

# LECTURE 5

## Software requirements Engineering

Confluence with JIRA

**Instructor:**

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Assistant Professor, PUCIT, University of the Punjab, Lahore.

# Why do we need Confluence?

- How often does it happen that we testers raise bugs, only to find out that the requirements were changed sometime after development started, and due to lack of communication about the change testers were not made aware of this change before testing started?
- The reported bug is then closed as **Invalid**. This can be frustrating for testers as their creditability is affected along with confusion and uncertainty about what other uncommunicated changes may be present in the application being tested.

## **Collaboration tools are a good solution for these scenarios because:**

- All information is stored in one central location, which makes it easily accessible to all users, so no more scanning of email chains or meeting notes to look for the required information
- Any updates made to the information trigger a notification to other users, which makes it easy for users to remain up to date about the latest discussions
- This tool has an easy learning curve so does not require any special training or certification to start using the tool



# **Advantages**

## **#1) Content management**

- Content management includes the creation, maintenance, organization, and deletion of content.
- Content creation tools are easy to use and include a variety of functions – from basic text formatting and creating tables all the way to linking documents and embedding macros.
- The content can be organized into separate spaces, sorted and arranged in hierarchical order as required.

## **#2) Search**

- This tool supports a full-text search for all the content.
- The search results will include any matching results for the text in the page's main content and comments. This results in a very detailed search

### **#3) Confluence Templates**

This tool comes with some best practice templates that can be used to create pre-formatted pages.

### **#4) Integration with JIRA**

JIRA and Confluence are both developed by Atlassian and have seamless integration with each other. Development work can be tracked in JIRA and the corresponding reports can be generated by automatic linking.

### **#5) Page and File versioning**

- As this is a collaboration tool, needless to say, it would be used by various cross-functional teams at all levels multiple times.
- To keep track of the changes made since the last edit, Confluence saves older versions of pages and files automatically.
- This older version can be used to compare the difference or even revert to the last edit if required.

## **#6) Feedback**

Team feedback in the form of comments can be put on the pages and always referred to or even searched for when required.

## **#7) User Management**

Users and group-based permissions can be set up. It is even possible to set up separate viewing, editing, and admin permissions for each space.



# Dashboard



- The dashboard is the landing page that a logged-in user sees after a successful login.
- The dashboard gives a quick snapshot of the recent updates by the team along with the recent updates done by the user himself.
- Along with the updates, the dashboard also shows the Spaces that the user is a member of.
- The dashboard is customizable and the admin can set up a universal dashboard that all users will see.



🏠 Overview

🕒 Recent

★ Starred

📄 Drafts

☑️ Tasks 0

SPACES

+

NC

Natalia Chaudhry


★

🔧

Software Development

★

PICK UP WHERE YOU LEFT OFF



Getting started in Confluence

Natalia Chaudhry

Created February 12, 2024

DISCOVER WHAT'S HAPPENING

👤 Following


📊 Popular

📢 Announcements

We're keeping you in the loop

Stay in-the-know by following people and spaces. Their activity will show up in your feed, but you won't receive email notifications about it. Add to, or edit, your feed anytime.

Edit feed

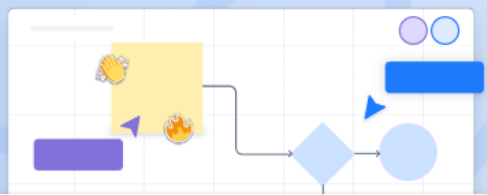


✕

👤

Anonymous created • February 12, 2024


Admin news ▾



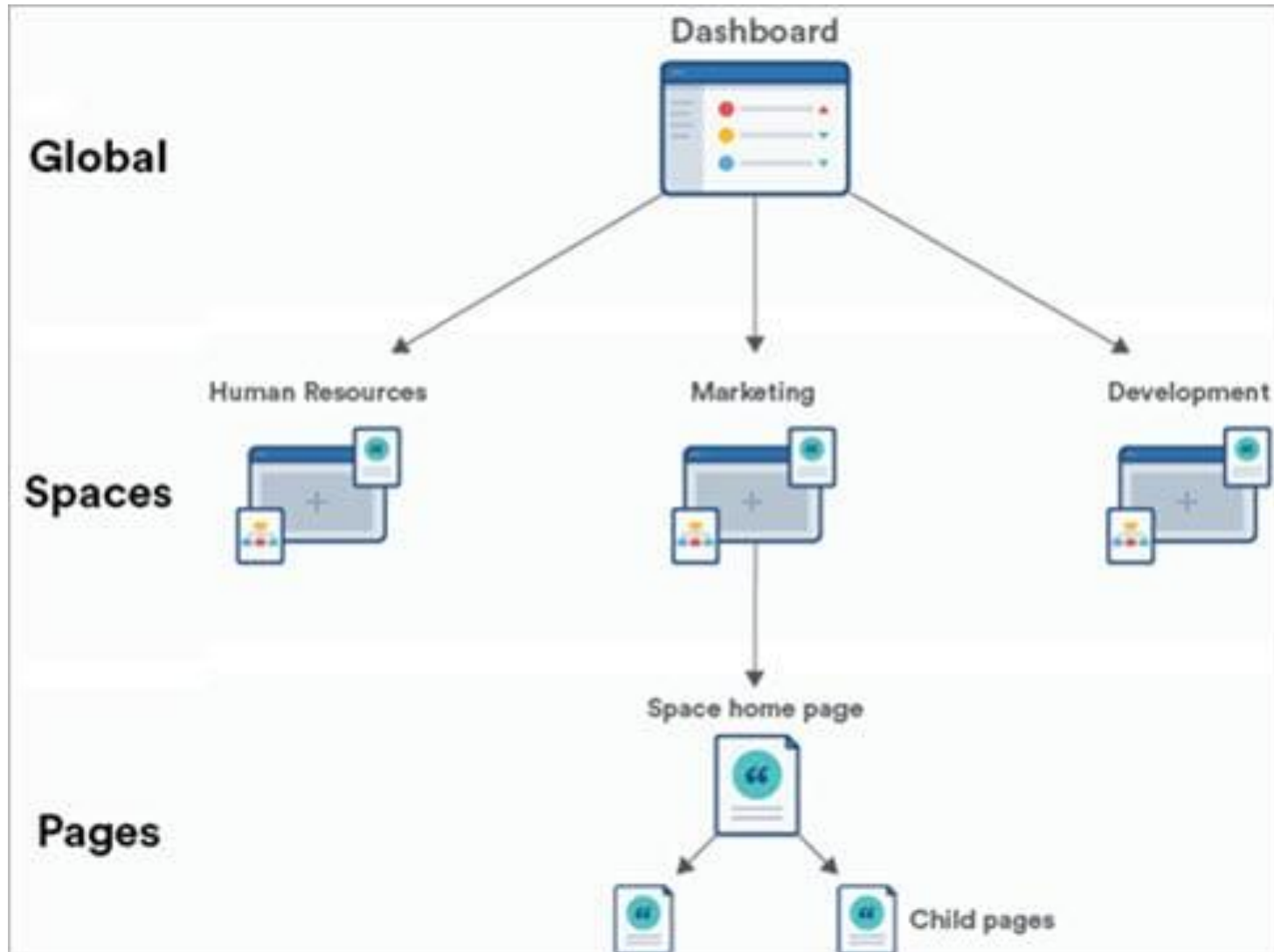
Whiteboards are available in beta


More freeform than pages or blogs, whiteboards empower teams to organize and brainstorm in new ways.

