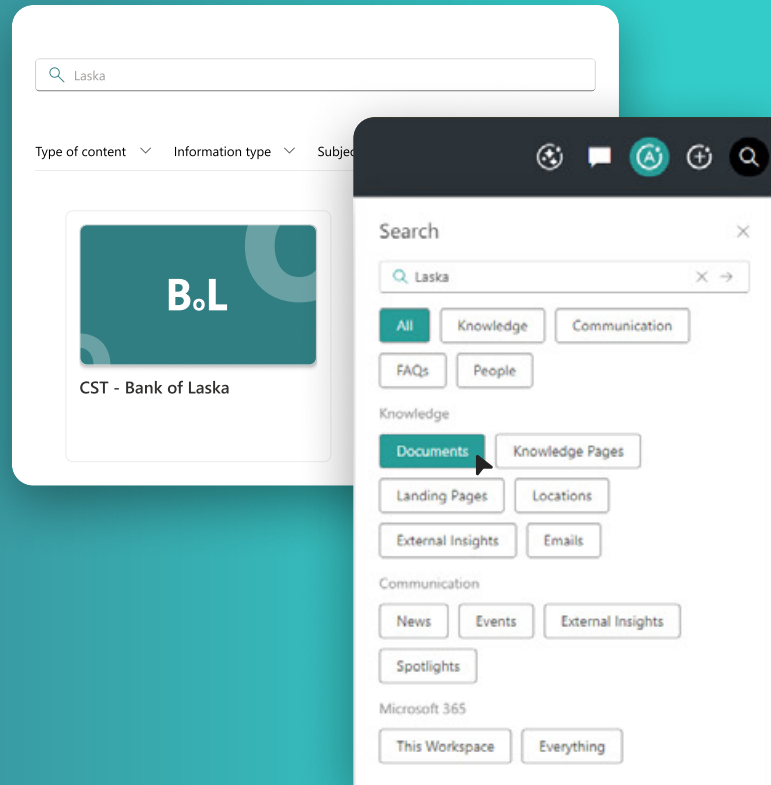


Atlas for Document Management

The Intelligent Knowledge Platform that delivers on your document management aspirations



Atlas meets the challenges faced by many organizations where users do not know where to store documents and struggle to easily find the content areas and documents related to their work. Atlas helps organizations become less reliant on Outlook as a document repository, enabling more effective content sharing and collaboration.

When an Atlas workspace is deployed, information flows dynamically across teams and departments using smart content tagging features. This is important for organizations to accommodate the growing need for employee flexibility, a vital part of modern working practices.



DOCUMENTS

The Core Skills N

07 March 2024

The Core Skills Needed to Manage Your Team

Subject: Atlas Customer Engagement and Success ...

Created by: Veronica Ortiz

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Atlas enables employees to create, share, collaborate on documents easily, driving productivity and saving time.

Atlas workspaces are visually engaging, the user experience is enriched, and documents are brought to life intuitively in dynamic layouts.

Capabilities

Atlas is specifically designed to allow any employee to contribute and share documents in relevant areas, enabling fast and simple search experiences. Atlas cleverly tags content with metadata that is managed centrally in the SharePoint Term Store, with little or no intervention from the end-user.

Atlas workspaces are designed for Modern Work document management scenarios and can accommodate large data sets common within global organizations. Atlas workspaces take full advantage of the advanced data classification features available in Microsoft 365, there is no limit to the number of knowledge workspaces that can be created. Each knowledge workspace can surface documents and content based on unique data classifications.

Atlas works seamlessly with Microsoft 365 advanced compliance and security features, such as the application of Sensitivity Labeling types and the governing of data and records intelligently through Retention policies. This means documents of the various types can be dynamically stored in line with modern working practices and surfaced through Atlas workspaces.

Atlas makes filing documents and content easy. When content is uploaded into an Atlas Workspace library, the content automatically inherits the workspace metadata. Atlas has tools specifically designed for making it easy for users to contribute documents to a workspace. Consequently, users are empowered to easily find content and documents through rich and varied Atlas search tools and features available on the platform.

Add It



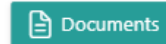
Metadata

Workspace Change



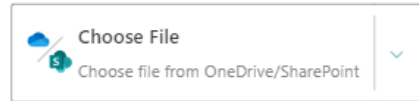
Content Change

What are you contributing?



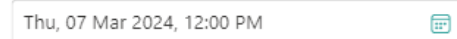
Metadata

Upload the document *



This field is required

Date *



Information Type *

*Expertise D

Location *

*North Ame

Department

Design

Entity *

Internal

Activity *

Research

Subject *

Product



Knowledge

Atlas & Microsoft Know How

Workspace for Atlas and Microsoft 365 covering workshop materials, engagement approach and other...

