

Stellar-OB-003-Confluence-FAQ

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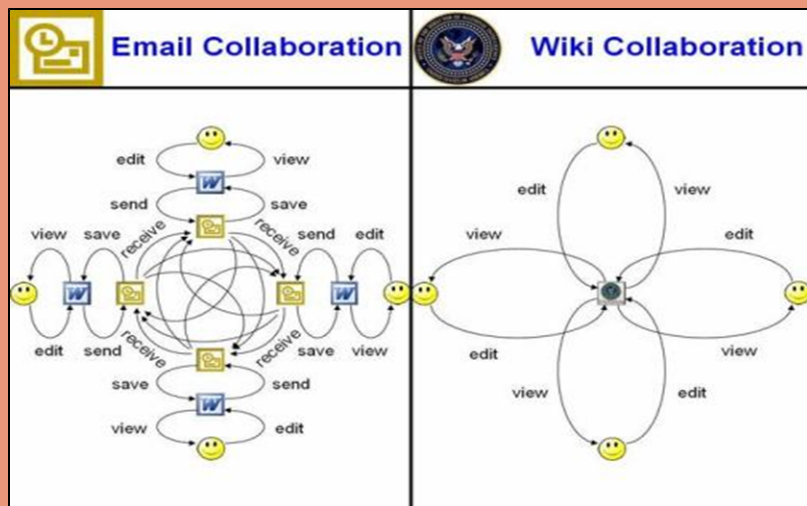
Confluence is a wiki and collaboration tool.

Confluence is a knowledge management for the following functions:

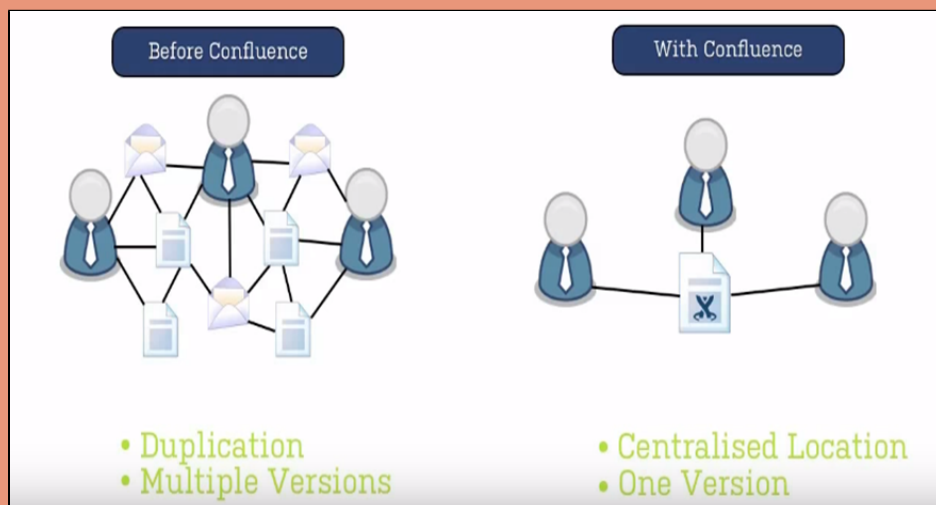
- It combines powerful online writing capabilities
- Deep office integration
- Extensive plugin catalog to help people to work better together
- Share information

Connect your entire business in one place online to collaborate and capture knowledge – create, share, and discuss your documents, ideas, minutes, and projects

- Email is for communication not for collaboration so confluence helps in collaborating the work.
- Email is very confusing and too long process to modify the documents among people