Enable in settings

- 
- Spaces in this tool are a way to organize the content.
  - Spaces can be thought of as individual file containers where the content can be categorized and organized in a meaningful way.
  - There is no standard rule of how many spaces need to be or should be created.
  - The user can create any number of spaces with their own specific purposes to facilitate collaboration within teams.

**an example of the spaces being created based on the different organizational units**




- 
- The space directory contains a list of all the spaces that are created by confluence.
  - You can browse the spaces based on the space type – site, personal, or my spaces.
  - My space refers to the sites created by the logged-in user himself and can be either a site or personal space.

STARRED

NC

Natalia Chaudhry

★



Software Development


★

View all spaces

Create a space

NC

Natalia Chaudhry



Software Development

# Spaces


Create a space

Your spaces

NC

★

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★

Software Development

## All spaces

Filter by title

Q

All categories ▾

All

Watching

Starred

Communal

Personal

Archived

Trashed


NC

Natalia Chaudhry

👁

★

⋮



Software Development

software-project

👁

★

⋮

Spaces ▾

Teams ▾

Apps ▾

Templates

Create

STARRED



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Software Development



View all spaces

Create a space



Natalia Chaudhry

Software Development

## Create a new space

Choose a template to get started quickly. [Learn more](#)



Blank



Team



Documentation



Knowledge base



Software project



Project management



IT



Product management



Marketing

Step 1 of 2

Cancel

Next



Overview

» Blog

» Shortcuts

» Pages

Blank Space



Build your own space

## Blank space

Customize your space to your specific needs.




Harness the power of Confluence



Here are some key points about spaces in Confluence:

- **Organization:** Spaces help you keep your content organized. You can create spaces for different projects, teams, departments, or any other category that makes sense for your organization.
- **Permissions:** You can set permissions at the space level, controlling who has access to view, edit, and contribute content within each space. This allows you to manage privacy and security based on the sensitivity of the information.
- **Customization:** Each space can be customized to fit your needs. You can choose a space theme, add a logo, and configure space settings such as page templates, labels, and navigation options.
- **Content Hierarchy:** Within a space, you can create a hierarchy of pages and sub-pages to further organize your content. This helps users navigate through the information more easily.



- 
- **Collaboration:** Spaces facilitate collaboration by providing a centralized location for team members to create, share, and collaborate on content. Users can comment on pages, mention each other, and receive notifications to stay informed about updates.
  - **Searchability:** Content within a space is searchable, making it easy for users to find the information they need. Confluence's powerful search functionality allows users to quickly locate pages, attachments, and other content within a specific space or across multiple spaces.

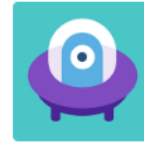
Overall, spaces serve as the building blocks of content organization in Confluence, helping teams collaborate effectively and access information efficiently.

# Creating blank space

## Add details to your new space

Personalize your space

Space Icon



Name your space

▼ Additional options

Permissions

Default permissions ▼

Identify this space with a key ?

Step 2 of 2

Back

Create space

blank demo

All content

Blogs +

Automation

Calendars

Space settings

SHORTCUTS +

No shortcuts in this space

CONTENT +

No content in this space

blank demo


[Share](#)

[Star this space](#)

Spaces help your team structure, organize, and share work, so every team member has visibility into institutional knowledge and access to the information they need to do their best work.

## Get started with the basics

### Start editing this page:

- ☐ Click the pencil icon or **e** on your keyboard to edit and start typing. You can edit anywhere.
- ☐ Hit **/** to see all the types of content you can add to your page. Try `/image` or `/table`
- ☐ Use the toolbar at the top to play around with *font*, **colors**, <sup>formatting</sup>, and more
- ☐ Click `close` to save your draft or `publish` when your page is ready to be shared

### Need some inspiration?

- Check out our [Confluence best practices guide](#).
- Get a quick intro into what spaces are and how to best use them at [Set up your site and spaces](#).
- Check out our guide for ideas on how to [set up your space overview](#).
- If starting from a blank space is daunting, try using one of the [space templates](#) instead.

[Invite people](#)



# Practical scenarios for creating spaces in Confluence

## **Product Development Space:**

- Use this space to document the entire product development lifecycle, from ideation to launch.
- Include sections for product requirements, design documents, user stories, sprint backlogs, release notes, and user feedback.
- Collaborate with cross-functional teams such as product management, design, engineering, and QA to ensure everyone has access to the latest information.

## **Sales Playbook Space:**

- Create a space to house sales enablement materials, such as sales scripts, pitch decks, competitive analysis, and customer success stories.
- Include a section for sales training resources, including onboarding materials, product demos, and objection handling guides.
- Encourage sales reps to contribute their own insights and best practices, fostering a culture of knowledge sharing and continuous improvement.

## **Compliance and Policy Space:**

- Establish a space dedicated to documenting regulatory requirements, compliance policies, and internal procedures.
- Organize content by regulatory bodies, compliance areas, and policy categories for easy navigation.
- Regularly review and update content to ensure it reflects the latest regulatory changes and organizational updates.

## **Knowledge Sharing Hub:**

- Create a centralized knowledge base where employees can find answers to common questions and access resources relevant to their roles.
- Include sections for FAQs, troubleshooting guides, how-to articles, and best practices.
- Encourage employees to contribute their own knowledge and insights, fostering a culture of learning and collaboration.

## **Client Onboarding Space:**

- For businesses that provide services to clients, create a space to streamline the onboarding process.
- Include sections for client intake forms, project kickoff checklists, service agreements, and communication guidelines.
- Collaborate with client-facing teams to ensure a smooth onboarding experience and provide clients with easy access to relevant information.

## **Event Planning Space:**

- Whether it's a company-wide conference or a team offsite, use a dedicated space to plan and organize events.
- Include sections for event agendas, venue details, speaker bios, attendee lists, and logistical information.
- Collaborate with event organizers, speakers, and attendees to coordinate schedules, share updates, and gather feedback before and after the event.



**Confluence permits the creation of two spaces- site spaces and personal spaces.**

In Confluence, you can create both site spaces and personal spaces to organize and manage content.





