

I do admin operation in FSL space.

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain:

Responsibility area:

Table of contents

- [Tasks to be completed when documenting an operation \(from creation to publication\)](#)
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 - [2. Add the following Labels:](#)
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- [Table of contents](#)
 - [1. Objective and Scope](#)
 - [1.1. Objective](#)
 - [1.2. Scope](#)
 - [2. Definitions](#)
 - [3. Tasks description](#)
 - [3.1. I reorder pages.](#)
 - [3.3. I maintain cover pages, make sure:](#)
 - [3.4. I raise IT request for other operations.](#)

Scope



WW

ERP

Frequency



Month



Unknown Attachment



Unknown Attachment

References

Forms

Attachments

<< I do admin operation in FSL
space. >>

1. Objective and Scope

1.1. Objective

Maintain space structures, archive pages and revise information on cover pages.

1.2. Scope

WW

2. Definitions

I validate access application

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I reorder pages.

3.2. I archive pages.

3.3. I maintain cover pages, make sure:

- *Published.*
- *Images available, and no other **technical** errors.*
- *Macros' working.*
 - Children pages
 - Expand
 - Livesearch
 - Labels

Remember, it is the team's responsibility to maintain children pages accuracy and up-to-date, rather than the admin.

3.4. I raise IT request for other operations.

If I meet a rare need and have no idea about the operation, I raise [IT case](#) for help. E.g

- Move folders or pages from other space to FSL space.
- Setup a complex Macro.
- ...

For more information, please refer to the description above.

An application or software program used in your daily work (e.g. Gmail, SAP, Gensuite) ▼

Affected Application (required)

Please select the Application related to your issue. If it is not listed, choose 'Other' and provide a detailed description below.

Confluence wiki ▼

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