15 February 2024



- Leave
- Edit
- + Add folder
- + Add channel
- + Pin workspace



Optional metadata

Security

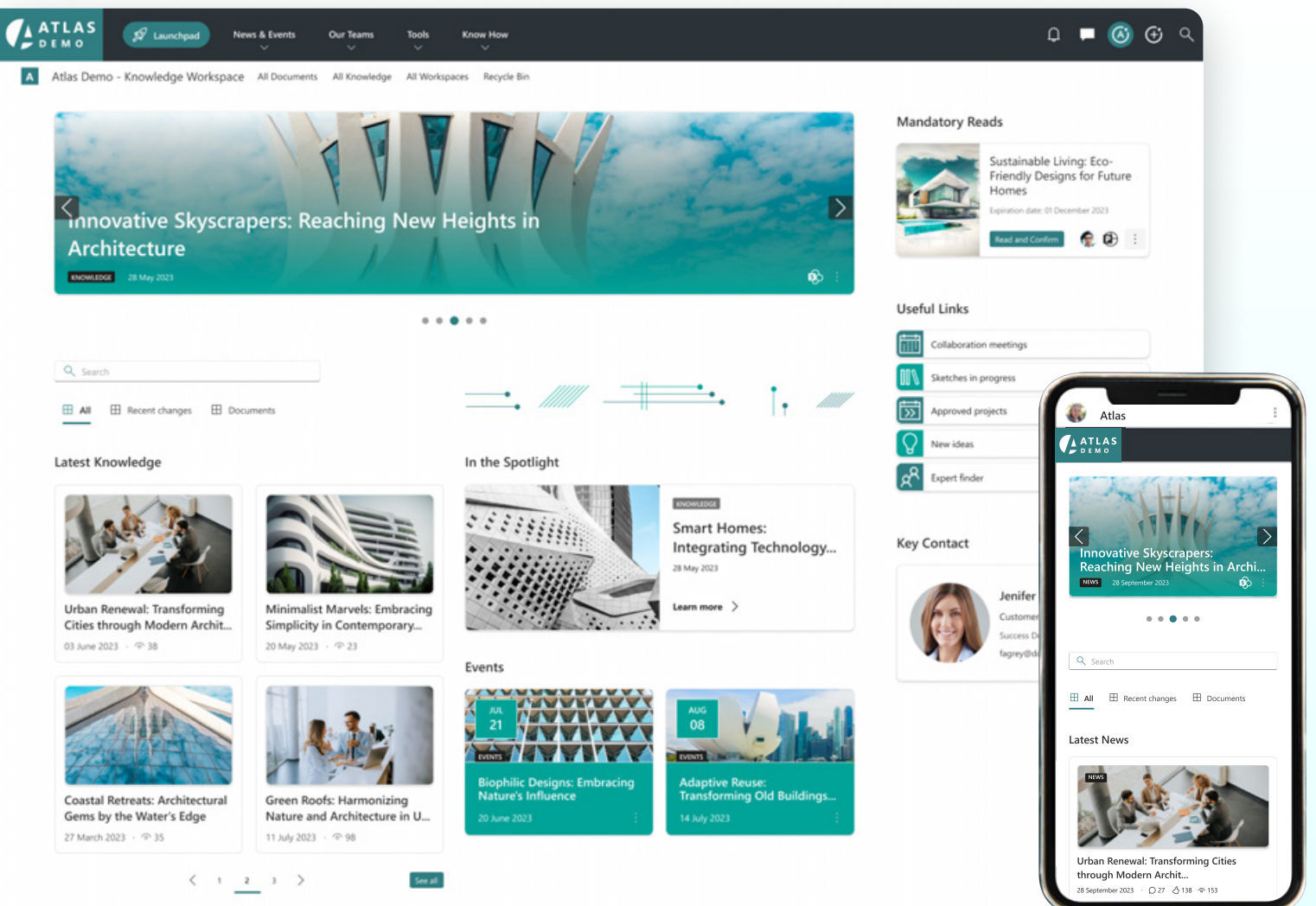




As a Microsoft Preferred Content AI Partner, ClearPeople is able to implement and integrate advanced SharePoint Premium services into the solution, including automated metadata extraction, document assembly and archiving features.

Importantly, Atlas meets modern collaboration requirements and can be accessed directly in Microsoft Teams via Viva Connections. Users can contribute to Atlas directly within Teams Workspaces. It is also possible to directly target Microsoft Teams with Atlas Content Types and taxonomy models to enable content stored within Teams to be automatically tagged and then surfaced directly within Atlas.

