

# Atlas Admin & Champions Training



Atlas implementations include a full Atlas administration onboarding package to train administrators and champions on Atlas capabilities and features. However, with periodic product updates and staffing changes, refreshers are sometimes needed. The Atlas Admin and Champions Training service reviews latest features and trains new administrators, helping unlock Atlas's full potential.

## The Offering

The ConneX training pack is an in depth and hands-on, trainer-led, training workshop that covers the following:

- 3 hours of live tutoring over screenshare, aligned to audience needs.
- Recordings to reference later or use for ongoing training.
- 2 Q&A drop-in sessions for follow-up questions after practicing covered topics.

Training takes place in your live or non-production environment, ensuring your branding is reflected in the training. ClearPeople will help coordinate agendas and provide helpful resources like notes and relevant links." Upon completion of the training, an administrator or champion will understand:

- Atlas administrative areas, permissions, and functions.
- How Atlas interacts with Microsoft technologies like SharePoint and Microsoft 365 groups.
- Microsoft and Atlas permissions.
- Atlas term store and taxonomy.

The training covers three customizable modules emphasizing areas of importance for administrators versus champions. Topics within each module are tailored based on the target training audience. The three modules are described below:

### 1. Permissions Overview

- Permissions & permission levels (per workspace)
- Microsoft 365 Group (knowledge) vs. SharePoint Site (communications)
- Public vs private permissions (knowledge vs communications)
- Dynamic AD Groups linked to ConneX
- External user permissions
- ConneX permissions (AD Groups)

### 2. Atlas Config site

- How to navigate to the Atlas Configuration Site
- Assets
- Footer & feedback
- Launchpad
- Alerts (4.3+)
- Tenant Properties

### 3. Termstore

- How to navigate to the termstore
- Permissions
- How to create terms
- Information Architecture (IA)
- Taxonomy
- Top tips and what-not to do
- Q&A Sessions



# The Business Value

Comprehensive and continuous administrator training or training of a newly appointed administrator yields multiple business benefits, as optimized platform management is fundamental to employee productivity and secure information access across the organization. Key advantages include the following:

**Maximize Platform Potential:** Ongoing training empowers administrators to fully optimize Atlas capabilities to drive employee productivity.

**Maintain Knowledge Continuity:** Modular training recordings allow efficient onboarding of future administrators amidst staffing changes, securing institutional knowledge.

**Bolster Information Security:** Comprehensive admin training minimizes configuration errors that could introduce data vulnerabilities.

**Enhance Employee Experience:** Fluent administrators directly enable richer, more integrated employee experiences through impactful ongoing platform enhancement.

# The Investment

How much does it cost?

£4,000

\$5,000

€5,000

How much time do I need to allocate?

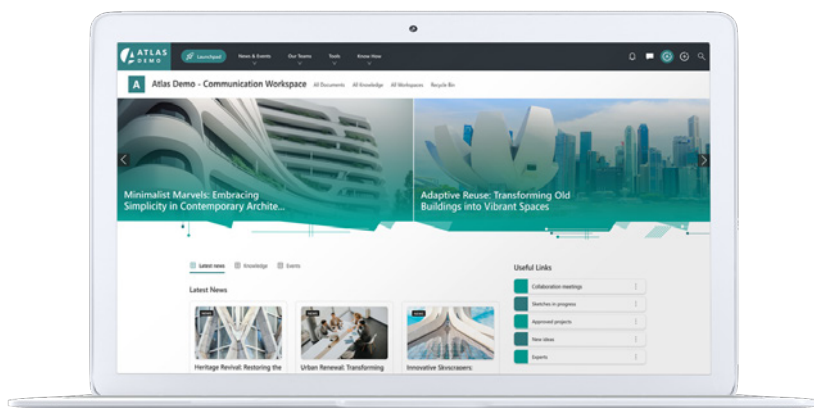
Allocate five hours for the live training sessions. Additional self-paced review and practice is recommended. If we don't have access to your Atlas environment, we will need somebody to click and show during the recording.

What resource investment is required?

We'll also need guidance on any specific areas you would like to focus training on, if applicable.

# Here to Help

Contact us today to learn more about the Training service pack.



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