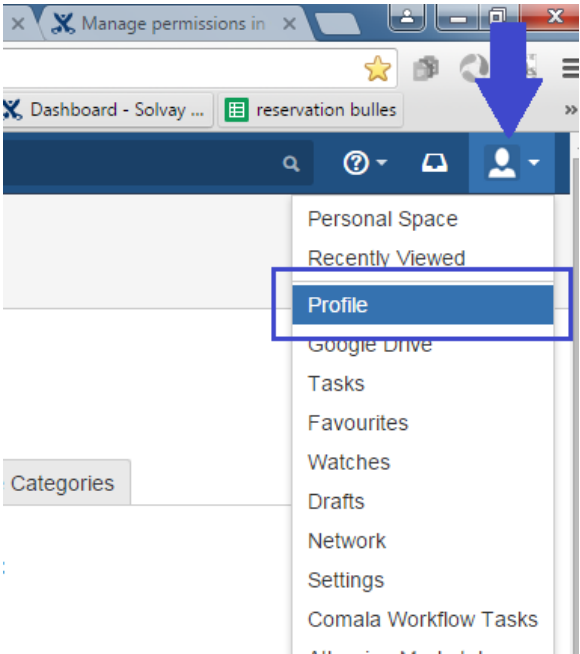


Confluence - Personalize

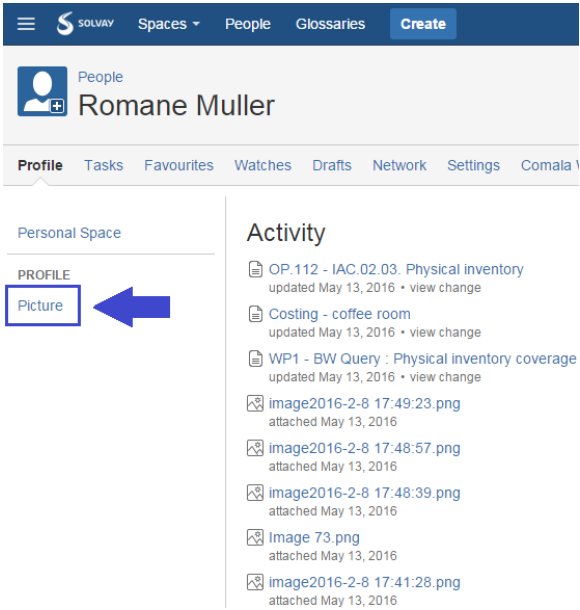
STEP 1

In the menu  Select "profile"



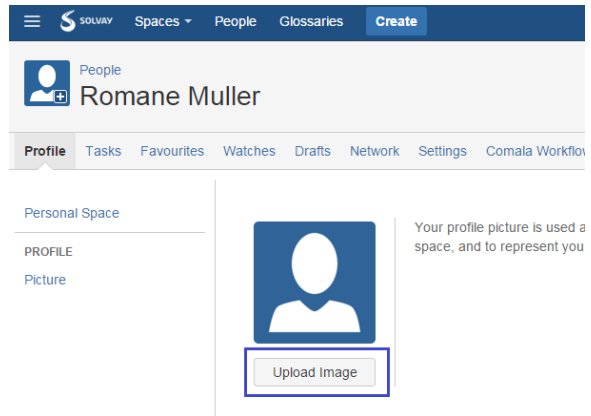
STEP 2

Click on  Picture



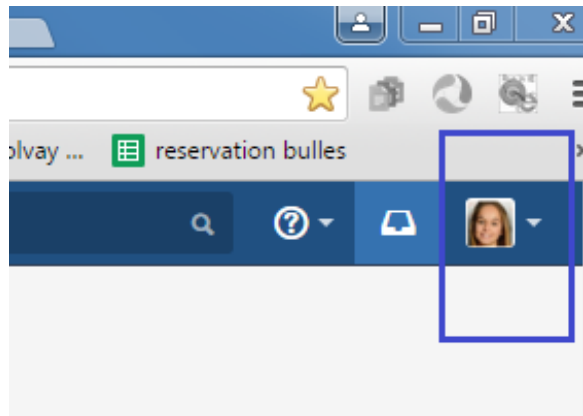
STEP 3

Upload the picture of your choice



STEP 4

Your profil is now completed !

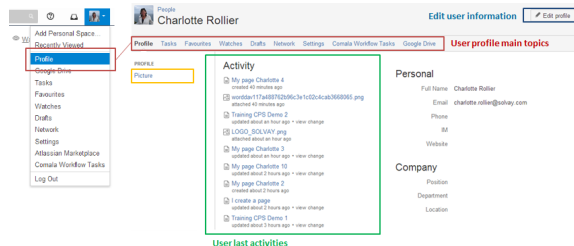


To find your user profile:

Choose your profile picture at top right of the screen, then choose **Profile**, or choose the **Profile** link in the sidebar of your personal space. From your user profile, you can access the following

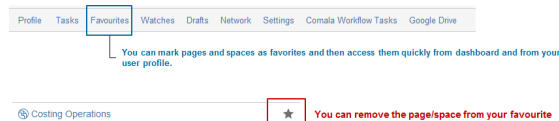
Profile

- View and edit your personal details, such as your name and email address details and optionally, your photograph and other personal information. Note that as a security precaution, in order to change your email address, you will be required to re-enter your password.
- [Upload a profile picture.](#)



Favourites

- View a list of your favourite spaces.



