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
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
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?
Thank you for your attention!

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