

Riga SC Operating Procedure maintenance

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Objective and Scope

Objective of this Procedure

This document describes how to create and maintain Operating Procedure (OP) in Confluence, including approval process and best practices to be followed in order to ensure aligned maintenance approach between different domains and processes.

Scope

Data Operations Team based in Riga is responsible to create and maintain Operating Procedures (OP) for procedures in their scope, including customer, vendor and material data maintenance in Baan and SAP systems for GBU's within Riga Data Operation teams scope as well as Operating Procedures (OP) for any other additional activities.

Roles & responsibilities of each actor

The approval process below is in place to ensure a 6 eye check for OP according to audit standards.

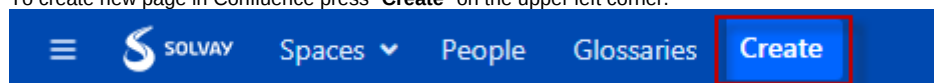
Editor (Data Operations Specialist L1/L2) - once a need for new OP or update of existing ones is identified Editor creates or updates the corresponding confluence page and submits it to Reviewer in a timely manner.

Reviewer (Data Operations Team Lead/Manager) - reviews the OP to ensure that nothing is missing and everything is updated correctly.

Approver (Data Operations Manager/Data Architect) - approves the changes. Process and any changes should be approved by them before they are added in the OP.

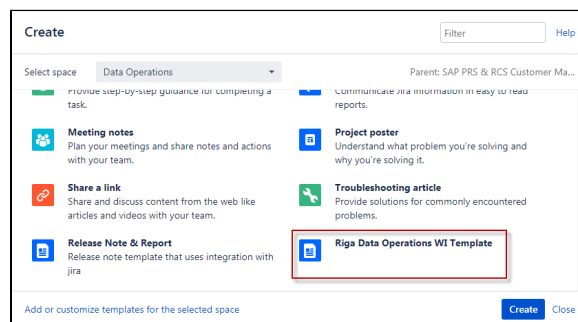
Creating a new page

To create new page in Confluence press "**Create**" on the upper left corner.



It's advised to use Riga Data Operations WI Template which provides general layout of the Operating Procedure which includes:

- Formatted Table of Contents
- Back to top button



Once Template is open :

-  Change the parent page, if it's incorrect;
-  Add labels to ensure that your page will appear correctly in the Data Operations space. For more details see chapter [Labels](#).

agents

Agents/Intercompany

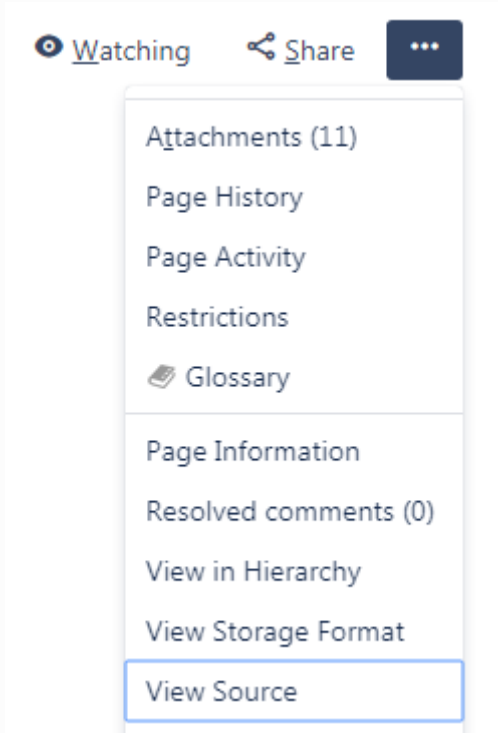
Best practices

Find below some best practices for maintaining the document.



Feel free to switch this document to "Edit" mode to see the how these tools are used in practice.