Watches

- View a list of the pages and spaces you are currently watching.

Profile Tasks Favourites **Watches** Drafts Network Settings Comala Workflow Tasks Google Drive

You can see which pages, blog post or spaces you are currently watching

Page Watches

Maintaining COPA cycles (SBS-OP-DRTR-03-004) (Modelisation)	You can stop watching a page	Stop Watching
Archives - Product costing (Modelisation)		Stop Watching
2015-04-20 - accounting view (Modelisation)		Stop Watching
OP26 (Costing Process)		Stop Watching
OP26 - I run budget cost centers cycles (Costing Operations)		Stop Watching

You can set your email notification options on the **email settings** page. You can change the email settings

Email Settings

☒ Auto-watch
Pages and blog posts that you create, edit or comment on will automatically be watched for future changes.

☒ Subscribe to view follower notifications
You will receive an email when anyone chooses to follow you.

☐ Notify on my actions
You will receive notifications for changes you make, in addition to other people's changes.

Save

Drafts

- Retrieve any pages you were in the process of editing.

Profile Tasks Favourites **Watches** **Drafts** Network Settings Comala Workflow Tasks Google Drive

A draft is a 'snapshot' of unsaved page content

Costing Operations

OP 076 - I create a profit center Title Prerequisite Scope_pfl.png Scope	You can resume editing the draft version here	Resume Discard
Download the form SBS-FRM-DRTR-01-002 The form is stored in Service Excellence http://teamsites	11 days ago	Resume Discard
Execute Actual Assessment Start the transaction using the menu path or transaction	11 days ago	Resume Discard
I inform the FRA I send an email to the FRA to inform that the c Step 1	33 days ago	Resume Discard
Enter the fixed costs budget in WP1 Title : Initial Screen Step 2 Description	74 days ago	Resume Discard
I receive the confirmation when the file is upload Once the standard rates are : Initial Screen	75 days ago	Resume Discard

Network

- View the recent activity of users that you are following via the Network view.
- Follow other users from this view.

Profile Tasks Favourites **Watches** **Drafts** **Network** Settings Comala Workflow Tasks Google Drive

Notifications on the recent activity of users that you choose to follow.

Recent activity of the users you are following

Alexandra Lepereq

- OP 109 - I control the budget & activity upload updated about an hour ago - view change
- OP 030 - I create a new cost center updated about an hour ago - view change
- OP 001 - I settle Cost Centers updated about an hour ago - view change
- OP 104 - I prepare the costing model IAC 01 00 updated about an hour ago - view change
- OP 103 - I request the creation of a new cost center updated about an hour ago - view change
- OP 102 - I assign a cost element in a hierarchy updated about an hour ago - view change
- OP 101 - I create a cycle run group updated about an hour ago - view change
- OP 090 - I validate the result of the calculation adding additive cost updated about an hour ago - view change
- OP 089 - I update an additive cost updated about an hour ago - view change
- OP 088 - I create an additive cost updated about an hour ago - view change

Following

People you're following

User name **Follow**

Followers

People following you

Settings

- Edit your General Settings (homepage, language and timezone).
- Subscribe to email notifications.

Profile Tasks Favourites **Watches** **Drafts** **Network** **Settings** Comala Workflow Tasks Google Drive

Your preference:

- home page, language and time zone
- editor settings
- email settings for subscriptions to email reports and notification
- notifications of Updates to the Wiki content

Settings

Site Homepage Site Default (Dashboard)

Language English (United Kingdom)
Find more language packs on the [Atlassian Marketplace](#)...

Time zone (GMT+0000) Greenwich Mean Time, Dublin, Edinburgh, Lisbon, London

Keyboard Shortcuts ☒ Enable
Enable keyboard shortcuts (does not apply to editor shortcuts). You can find a list of keyboard shortcuts in the Help menu.

Text select ☒ Show option panel when text is selected

Save

Google Drive

- Authorize Confluence to access data from Google Drive

Profile Tasks Favourites **Watches** **Drafts** **Network** **Settings** Comala Workflow Tasks **Google Drive**

Google Drive Authentication

You are required to authorize Confluence to access data from Google Drive.

Authorize with Google Docs

- Costing would like to:

View and manage the files in your Google Drive

By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

Deny **Allow**

Google Drive Authentication

Success!
You are currently authenticated with Google Drive

Revoke

In a wiki space there are several types of users:

- **readers**: visitors of the space, they can view all or some content, but they can not edit it!. However readers are authorized to post their feedbacks and points of view through the add comment function.
- **contributors** : can view and edit all or some content. Contributors are invited to add new content and to enrich the content of their colleagues.
- **coordinators** : can view, edit and delete the content. The coordinator role is crucial for the space life and for a successful collaboration. To participate (contribute) in a wiki space, a user has to get the necessary access rights
- The wiki **administrator** is in charge of the platform management.

	 reader	 contributor	 coordinator	 administrator
view content	✓	✓	✓	✓
add comments	✓	✓	✓	✓
add content (page, blog, attachment)	✗	✓	✓	✓
delete content (page, blog, attachment)	✗	✓	✓	✓
restrict content access (page)	✗	✗	✓	✓
export space	✗	✓	✓	✓
admin space	✗	✗	✓	✓
create space	✗	✗	✗	✓
admin wiki	✗	✗	✗	✓