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Helping our world work better

ASTM Updated Collaboration Area

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www.astm.org



ASTM Collaboration Area

Collaboration area features include:

1. A central location for draft documents
 - Add comments, start a new discussion
2. File repository
 - Add related files, images, tables, etc.
3. Task group member list
 - Easily send email to individuals or entire task group
4. History
 - See actions taken over the life of the collaboration area

Collaboration area can be established as part of the work item registration process or at a later date



Two Types of Collaboration Areas

1. Work Item Collaboration Area

- Can be created at the time the work item is created or at a later date
- Work item technical contact is the group administrator
- Expires with the work item expiration

2. Administrative Collaboration Area

- Is not tied to a work item
- Request from your staff manager
 - Indicate title, related committee(s), group administrator
- Various Uses
 - Task group sections
 - Workshop planning
 - Administrative groups
 - E.g. Awards, Long Range Planning, event planning

ASTM Collaboration Areas – New Features



NEW Collaboration area features include:

1. New hub page
 - Quickly review and administer all of your collaboration areas
2. Ability to create a poll for feedback
 - Task group members can vote on draft and provide feedback
 - Reminder emails sent when poll closing date approaches
3. Quicker and easier Member Management
4. Ability to add an objective for the collaboration area
5. Improved communication – branded emails



My Collaboration Areas



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All

Search topic, title, author, A53



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MyASTM / MyCommittees



- MyChoices
- MyCommittees
- Digital Library Home
- MyAccount
- Invite A Colleague
- Join Additional Committees
- Drop Subcommittees
- Help

- ASTM International Dashboard**
- Co-Workers
- Ballots
- Meetings
- Work Items

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MyCommittees

Committee C24 on Building Seals and Sealants

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee D12 on Soaps and Other Detergents

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee D31 on Leather

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee E17 on Vehicle - Pavement Systems

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee F06 on Resilient Floor Coverings

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee F09 on Tires

My Tools

- Roster Maintenance **170**
- Negatives & Comments **101**
- ▶ My Outstanding Ballots **4**
- ▶ My Next Meetings **4**
- ▶ My Work Items
- ▼ My Collaboration Areas
 - Launch Collaboration Area
 - AC287 ASTM F9.20 Task Force on E1136/F1805 Winter Traction
 - AC289 ISO TC120, TC120/SC1, and TC120/SC2
 - AC301
 - WK55503 New Standard — Standard Test Method for Calibrating a...
 - WK55156 Revision of E950/E950M Standard Test Method for Measuring the...
 - WK55024 Revision of C1589/C1589M Standard Practice for Outdoor Weathering...
 - WK54662 New Standard — Standard Test Method for Grid-Video...
 - WK54609 Revision of F2170 Standard Test Method for Determining...
 - WK54576 New Standard — Standard Practice for Recording...
 - WK54431 New Standard — A-UGV



Collaboration Area Demonstration



Walkthrough

- <https://myastm.astm.org/>
- New Hub Page
- Tools
 - Administer (group administrators only)
 - Email Settings (all members)
- Create new collaboration area
 - Upload draft
 - Choose your members
 - Choose your settings
- Edit existing collaboration area
- Working within the collaboration area
 - Upload drafts
 - Upload files, create folders
 - Email members
 - Start discussion
 - Open a poll



Questions?



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Thank you for your attention!

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