CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

# QualityNet | Atlassian

ATLASSIAN
Confluence
Tip Sheet

Accessing QualityNet Confluence

1. Go to https://idm.cms.gov.
2. Enter Username: Your HARP ID.
3. Enter Password: Your HARP Password.
4. Click the checkbox 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.
7. Bookmark Confluence so you can easily access it in the future.

Core Concepts of Confluence

✓ **WHAT IS CONFLUENCE?** An online application, or internal website, 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.

Spaces

Use the Spaces dropdown menu or the search bar to find a space. If you need a new space created, contact #help-atlassian.
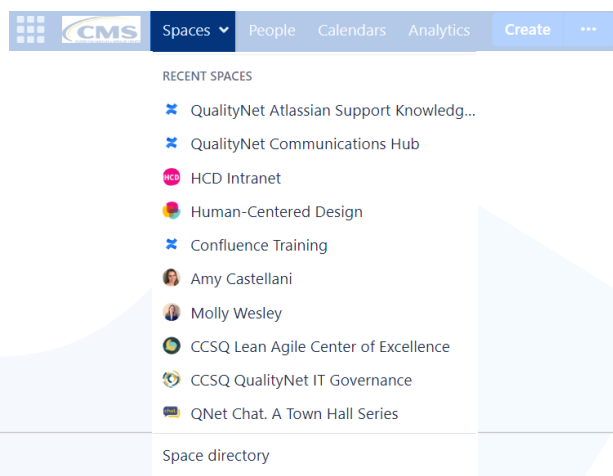
Creating A Page

1. Navigate to the desired space and click **Create** in the Confluence navigation banner to create a blank page or click the **ellipses** button to select a page template.
2. Draft your page and click **Publish** when done. Update your page at any time by clicking the **Edit** button.

BONUS TIP! *Use the ADO space template, Internal Team space template, or Collaboration space template to help keep your space organized.*

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 previewing 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 sends an email notification to each recipient.

✓ **WATCH BUTTON:** "Watching" a page or space means you'll get email 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.