How to Navigate AMPP Workspace

June 2021 version
Training Scope

This training provides participants with a basic understanding of how to navigate AMPP Workspace
Training Topics

• Beginning the process
• Accessing AMPP Workspace
• Utilizing AMPP Workspace
Learning Outcomes

You are able to:

• Identify how to access AMPP Workspace
• Identify how to utilize AMPP Workspace
Beginning the Process

• Go to the web domain (AMPP Home Page): www.ampp.org
• Click on “Standards” from the menu bar located at the top of the page which takes you to the standards home page.
Beginning the Process

• If you are already logged into our website, you can select AMPP Standards Development Workspace directly from this page.

• You must be a participant on a Standards Committee to access Workspace
Beginning the Process (cont)

• Or scroll down to the bottom left and click “About Standards.”

• This will take you to the Standards home page and give you the option to login (top right).

• Use your existing username and password to sign in OR use the option to Create a Login, if needed.
Accessing AMPP Workspace

- Click on the dropdown arrow located to the right of “Standards” on the menu bar at top of the page on the Standards home page.
- You must be a participant on a Standards Committee to access Workspace.
Accessing AMPP Workspace

- Move left and click on “Workspace”
- This will take you to the AMPP Workspace landing/home page
- Workspace utilizes “communities” for identifying a group. We will use communities and committees interchangeably throughout this training.
Welcome to AMPP Workspace

• Scroll down to view your Communities List, which lists the SC that you have joined
• Click on the title of the specific Community you want to review (or use the Community Navigator to search and select the title).
• This will take you to that Community Home page.
Utilizing AMPP Workspace: Discussion Tab

• Once you’ve selected a Community to review (you will be on that Community Home page), you have several options to navigate different areas of interest:

• The “Discussion” tab is for email communications to all members of the community.

• All responses sent outside of the Discussion system (from email, phones, etc.) will also reply to all members.
Utilizing AMPP Workspace: Library Tab

- The “Library” is the resource that stores attachments to a Discussion or comment.
- **Do not** upload documents to this section.
Utilizing AMPP Workspace: Members Tab

- The “Members” tab lists individual participants.
- You may email a specific member of the community if desired.
Utilizing AMPP Workspace: Workspace Tab

- The “Workspace” tab is where the “work” of the committee is maintained.
Utilizing AMPP Workspace: Workspace

- The “Workspace” section includes the following links:
  - Documents
  - Roster
  - Comments
  - Ballots
  - Action Items
  - Settings
Workspace Folder References

- The “Workspace” section links are used for the following:
  - **Documents**: Contains the document folders for uploaded documents. This is used for uploading drafts, agendas, minutes and other documents. You may send a notification email to the committee when you upload a document.
  - **Roster**: The names and roles of the members for balloting
  - **Comments**: Comments attached to ballots/documents
  - **Ballots**: Access to view and track committee ballots
  - **Action Items**: Task list items sent to individual members
  - **Settings**: For staff use only
Projects in Workspace

Project teams may utilize Workspace for their specific project.
Questions?
Email Standards@ampp.org