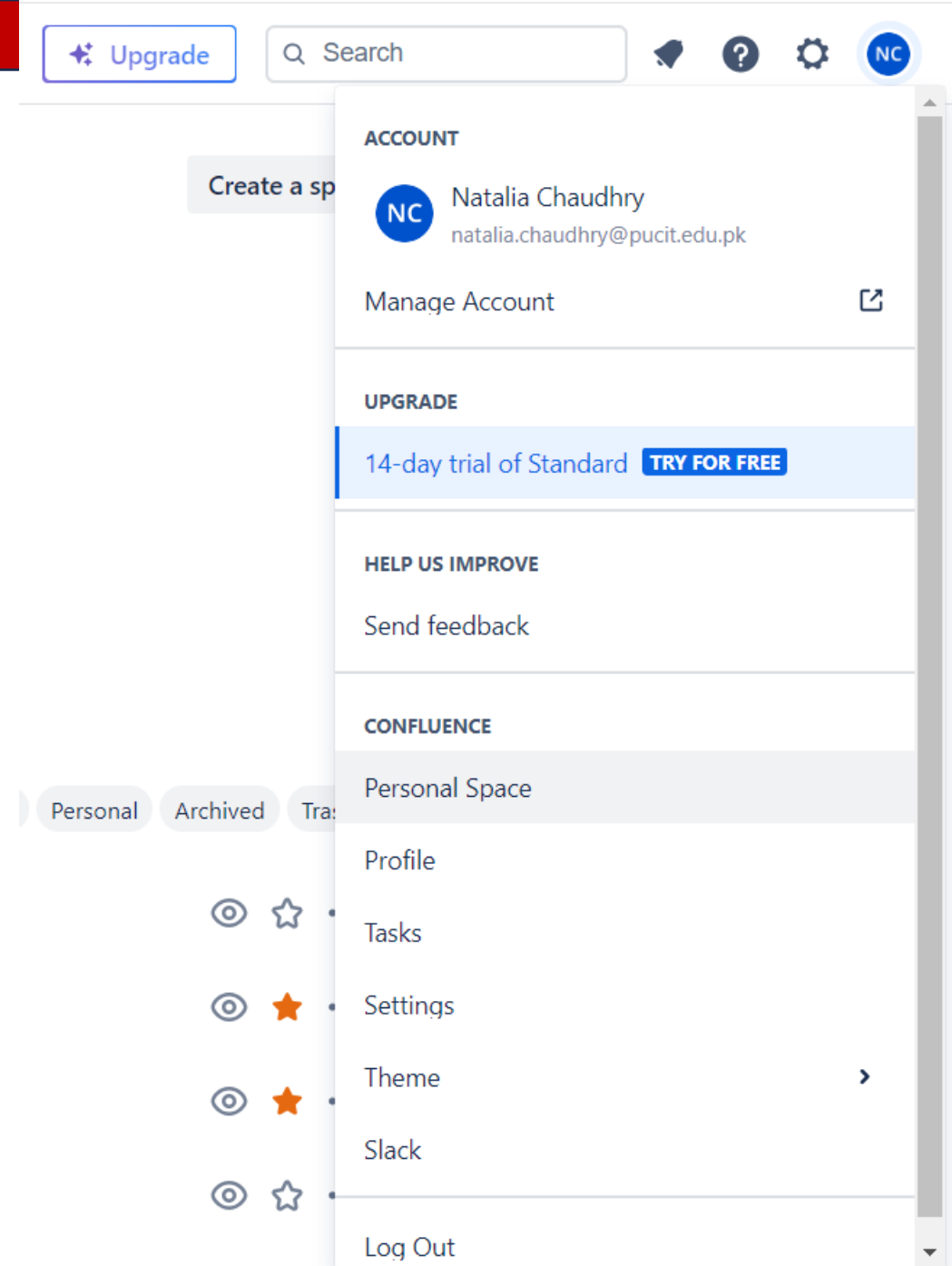
# **Scenario: Software Development Team**

## Site Space:

- **Description:** The Software Development Team needs a centralized space to collaborate on projects, share documentation, and track progress.
- **How to Create:** As a Confluence administrator or space administrator, you can create a site space for the Software Development Team.
- **Steps:**
  - Log in to Confluence with administrative privileges.
  - Navigate to the Confluence dashboard.
  - Click on "Spaces" in the sidebar.
  - Click on "Create Space" and choose "Create Space" again.
  - Enter the space name (e.g., "Software Development Team") and key.
  - Configure space permissions to grant access to team members.
  - Customize the space settings, including the space logo, theme, and navigation.
  - Click "Create" to create the site space.

## Personal Space:

- Description:** Each member of the Software Development Team wants a personal space to manage their own tasks, notes, and personal projects.
- How to Create:** Each team member can create their own personal space within Confluence.
- Steps:**
  - Log in to Confluence with your user account.
  - Navigate to your user profile by clicking on your profile picture or initials in the top-right corner.
  - Click on "Personal Space" in the dropdown menu.
  - If you haven't created a personal space yet, Confluence will prompt you to create one. Click on "Create Personal Space."
  - Enter a name for your personal space (e.g., "John's Personal Space") and customize the space settings as desired.
  - Click "Create" to create your personal space.



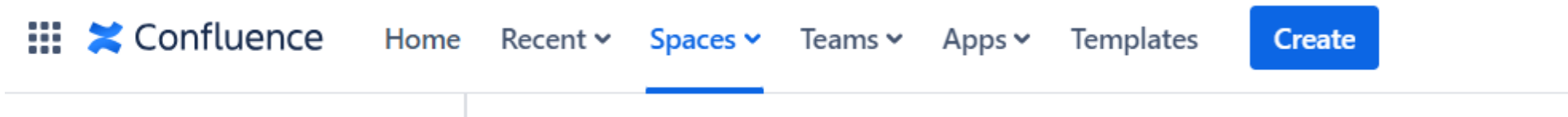
- Site Space:** The Software Development Team's site space serves as the central hub for all team-related activities. Here, team members collaborate on project documentation, share meeting notes, track tasks in Jira, and discuss ideas in dedicated pages and comments.
- Personal Space:** Within their personal spaces, team members can manage their individual tasks, track personal projects, take notes, and store resources relevant to their work. For example, John might use his personal space to maintain a task list, document his coding experiments, and keep track of his professional development goals.

By creating both site spaces and personal spaces in Confluence, the Software Development Team can strike a balance between centralized collaboration and individual organization, empowering team members to work effectively both as a team and as individuals.



# Header menu

The header menu is visible on all pages and contains the Confluence Logo and the default menu with default options – Spaces, People, Create, Help Menu, Notifications, and Personal Profile Management. This header menu is customizable and more menu options can be displayed as required by the user



# Create functionality

Create functionality is used to create new pages within any chosen spaces in the desired hierarchical order.



# Creating new pages



The very first page will be created as the Parent page. Subsequent pages can be created under this parent page or as separate pages depending on how you want to structure your space.

Confluence

Home

Recent ▾

Spaces ▾

Teams ▾

Apps ▾

Templates

Create

Upgrade

Search

blank demo

All content

Blogs

Automation

Calendars

Space settings

SHORTCUTS

CONTENT

blank demo

blank demo Home

Welcome to your new space!

Spaces help your team structure, organize, and share work, so every team member has visibility into institutional knowledge and access to the information they need to do their best work.

Get started with the basics

Start editing this page:


Click the pencil icon or e on your keyboard to edit and start typing. You can edit anywhere.




[✎](#) blank demo / [Content](#) / [blank demo Home](#) [↔](#)

Give this page a title


Type / to see a list of elements, @ to mention someone, or select from below:



**Table**  
Insert a table



**Info panel**  
Highlight information in a colored panel



**Table of contents**  
Create a table of contents based on your page's headings

[Explore all elements](#)

[Templates](#) [Import](#) [✕](#)

Select a template from this space


 blank demo ▾


[🔍](#) Search author, category, topic


- [★](#) My Templates [🏆](#) Featured
- [🔥](#) Popular 15 [👤](#) Customer Support 9
- [🎨](#) Design 16
- [⋮](#)

Sort by **Recommended** ▾

Displaying all **130** templates.

