How to Navigate AMPP Workspace

Feb 2023 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” dropdown from the menu bar located at the top of the page. Select Workspace from the list.
Accessing AMPP Workspace

- You must be a participant on a Standards Committee to access 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 Workspace

PII Policy: Contact information including, but not limited to name, address, phone number, and email may be collected and distributed to other members for the purpose of communication among committee members while conducting official committee business.

Need Help?
We’re here to help. Contact us for assistance.

Communities List
Accessing 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 used 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