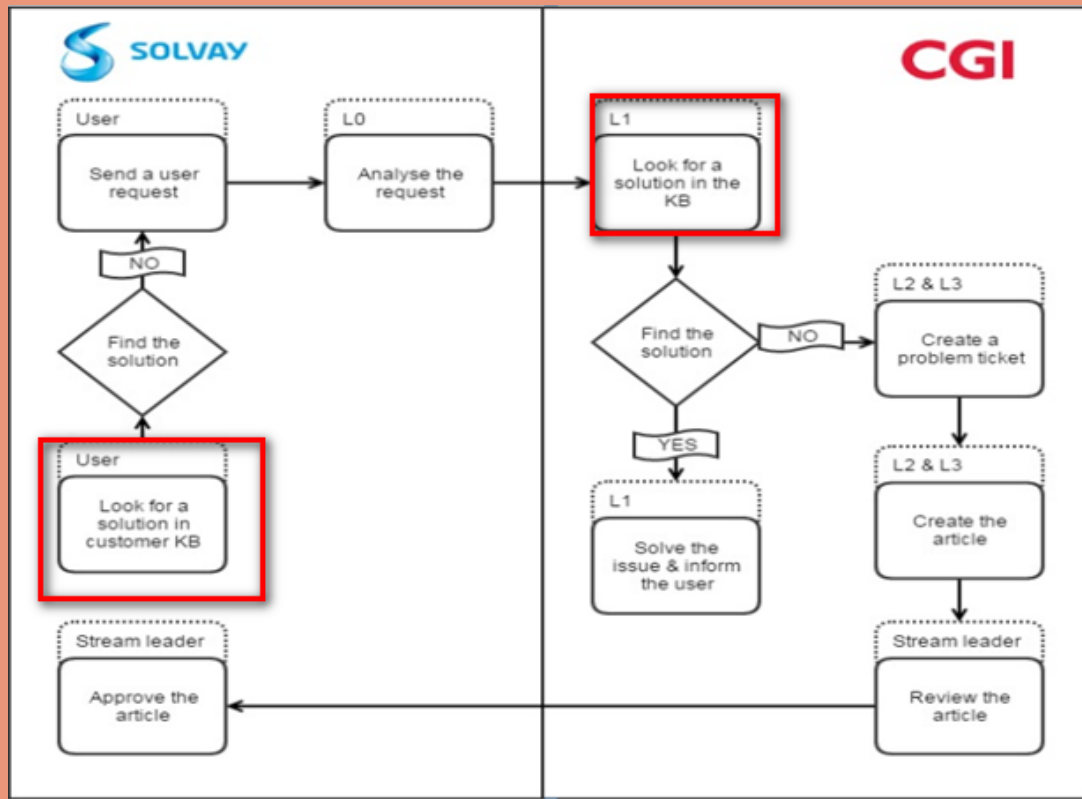


- There will be no duplication of the content
- There will be only one current version



For the repetitive issue we can create an article in wiki so by using that article we can get the solution. so in future for the issue we can use the article for reference.

When the issue has been arrived we can search for an article in knowledge base as shown below.



- The front page of a confluence site
- it provides on overview access to all spaces
- displays a list of the most recently updated content

- An area in confluence , containing pages and other content
- In confluence will use spaces for organizing content into meaningful categories.
- An infinite spaces can be cretaed
- Each space is like a sub-site, each with its own home page.

- A template is a pre-defined page that can be used as a framework when creating New pages
- Templates are useful for setting a common style or format for a page

we have two types of templates they are:

Space templates:

- Page templates available in specific space only
- People who have space administrator permission can define

Global templates:

- Page templates available in every space on the site
- People who have confluence administrator permission can define

A person who write the articles

Reviewer who reviews the article from top to bottom which is written by contributor and if the article is well good Reviewer will approve the article.

Approver is who approves the article which is reviewed by Reviewer.

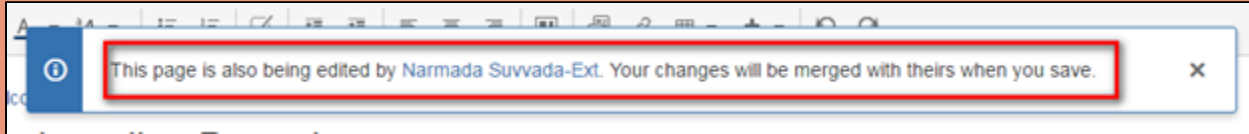
Publisher is who publishes the article which is reviewed and approved by reviewer and approver.

[Procedure for Workflow Process for an article](#)

The spaces available for stellar in particular stream are:

- InP - Industrial and Planning
- OtC - Order to Cash
- PtP - Procure to Pay
- RtR - Record to Report
- TECHNO - Reporting Competency Center
- Stellar Program - For all the on boarding documents

The notification will be shown that who all are editing the page and it saves all the details.



If someone else has saved the page before you, when you click **Save**, Confluence will check if there are any conflicts between your changes and theirs. If there are no conflicting changes, Confluence will merge the changes.

If there are conflicts, Confluence will display them for you and give you the option to:

- **Continue editing** - Continue to edit the page; useful if you want to manually merge the changes.
- **Overwrite** - Replace the other person's edits with yours (their edits will not be included in the latest version).
- **Cancel** - Discard your changes and exit the editor, keeping the other person's edits.

Yes, Confluence keeps track of users who makes changes on a page.