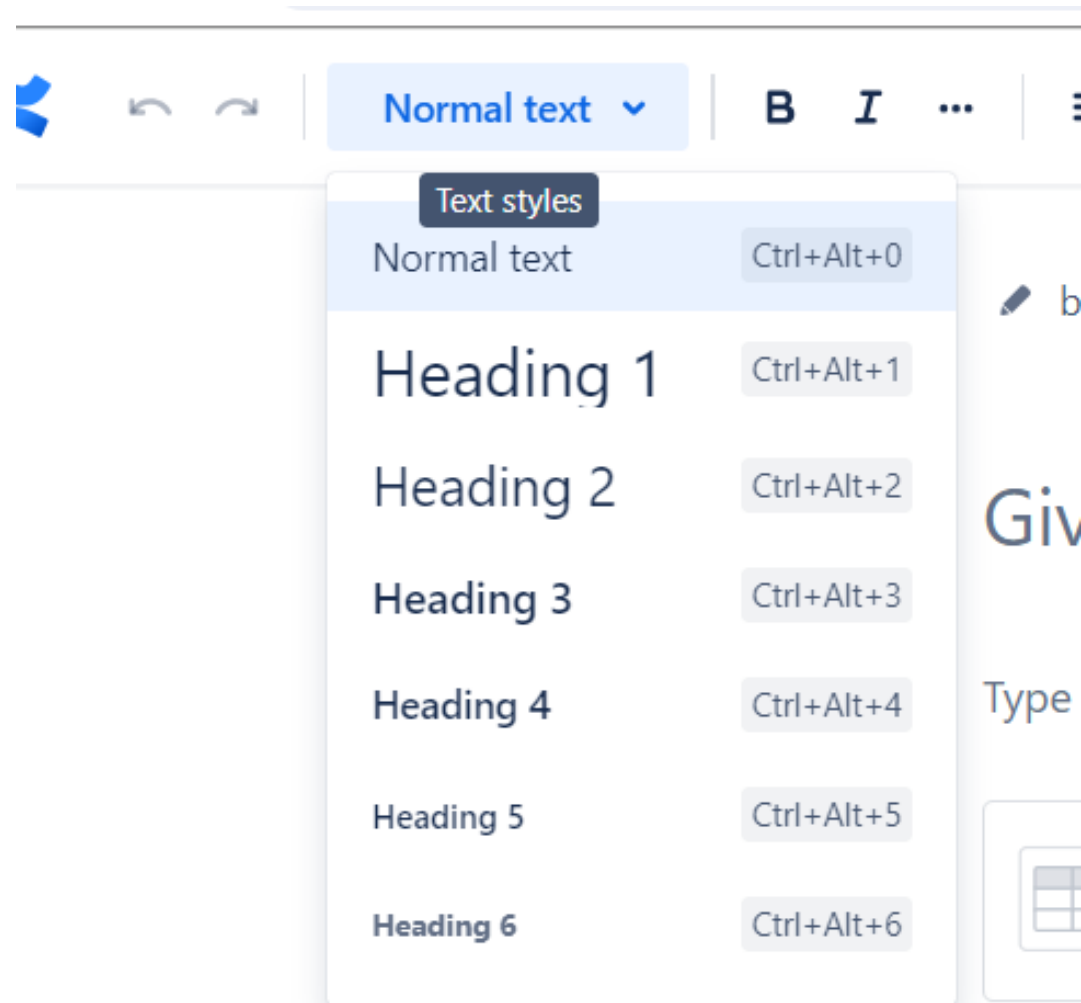
- 

**Sprint planning meeting** [★](#)  
Organize and run your sprint meetings with ease. [Star this template](#)
- 

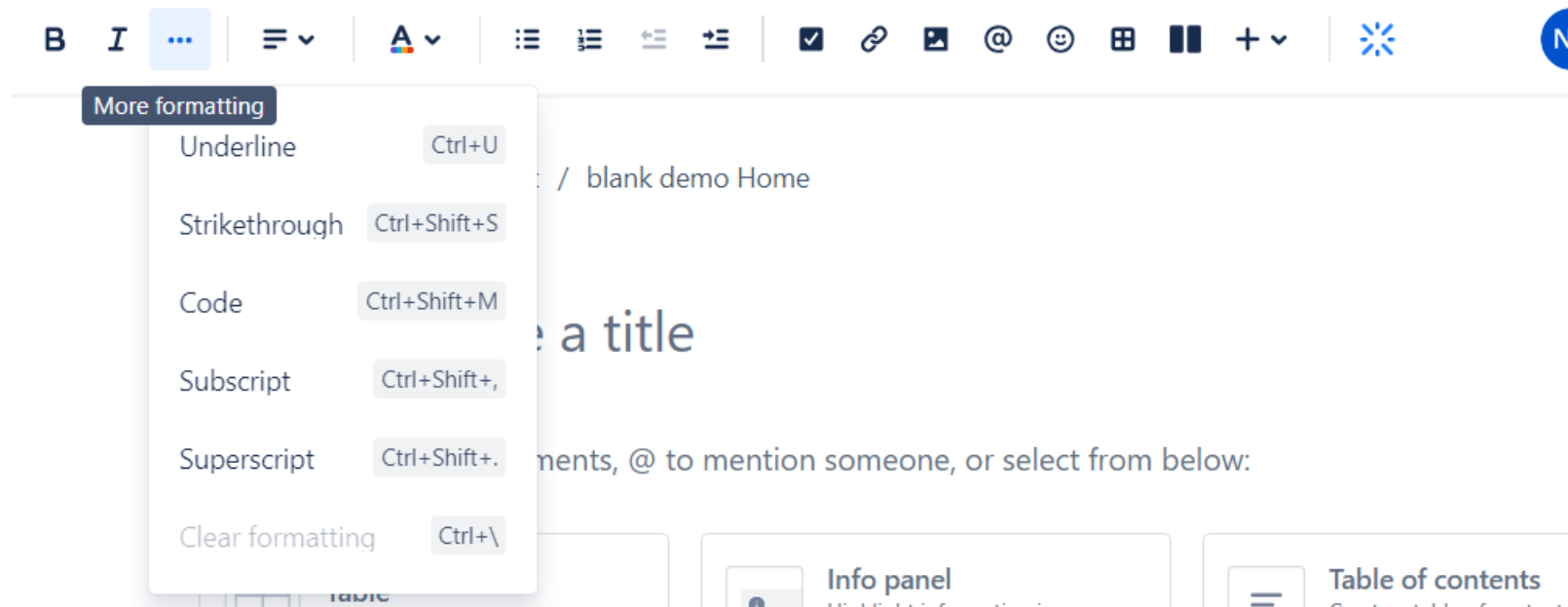
**Software architecture review**  
Collect information, loop in stakeholders, and kick off your software architecture review.
- 

**Retrospective**

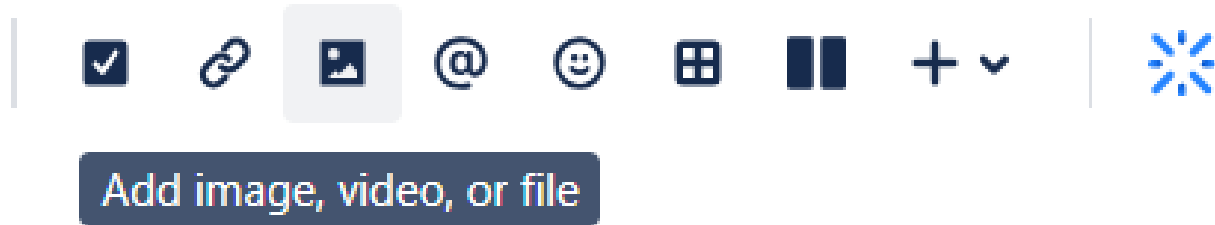
**Formatting styles:** there are several in-build styles available for the text e.g. Paragraphs, headings, quotes, etc.