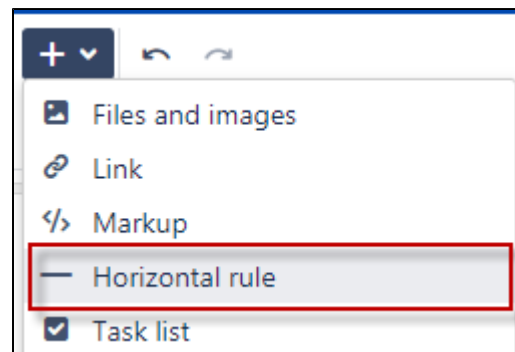
You can also use "View Source" to see detailed view of the document.



Headers

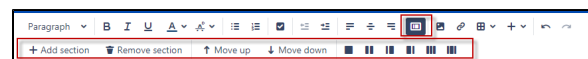
In order for Table Of Contents to work correctly please use **Header 1**, **Header 2** etc. for chapter headers.

After Header 1 use horizontal rule.



Page Layout

Structure your page using Page Layout.



- Use do divide text into columns. For example, to one column for text, other for pictures.
- Add empty sections to create space between parts of the page.

Images



Never copy images directly from Google Drive documents!

When inserting an image from a link or Google document make sure the image is uploaded into Confluence and does not retain the link to the source; otherwise you risk of losing an image when it is deleted from the source.

For Google documents it is also true if the access to the document, where the image comes from, is restricted.

Appendixes

Please follow the guidelines below when adding or referring to an Appendix:

- Do not number the Appendixes.
- Always refer to the Appendix with it's full name, e.g. "[Appendix - Macros used in Template](#)", to ensure, that text is readable even if the link is broken.
- Please use [Anchor](#) to link to the appendix. This will ensure, that link remains intact even if the name of the appendix is changed.

Useful Macros

Below you will find examples of some useful Macros available in confluence. You can find all macros by pressing



and choosing "Other macros" at the bottom of the list. Please note that the list is not comprehensive.



Feel free to switch this document to "Edit" mode to see the how these tools are used in practice.

Anchor

Use anchor to refer to a place in your page, e.g. a title. Please find details on how to create and link to Anchors [here](#).



Anchor

Creates an anchor inside the page, which can be hyperlinked.

Boxes

Use Info, Note, Warning or Panel to highlight information.



Info Box



Note Box



Warning Box

Panel Box

Columns

Divide text into two or more columns in another object, e.g. in a warning tab. You will need to use two macros:

- Section macros - Creates an object (box) in which Columns are stored
- Column macros - Creates column in Section macros. You can add multiple columns and indicate their with, for example, in %.

More details can be found [here](#).

Column 1
Column 2



Column
Defines a column on the page.
(Must be used within a Section macro.)



Section
Defines a section on a page, which can contain one or more Column macros.

Tabs

Create interactive tabs. You will need to use two macros:

Tab 1

Text in tab 1

- SP Tabs group macros - Creates an object (box) in which tabs are stored
- SP Tab pane macros - Creates tab in the Tabs group. You can add multiple tabs.



SP Tab pane



SP Tabs group

When printing:

- Tabs will print sequentially
- Tab names do not print. Best practice is to repeat tab name in the section.



Search (CTRL+F) works only in the open tab. If needed you can add keywords box at the bottom of the Tabs Group, to indicate what keywords can be found in each tab.

GDrive documents

To avoid duplicating information in multiple places you can insert different GDrive documents directly in Confluence page.



Google Document



Google Drawing



Google Spreadsheet



Google Presentation



Google Form



Google PDF



Make sure that the sharing settings of the GDrive document has view access enabled.

Appendix - Macros used in Template

Table of contents numbering

To achieve the table of contents numbering you will need:

- HTML macro with code
- Table of contents macro

Steps to follow:

1. Insert HTML macro and add the following code into it:

```
<style>
.toc-macro ul {display: block; counter-reset: item}
.toc-macro li {list-style-type: none}
.toc-macro li:before { content: counters(item, ".") ". " ; counter-increment: item}
</style>
```

2. Insert Table of contents macro with following adjustments:

- Output Type: list
- List style: none
- Exclude Headings: (Table of contents).* - will exclude headings listed.