Of-course you can restore the deleted space unless and until you are Confluence Administrator. If you are not Administrator for that, we recommend asking your Confluence Administrator to restore the most recent site backup so that you can retrieve the deleted space from there.

When you delete a Confluence page, it moves to the space's trash much like an email moves to your email trash or a file moves to the trash on your computer. It's not permanently deleted, and is still retrievable, until you [purge the page](#) from the trash.

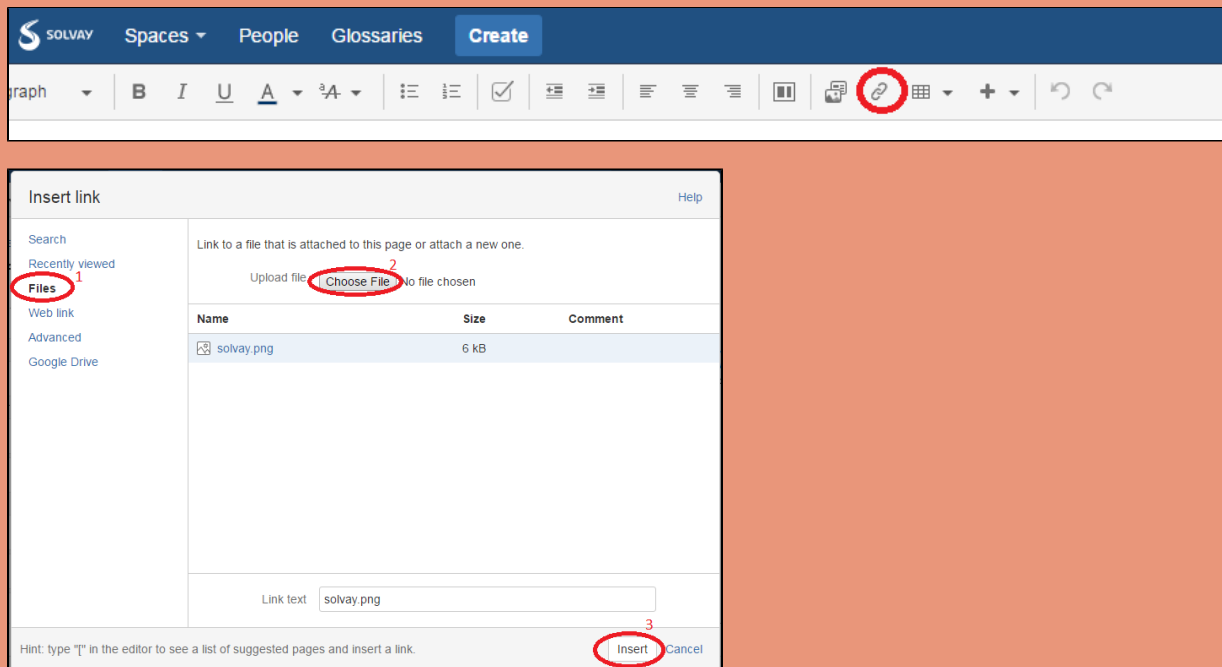
To restore a deleted page:

1. Go to the space & choose **Space tools > Content Tools** (from the bottom of the sidebar)
2. Choose **Content Tools > Trash** A list of deleted pages and blog posts for the space displays.
3. Choose **Restore** for the page you wish to restore.

You can upload your document's (Notepad, Word doc, etc..) from your system into [confluence](#) as a link with the following navigation.

Click on **insert link**(From editor bar) > select **files** > **Choose File** > **Insert**