**Font-related options:** basic functionality to update font color, make text bold, italics, etc. is provided



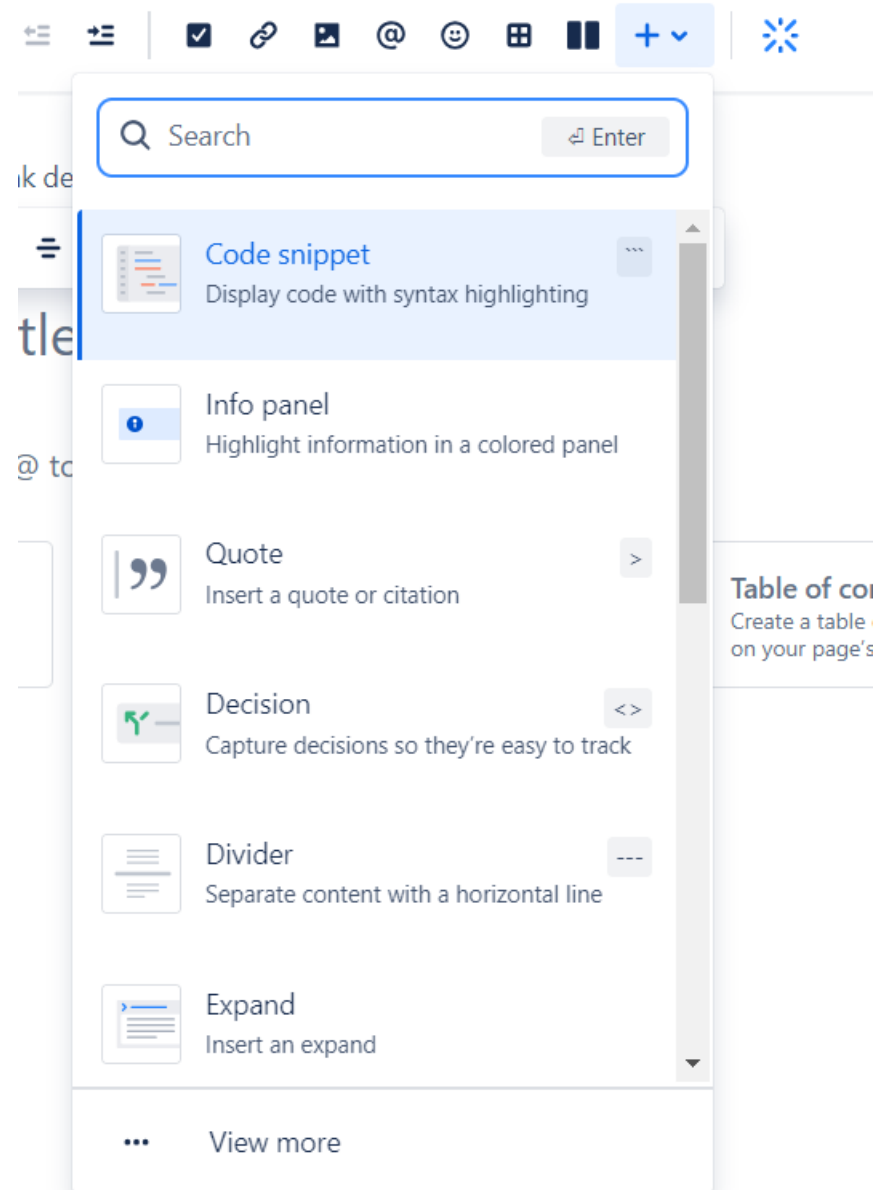
**Inserting files and images:** User can upload files and images to the Page as desired



**Inserting Links:** The user can add links to other web pages or other Confluence pages in the Confluence document for easy reference



# Inserting elements..



# Reorder pages...

The screenshot shows the Confluence interface for a space named "blank demo". The top navigation bar includes the Confluence logo, "Home", "Recent", "Spaces", "Teams", "Apps", "Templates", and a "Create" button. The left sidebar contains a list of space items: "blank demo" (selected), "All content", "Blogs", "Automation", "View settings for this space", "Space settings" (highlighted), "SHORTCUTS" (with a plus icon and the text "No shortcuts in this space"), and "CONTENT" (with a plus icon and a list item "Project Documentation"). The main content area is titled "Manage content" and has a sub-header "Space settings". Below this, there are tabs: "Reorder" (active), "Hidden", "Undefined", "Attachments", "Trash", and "Restricted". A message states: "You can move any content by dragging it to a new position in the tree." Below this message, there is a list item: "blank demo Home" with a home icon and a plus icon to its left.

## Space settings

🔍 Jump to setting...



### Manage space

[Space details](#) • [Edit sidebar](#) • [Archive space](#) •  
[Delete space](#) • [Export space](#) • [Content statuses](#) •  
[Convert pages](#) • [Related pages](#)



### Space permissions

[General](#) **NEW** • [Public links](#) **NEW**



### Manage content

[Reorder](#) • [Hidden](#) • [Undefined](#) • [Attachments](#) •  
[Trash](#) • [Restricted](#)



### Look and feel

[Themes](#) • [Templates](#) • [Page layout](#) • [PDF export](#)



### Integrations

[Application Links](#) • [RSS feeds](#) • [Slack Notifications](#)



Click on the Space name to expand the branches of the space. Now drag the required pages and drop them to the required location. Alternatively, you can also sort the pages alphabetically.

▼  Confluence User's Guide 	
▼  Getting Started with Confluence 	Sort alphabetically
 Dashboard	Undo sorting
 Keyboard Shortcuts	



**in the process of finalizing content a page that would require lots of edits.  
How to prevent spamming everyone's mailbox by sending a notification to  
people about every single update that is made?**

When the page is first created, a notification is sent to all Confluence users in that space. This is set up by default, however, we can control when we want to send (or do not want to send) notifications about subsequent edits and updates made to the page.



blank demo

All content

Blogs +

Automation

Calendars

Space settings





SHORTCUTS +

No shortcuts in this space

CONTENT +

Project Documentation

blank demo

    Share ... Star this space


# blank demo Home

Welcome to your new space!

Spaces help your team structure, organize, and share work, so every team member has visibility into institutional knowledge and access to the information they need to do their best work.

## Get started with the basics

### Start editing this page:

- ☐ Click the pencil icon  or **e** on your keyboard to edit and start typing. You can edit anywhere.
- ☐ Hit **/** to see all the types of content you can add to your page. Try `/image` or `/table`



blank demo /

blank demo

**Welcome to**  
Spaces help you  
institutional kno

ility into

### Update page

×

Location

blank demo /

☒ Notify watchers via email

Version comments

Schedule update ⓘ

Immediately ▾

Preview

Update

## Get started with the basics

### Start editing this page:

- ☐ Click the pencil icon or **e** on your keyboard to edit and start typing. You can edit anywhere.
- ☐ Hit **/** to see all the types of content you can add to your page. Try `/image` or `/table`
- ☐ Use the toolbar at the top to play around with *font*, *colors*, *formatting*, and more



**If we have feedback about the content of the confluence document, what is the best way to provide it?**

Use the comments section. Leave your comments in the document and the notification will be sent to all users. Users will be able to see your comment and can choose to reply to your comment, like your comment, and can even post their own comment.

**If we got a notification that someone mentioned on their page, what does that mean?**

This means that the person who mentioned you on a particular Confluence page needs your attention on something or has assigned a task to you.



# Versioning

One of the most important features of Versioning and retaining a history of document updates.  
You can go to the page history and check who updated the document.

Confluence

Home

Recent

Spaces

Teams

Apps

Templates

Create

Upgrade

Search

blank demo

All content

Blogs

Automation

Calendars

Space settings

SHORTCUTS

No shortcuts in this space

CONTENT

Project Documentation

blank demo

blank demo Home

Welcome to your new space!

Spaces help your team structure, organize, and share work, so every team member has visible institutional knowledge and access to the information they need to do their best work.