The Atlas email storage facility allows users to classify emails and attachments using predefined metadata in Teams, with a simple drag and drop. Using filtering, search and email preview capabilities users can quickly find what they need. In addition, 3rd party tools such as the harmon.ie 365 Suite work seamlessly with Atlas Workspaces, allowing users to work within the Outlook client to manage the filing and sending of emails and attachments.



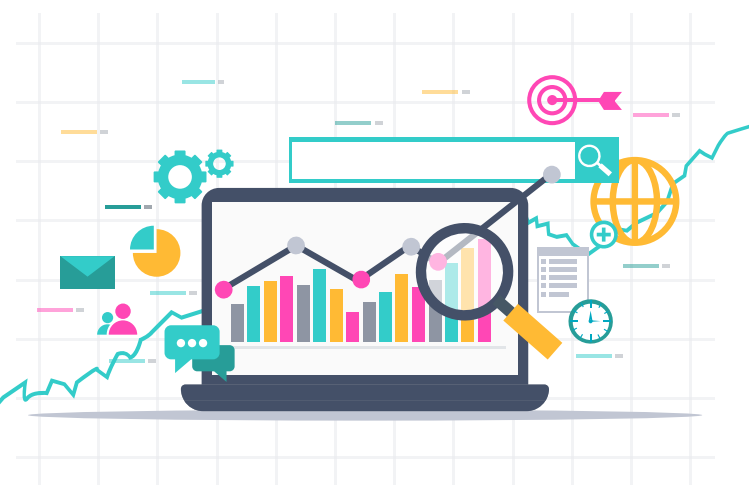
Atlas and Microsoft 365 are consistently rated highly as a content services platform that can be used to deliver enterprise Document Management System (DMS) capabilities. Atlas accelerates end user adoption and improves document management experiences in the following ways:

Reduces information risk and improves findability

- Providing visually engaging search experiences that support a multitude of ways of working.
- Providing configurable information architecture, personalization, and targeted experiences.
- Enabling 'in context' push content related to the work someone is doing.
- Ensuring workspaces have a consistent look and feel through templated designs.
- Providing a consistent and intuitive experience for filing, information retrieval and sharing.
- Saving people time by removing the need to switch between business applications.
- Providing an API that is built for integration and interoperability between systems.



Increases productivity with standardized and consistent processes



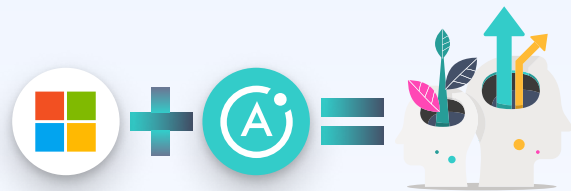
- Enabling content to be saved where you are or anywhere you need to save it.
- Automating tagging and metadata for enterprise search and document classification.
- Improving access to curated knowledge content such as precedents, policies and guidance.
- Improving access to people's expertise and associating it to content.
- Leveraging Microsoft 365 tools like Microsoft Teams chat channels, as well as the expansive Microsoft ecosystem, which include AI capabilities available in SharePoint Premium and Azure OpenAI Services.



Governance with Atlas Workspace Templates

- Providing templated provisioning to create consistent workspaces where the same content structures, features, controls, and conditions are applied.
- Enabling your organizational taxonomy to be automatically applied to all content.
- Providing dashboards to track and monitor how content is used, and by whom.
- Applying policy and rules set at the organizational level to workspaces.
- Providing the ability to apply and manage workspaces and content permissions.
- Providing the ability to search and filter to view the different types of workspaces available.
- Using existing and familiar Microsoft products reducing the change management overhead in respect to adoption.
- Leveraging Microsoft cloud service controls to manage cyber security risks, auditing, compliance, and regulatory requirements.
- Leveraging Microsoft capabilities for version control, document history, and comparison makes it easy to find the latest copy

Why Atlas



A platform full of possibilities

Besides document management capabilities, Atlas delivers intranet, knowledge management, enterprise search, collaboration, and other capabilities via a single platform.



Keeps everyone engaged

Atlas empowers everyone to focus and achieve more, greatly improving employee satisfaction and outcomes.



Saves hours of time

Atlas greatly reduces the time spent finding information, while delivering a single source of truth.



Leverages your technology investment

Atlas is the platform of choice for organizations using Microsoft 365, connecting people and technology and increasing adoption and usage rates.



Secure and smart

Enterprise grade security. Smart tools for Microsoft Teams provisioning and governance that your IT team will love.



End-to-end collaboration

Atlas creates a coherent, productive experience for both internal and external collaboration.