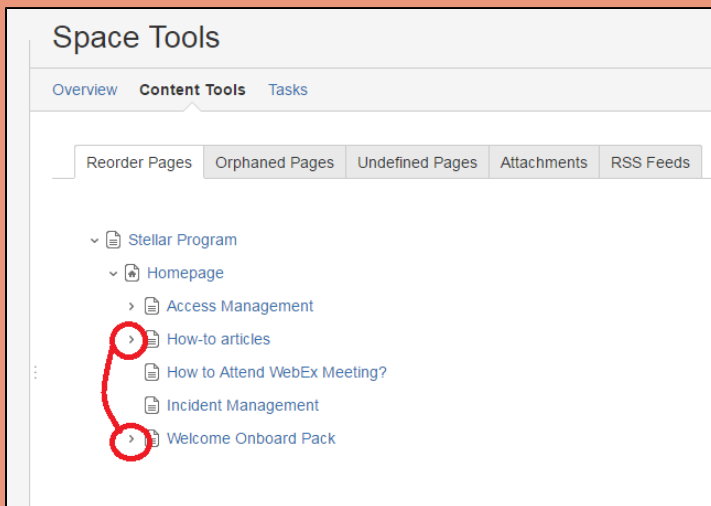
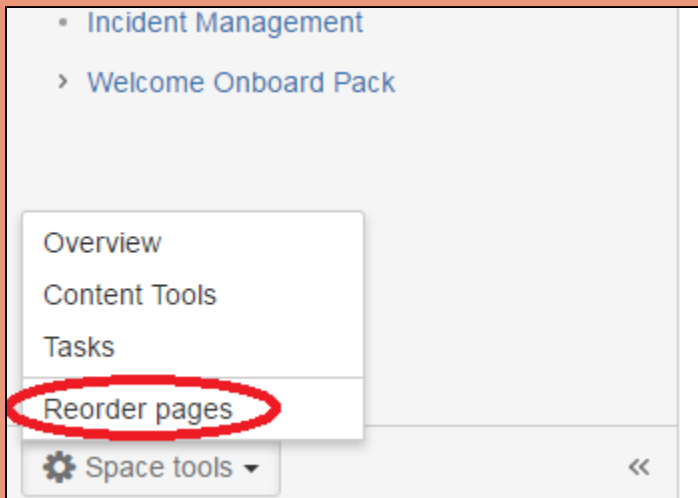
Below are the screen shots of navigation:



So that you can upload your file as a link.

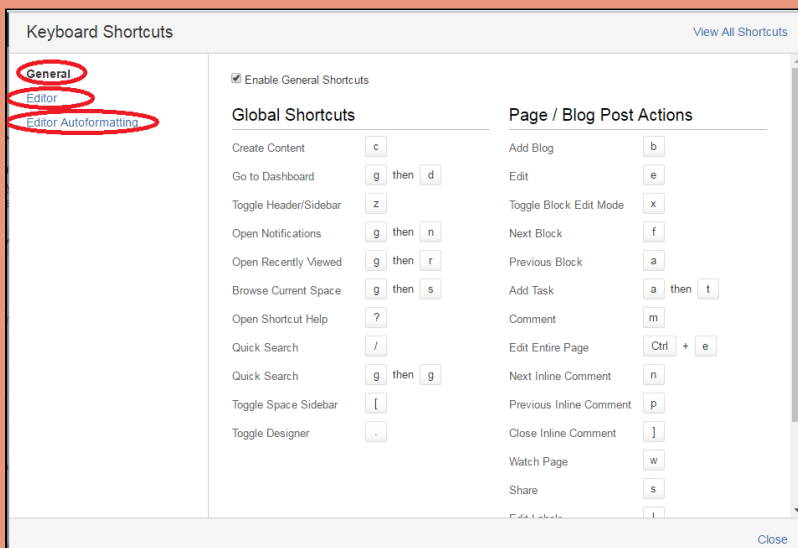
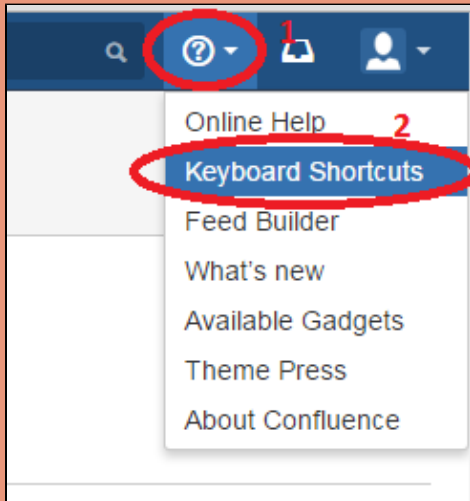
In order to re-arrange your pages in a space just go to that particular space(Eg: Stellar Space) and perform this simple navigation shown below:

1. Go to the space & choose **Space tools > Reorder pages** (from the bottom of the sidebar)
The following are the screen shots of navigation.



Expand the space & try to drag and re-arrange the pages.

Finding Keyboard shortcuts is pretty simple. Just follow the navigation as shown.



You can see the pop-up window displayed and switch to General, Editor & Editor Auto formatting for various shortcuts.!

Else use this shortcut "?" for displaying shortcuts.

Resetting your confluence password is pretty simple. To do so follow the simple navigation shown below.

You can see profile icon on top right (Click on that) > Goto **Settings** > **Password** > set your new password > **Submit**

Following is the screenshot of navigation.