Get started with the basics

Start editing this page:

☐

Click the pencil icon or **e** on your keyboard to edit and start typing. You can edit anywhere

☐

Hit **/** to see all the types of content you can add to your page. Try **/image** or **/table**

☐

Use the toolbar at the top to play around with **font**, **colors**, formatting, and more

Share

More actions

Copy

Move

Export

Archive

Delete

Restrictions

Page history

Attachments

Resolved comments

Advanced details

Slack Notifications

## Limitations of Version Management in Confluence


Confluence automatically saves revisions of single pages and offers a page history where you can view changes, compare versions, and restore previous versions if necessary. But for content that's spread across multiple pages, there is no easy way to relate those pages and their revisions to one another.


With **Scroll Documents**, a version of a tree of pages – defined as a document – can be saved at any time.


The difference between versions can be compared to find out exactly how the structure and content were changed.




# Scroll documents



 Search for apps

 Help

Log in








## Scroll Documents for Confluence


by [K15t](#)


for Confluence Cloud, Confluence Server 7.13.0 - 8.8.0, Confluence Data Center 7.13.0 - 8.8.0 [and more](#)

3.7/4



23

 2,151 installs

 CLOUD FORTIFIED

SUPPORTED

CLOUD MIGRATION ASSISTANCE

Overview

Reviews

Pricing

Privacy & Security

NEW

Support


Versions

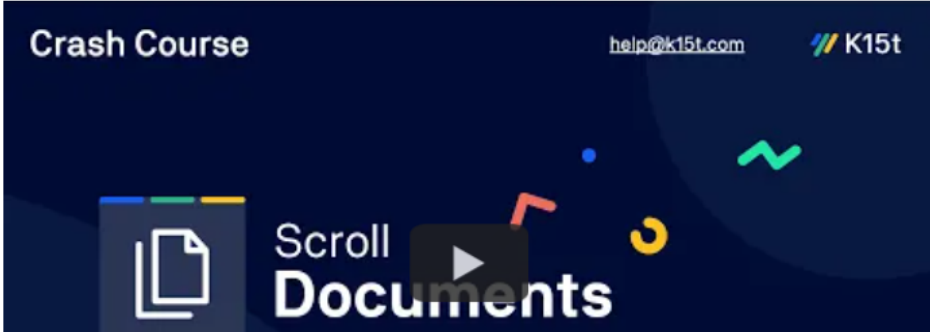
Installation

Cloud

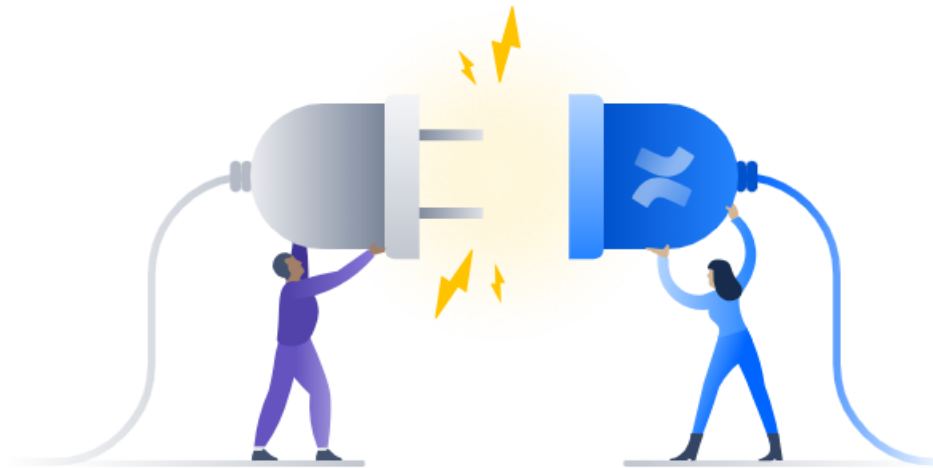
### Author documentation in Confluence – Control versions, track changes and publish to the web or offline

#### Crash Course

[help@k15t.com](mailto:help@k15t.com) 



Choose a site to start your free trial



Select a site to install this app:

 pucit-nataliachaudhry (<https://pucit-nataliachaudhry.atlassian.net>) ▼

App will be installed with a trial on these eligible products.

 Confluence

E-424-978-XJN-FF4

**Start free trial**

Cancel

## Add to Confluence



### Scroll Documents for Confluence

by [K15t](#)

3.7/4 23 2,151 installs



CLOUD FORTIFIED

**TRY FREE**

Estimated USD 5 / month

after 30-day trial

Scroll Documents for Confluence will perform the following actions:

- View email addresses of users
- Act on a user's behalf, even when the user is offline
- Delete data from the host application
- Write data to the host application

[Expand all details](#)

By installing this app, you:

- permit Atlassian to share anonymized data with Scroll Documents for Confluence
- agree to Atlassian Marketplace's [terms of use](#)
- agree to K15t's [terms of use](#) and [privacy policy](#)

[App Info](#)

**Start free trial**

Cancel

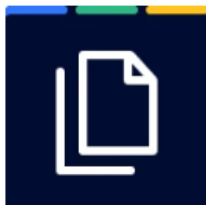


Adding Scroll Documents for Confluence...



We'll tell you when your app has been added.

[Close](#)



## Scroll Documents for Confluence

by K15t

3.7/4 ★★★★★ 23

2,151 installs



CLOUD FORTIFIED

Added

Get Started



Overview

Support

# Author documentation in Confluence – Control versions, track changes and web or offline



Scroll Documents for Confluence installed successfully



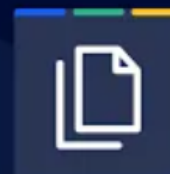
Your app has been added to your instance and is ready for use.

[Get started](#) · [Manage app](#)

Crash Course

[help@k15t.com](mailto:help@k15t.com)

K15t



# Scroll Documents for Confluence



# Access scroll documents in one of the two ways

## Get started with Scroll Documents

Manage your Confluence pages as Documents – Control versions, workflows & exports with powerful document management functionality.

What do you want to do?

### Create your first document

Where do you want to create your document?

Select a space

Select a space

blank demo

NC Natalia Chaudhry

Software Development

team demo

### Learn more about Scroll Documents

- [Getting started guide](#)
- [Publish a document to a Scroll Vi...](#)
- [How-to articles](#)
- [Frequently asked questions](#)

[Watch crash course video](#)

← → ↺ pucit-nataliachaudhry.atlassian.net/wiki/spaces/BD/overview

Confluence Home Recent Spaces Teams Apps Templates Create Upg

blank demo

blank demo Home

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- ☐ Use the toolbar at the top to play around with *font*, *colors*, *formatting*, and more.
- ☐ Click `close` to save your draft or `publish` when your page is ready to be shared.

blank demo

All content

Blogs

Automation

Calendars

Space settings

SHORTCUTS

No shortcuts in this space

CONTENT

• Project Documentation

APPS

Scroll Documents

Define languages and publish multiple translations of your documentation with **Translations for Scroll Documents**

## Document Library




### Create and manage documents in Confluence

Manage a tree of Confluence pages as one unit - a Document. Track changes, control versions, get powerful document management functionality in Confluence.

Getting started

# Select New Document

 Confluence


HomeRecent ▾Spaces ▾Teams ▾Apps ▾Templates


Create


Upgrade


Search


🔔 ? ⚙️ NC


 blank demo


 All content


 Blogs +

 Automation

 Calendars

 Space settings


 SHORTCUTS +  
No shortcuts in this space

 CONTENT +




- Project Documentation

Define languages and publish multiple translations of your documentation with **Translations for Scroll Documents**. [Learn more](#) X

## Document Library



New document

- **Use existing page tree**  
Enable Scroll Documents for an existing page tree or the entire space to start saving versions.
- **Create new page tree**  
Create a Scroll Documents enabled page tree with new and existing pages.
- **Create from template**  
Use a simple product documentation template to get started quickly.

