

QUALITYNET CONFLUENCE TIP SHEET

Enhancing the way HCQIS collaborates — <https://gnetconfluence.cms.gov>

Accessing QualityNet Confluence

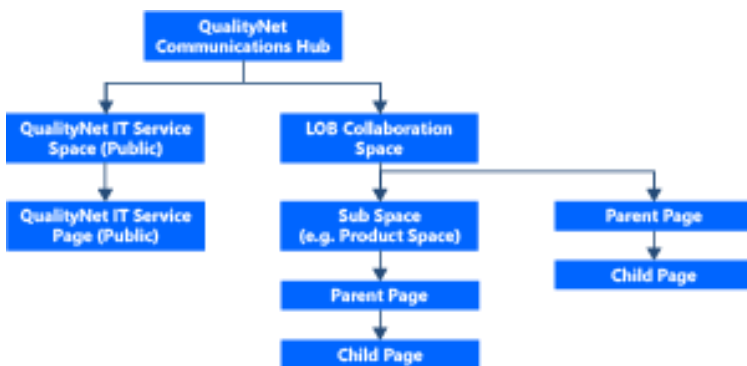
1. Go to <http://idm.cms.gov>
2. Enter Username: Your HARP ID
3. Enter Password: Your HARP Password
4. Click the check box for “Agree to our Terms & Conditions” and then click “Sign In”
5. Authenticate your account with two-factor authentication
6. Select the tile for Confluence



Core Concepts of Confluence

- ◆ **What is Confluence?** An online application built to help teams organize, discuss, and store their work
- ◆ **Where 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 Help Desk at QNetSupport@hcqis.org

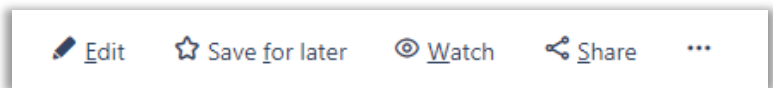
By default, any user logged into the system can view all pages in Confluence, but may only edit those for the LOB(s) they support.

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.