# QUALITYNET CONFLUENCE TIP SHEET

Enhancing the way HCQIS collaborates — **https://hcqis-confluence.cms.gov**

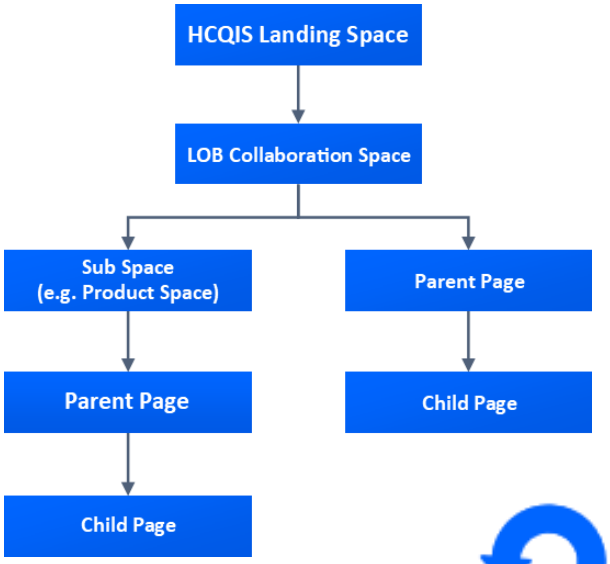
## Accessing QualityNet Confluence

1. Go to https://hcqis-confluence.cms.gov
2. Enter Username: Your HARP ID.
3. Enter Password: Your HARP Password.
4. Click "HARP Login."

## Core Concepts of Confluence

- **What is Confluence?** An online application built to help teams organize, discuss, and store their work
- **Were do I put my stuff?** Everything is organized in **spaces**, which are a collection of related pages
- **How are spaces organized?** Spaces are made up of **pages**. Users assigned to a space can create pages and this is where teams create, edit, and discuss work

## Confluence Content Structure




## Creating a New Space

If a new space is desired, the POC for the project or LOB must submit a ticket to the QualityNet Atlassian Support Team at QualityNetAtlassianSupport@hcqis.org.

**By default, any user logged into the system can view all pages in Confluence, but may only edit those for the LOB(s) they support.**

**Tip: Use the Space Shortcuts in the sidebar to link to important pages your team needs regularly, like your roadmap or JIRA Agile boards.**

## Using Confluence to Discuss Work

**Discussions in Confluence happen using comments**

- **Page comments** are located at the bottom of the page and are best used for overall feedback.
- **Inline comments** are used to give specific feedback within the text of the page itself. Highlight the text and Confluence provides two choices: "**Add inline comment"** and **"Create Jira issue".** After the inline comment is made, the highlighted text remains until resolved.
- **File comments** are those you place directly on embedded files. While viewing a page, click on the embedded file and select "**Drag this pin to add a comment"**. That's it!

**Best Practices for Discussing Work**

- **Share Button**: A quick way to share your page (along with a note). Sharing a page triggers a notification in the Confluence workbox (file tray icon in header) and sends an email notification to each recipient
- **Watch Button**: "Watching" a page or space means you'll get notifications about all changes made to the page or space
- **Likes**: Show approval for content by clicking the Like button at the bottom of a page, right above the comment field.