## Select page tree

---

Preview

Recently updated pages



**Project Documentation**

blank demo



**blank demo Home**

blank demo

blank demo Home

Search and select a page. If the page has child pages, they will be part of the document.



## Select page tree



Recently updated pages



**Project Documentation**

blank demo



**blank demo Home**

blank demo

### Preview

- ▼ blank demo Home
  - Project Documentation

Scroll Documents



blank demo

[Go to Library](#)

[Publish](#)

[Manage](#)



Filter by

Status



Compare versions

Save a version

## New version

Basic Advanced

Version

v1

Description

Documentation for software version 2.0, released on 18/09/2020

Status

APPROVED



Restrictions

No restrictions



⚠ You don't have permission to set restrictions in this space.



Help

48%



Save

Cancel



**Add a new page to the Working version**

Scroll Documents



[Go to Library](#)

[Publish](#)

[Manage](#)



Filter by

Status





Compare versions



[Save a version](#)


Version	Prefix ?	Description	Saved on	Status	Actions
Working version		(The working version of the document)	Feb 18, 2024 6:27 PM	<span>IN PROGRESS</span>	
v1	(v1)	(No description)	Feb 18, 2024 6:28 PM	<span>APPROVED</span>	<div><div>Edit</div><div>Copy</div><div>Compare</div><div>View activity</div><div>Change prefix</div><div>Organize page tree</div><div>Create read request</div></div>

## Organize Page Tree (Working version)




 Prefix: None




blank demo Home

Project Documentation

 Help

Save

Cancel



In the Organize Page Tree dialog, click on the plus (plus) to add a new blank page, let's name it “Best Practices” and press enter on your keyboard.



blank demo

Save a version



Working version

IN PROGRESS



### Organize Page Tree

Edit the order and titles of pages. Add and delete pages and reuse content from existing pages.



### Compare Versions

Compare this version with other versions of the document to track changes across all pages in the page tree.



### View Activity

Track status changes, page updates and comments across all pages in the page tree.

Compare versions of blank demo

changed added deleted Close

PAGES

2 COMPARED

1 CHANGED

Compare all

blank demo Home

Project Documentation

Best Practices

Working version		v1
IN PROGRESS		APPROVED
<ul style="list-style-type: none"><li>Introduction</li><li>Project Overview</li><li>Scope</li><li>Objectives</li><li>Team Members</li><li>Timeline</li><li>Phase 1: Planning (January - February)</li><li>Deliverables</li><li>Meetings</li></ul>		<ul style="list-style-type: none"><li>Introduction</li><li>Project Overview</li><li>Scope</li><li>Objectives</li><li>Team Members</li><li>Timeline</li><li>Phase 1: Planning (January - February)</li><li>Deliverables</li><li>Meetings</li></ul>
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# **Collaborative editing or Document collaboration**



## **Sharing and watching**

Share pages and posts with your teammates to invite them to collaborate with you and solicit their feedback. To share a page, tap the Share button in the top right while viewing it.

# Best Practices



Owned by Natalia Chaudhry

Last updated: just a moment ago • 1 min read •  See how many people viewed this page

hello...i changed this

+ Add label



Be the first to add a reaction



Write a comment...

[Share page](#)  Share in Slack

Required fields are marked with an asterisk \*

Names, teams, or groups \*

e.g. Maria, Team Orange, group-one

Recipients will see the name of the page and your message

Message (optional)

Anything they should know?


 Copy link

Share



Share this page publicly

Your team can use public links to share pages with anyone on the internet if you're on a paid plan.

 Try it free

[Learn more](#)

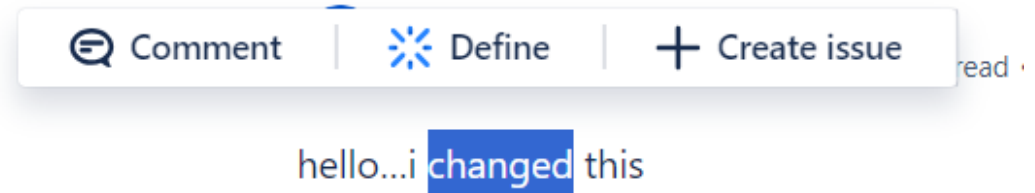
## Comments and likes

Commenting on your teammate's work fosters a culture of openness and engagement, and soliciting comments on your own work can help you level-up by discovering a new perspective. Leave a page comment to respond to the content as a whole, or use inline comments to respond to a specific section or sentence.

To leave an inline comment:

- Highlight the text you'd like to respond to
- Tap Comment
- Enter your text and tap Save

You can also like pages, posts, and comments in Confluence Cloud. When you do, the author will receive a notification to let them know.





# **Task Management in Confluence**

 Overview

 Recent

 Starred

 Drafts

 Tasks **0**

## TASKS

Assigned to me **0**

Created by me **23**

## SPACES



 Natalia Chaudhry 

 Software Development 

 blank demo



Sit back and relax

You have no tasks assigned to you

## To create a task:

Start typing your task –  
@mention someone to assign  
the task to them, and type //  
and choose a due date

blank demo Home

### Welcome to your new space!


Spaces help your team structure, organize, and share work, so every team member has visibility into institutional knowledge and access to the information they need to do their best work.


@Natalia Chaudhry //


### Get started

#### Start editing this page

- ☐ Click the pencil icon to start editing. You can edit anywhere.
- ☐ Hit `/` to see all the available commands. Try `/image` or `/table`.
- ☐ Use the toolbar at the top of the page for quick actions like adding, and more.
- ☐ Click `close` to save your draft or `publish` when your page is ready to be shared.

 **Date** //  
Add a date using a calendar

 **Help** Ctrl+/  
?  
Browse all the keyboard shortcuts and markdown options

 **Filter Results**  
Shows the issues/results for a saved filter.

Search



#### ACCOUNT



Natalia Chaudhry

natalia.chaudhry@pucit.edu.pk

Manage Account



#### UPGRADE

14-day trial of Standard [TRY FOR FREE](#)

#### HELP US IMPROVE

Send feedback

#### CONFLUENCE

Personal Space

Profile

Tasks

Settings

Theme








Scroll Documents Settings

Slack





-  Overview
-  Recent
-  Starred
-  Drafts
-  Tasks 1

TASKS

Assigned to me 1

Created by me 24

Filters

Description

Page ↑

Due Date ↑

☐


@Natalia Chaudhry

Feb 18, 2024

blank demo Home

Feb 17, 2024


- SPACES +
-  Natalia Chaudhry ★
  -  Software Development ★
  -  blank demo

 Filters


FILTER

Clear

Due Date

Select...


Status

Ongoing


Creator


Search or select by name

Page

Select...

Space


Select...

 Filters

FILTER

Clear

Due Date

Select...