Resulting TOC will look like this:

Table Of Contents

- 1 Objective and Scope
 - 1.1 Objective of this Procedure
 - 1.2 Scope
 - 1.3 Roles & responsibilities of each actor
- 2 Creating a new page
- 3 Best practices
- 4 Useful Macros

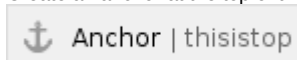
"Back to top" button

To create a button that brings you to the top of the wiki page you will need following:

- HTML macro with code
- HTML wrap macro with an assigned ID
- An image for the button
- An anchor that leads to the top of the page

Steps to follow:

1. Create an anchor at the top of the page and give it a name. In this example the name is "thisistop"



2. Insert an HTML Wrap macro and assign a CSS ID to it (ID = backToTopButton). Leave the rest unchanged

HTML Element

div

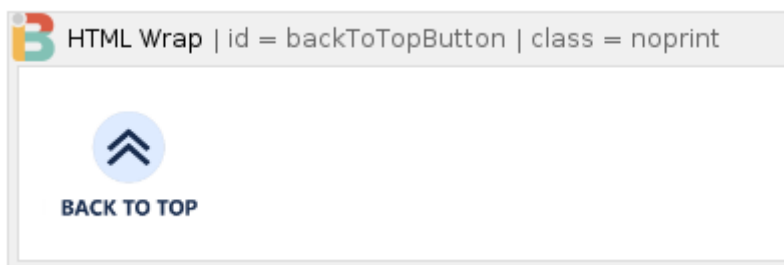
Defines the type of HTML element to act as the wrapper.

CSS ID

backToTopButton

Facilitates styling the HTML element using a CSS ID attribute.

3. Place an image for the button inside the HTML Wrap.



Standard image can be found in Data Operations space, by using insert image .

Insert files and images

[Help](#)

Attached to this page

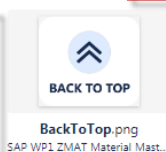
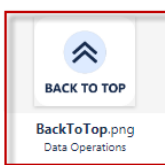
Images from the web

Search on other pages

BackToTop

Data Operations

Search



4. Create an advanced link  for the image to the anchor you made earlier.

Edit link

- Search
- Recently viewed
- Files
- Web link
- Advanced**
- Google Drive

Here you can insert a link into the page using wiki markup.

Link

To insert a link to a new page, type in the desired page title.
To insert an anchor link, type #anchormame.

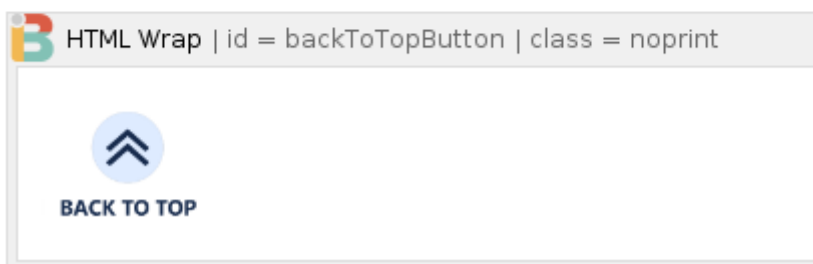
5. Insert an HTML macro and add the following code in it:

```
<style>
#backToTopButton {
  position: fixed;
  right: 20px;
  bottom: 20px;
  Z-index: 1;
}
```

The final composition looks as follows:

HTML

```
<style>
#backToTopButton {
  position: fixed;
  right: 20px;
  bottom: 20px;
  Z-index: 1;
}
</style>
```



It is best if you place the setup in a separate block at the bottom of the document. It will look better on the PDF output.