Status

Overdue

Within a week

Within 2 weeks

Within a month

No due date

Custom

Creator

Page

Space

To create a task report:

1. Choose **Create > Task Report**

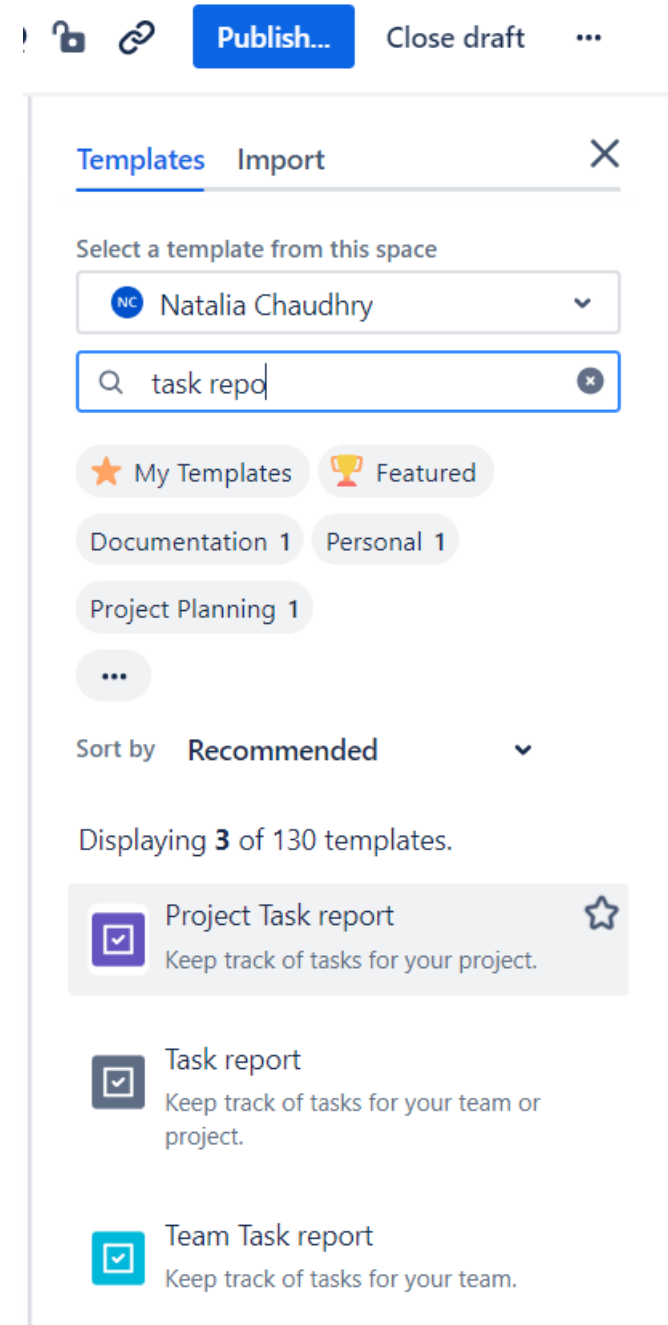
2. Select the type of report:

**1. Assigned to my team** – for tasks assigned to particular people.

**2. In my project** – for tasks that appear in a specific space or page.

**3. Custom** – for a wide range of filtering options, including by date or page label.

3. Follow the prompts to create the report.



## Report on tasks in my project

Title\*

Created in\*

Labels

☐ Include completed tasks

### About task reports

Keep track of your tasks in a task report. See complete, incomplete and overdue tasks at a glance.



Create

Close



# Search and discovery







Q Search Confluence

Confluence Jira Atlas **NEW** Compass **NEW**

**Get answers from Atlassian Intelligence.** Unleash the knowledge available in your Confluence by asking questions in search and getting answers from Atlassian Intelligence. [✦ Try it free](#)



#### RECENTLY VIEWED

 blank demo Home	blank demo
 Best Practices	blank demo
 Project Documentation	blank demo
 Template - Product requirements	Software Development
 Software Development	Software Development
 Overview	Natalia Chaudhry

#### SPACES

-  blank demo
-  Software Development
-  Natalia Chaudhry

Q Advanced search



Use double quotes around your search term to find a specific word or phrase.

Search

Give feedback

Q "hello"

✕

 Ask AI

📁 Space ▾

👤 Edited or created by ▾

🕒 Last updated: Anytime ▾


📄 Type ▾

☰ Content under ▾

🔖 Labels ▾


+ More filters ▾

Showing 2 of 2 results

- 

Best Practices

blank demo · Updated 1 hour ago

...**hello**...i changed this...
- 

Overview

Natalia Chaudhry · Updated February 12, 2024

Say **hello** to your colleagues who want to know your name, pronouns, role, team and location (or if you're remote). · 📄 Recent pages that I've worked on · 🙋 Get in touch...

## **Limitations with exact match search**

### **Phrases with stop words**

Confluence ignores common words (stop words) — such as 'and', 'the', 'or', and 'it' — even if they are included within double quotes.

For example, searching for "the IT budget" will only return pages containing 'budget', because 'the' and 'it' are stop words.

### **Phrases with special characters**

Confluence ignores all symbols, such as hyphens or underscores, even if they are included within double quotes.

For example, if you search for "DOC-8510", you get all pages containing 'doc' and '8510'.



## Search using wildcards

Wildcards replace one or more characters in your search. They can help expand your search. For example, the search below would find <https://www.atlassian.com> or <http://www.atlassian.jp>

`http*.atlassian.*`

Wildcard	Description	Example
Multiple characters	Use an asterisk (*) at the end of your word to replace multiple characters.	<b>print*</b> finds content containing 'printer', 'printing', 'prints' and so on.
Multiple wildcards	Use asterisks (*) to add more than one multiple-character wildcard	<b>r*c*</b> finds content containing 'react', 'recovery', 'refactor' and so on.
Single character	Use a question mark (?) to replace a single character in your search.	<b>b?tter</b> finds content containing 'butter', 'bitter', 'better', 'batter' and so on.




## **Exclude words from your search**

Use NOT or minus (-) to exclude words from your search.

chalk NOT cheese

# Combine search terms

Operator	Description	Example
OR	Use OR (in capital letters) to search for content that contains one of the terms.	<b>chalk OR cheese</b> finds content containing either 'chalk' or 'cheese'
AND	Use AND (in capital letters) to search for content that contains more than one search term.	<b>chalk AND cheese</b> finds content containing both 'chalk' and 'cheese'



**CQL, or Confluence Query Language**, is a powerful tool used to search and filter content within Confluence, Atlassian's collaboration software. With CQL, you can construct complex queries to find specific pages, attachments, comments, or other types of content within your Confluence instance.

This language operates similarly to SQL (Structured Query Language) but is tailored for Confluence's data structure.

You can use CQL in various parts of Confluence, such as the search bar, filters, macros, and gadgets, to retrieve the information you need more efficiently.

It allows you to narrow down search results based on various criteria like labels, space, creator, last modified date, and more.



## Field Operators:

=: Matches exact values.

~: Performs a fuzzy match for text fields.

## Special Keywords:

currentUser(): Represents the current user performing the search.

EMPTY: Matches fields with no value.


NULL: Matches fields that are not set.

For example, you could use CQL to find all pages in a specific space created by a particular user within a given time frame, or to locate pages containing specific keywords or attachments.

Here's a simple example of a CQL query:

```
type = page and creator = currentUser() and space = "My Space" and  
text ~ "important"
```

This query searches for pages created by the current user in the space named "My Space" that contain the word "important" in their text.



# CQL queries



## **Find all pages in a specific space:**

type = page and space = "Space Name"

## **Find pages created by a specific user:**

type = page and creator = "username"

## **Find pages containing specific text:**

type = page and text ~ "keyword"

## **Find pages with specific labels:**

type = page and label = "labelName"



## **Find pages created or modified within a specific date range:**

type = page and created >= "yyyy-mm-dd" and created <= "yyyy-mm-dd"

## **Find pages with comments containing specific text:**

type = page and comment ~ "keyword"

## **Find pages with a specific parent page:**

type = page and parent = "parentPageTitle"



That's it