

Confluence cheat sheet

Start here: 1. The Faculty of Medicine Confluence site is found at: <https://med-confluence-uq.atlassian.net>
Confluence is a tool to support and encourage collaboration, knowledge transfer, and project management within the Faculty.
This is the Faculty of Medicine landing page. You will only see it **after** you log in.

Step 2: Log in with your UQ email address and password.

Click the confluence logo or 'Faculty of Medicine' to go back to the Faculty landing page.

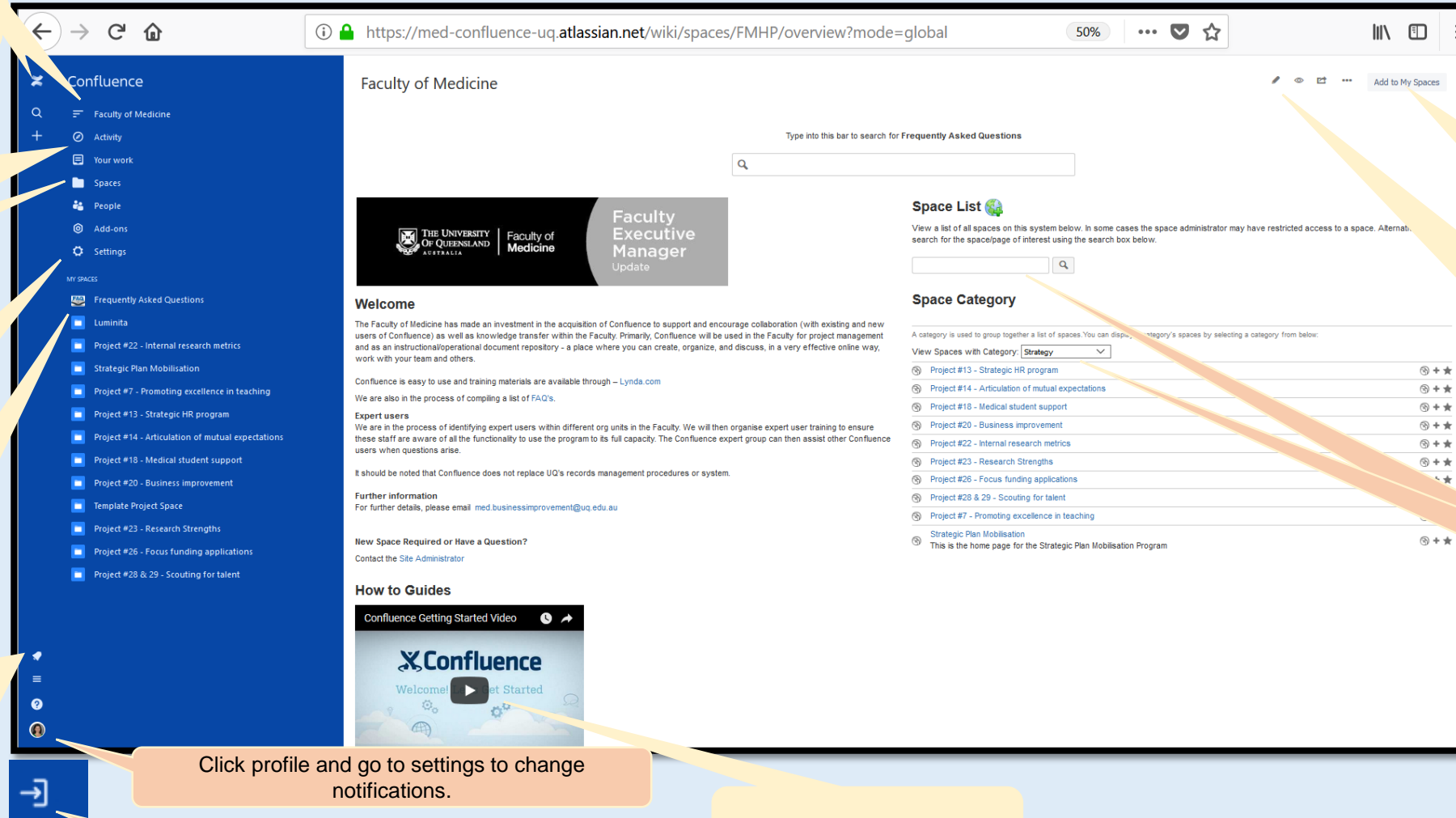
See the latest activity of users you are following.

Click here to see all the work you've contributed to?

Adjust space settings, user permissions, notifications on and off?

Need help?

See your Notifications dashboard: if you are @mentioned you'll receive an alert here



The screenshot shows the Confluence interface for the Faculty of Medicine. The left sidebar contains navigation options: Faculty of Medicine, Activity, Your work, Spaces, People, Add-ons, and Settings. Below these are 'MY SPACES' including 'Frequently Asked Questions', 'Luminita', and various project spaces. The main content area features a 'Welcome' message, 'Expert users' information, and a 'How to Guides' section with a video thumbnail. A 'Space List' is visible on the right, showing a table of spaces with search and category filters.

| Space Name | Category | Permissions |
|---|----------|-------------|
| Project #13 - Strategic HR program | Strategy | 🔒 + ⭐ |
| Project #14 - Articulation of mutual expectations | Strategy | 🔒 + ⭐ |
| Project #18 - Medical student support | Strategy | 🔒 + ⭐ |
| Project #20 - Business improvement | Strategy | 🔒 + ⭐ |
| Project #22 - Internal research metrics | Strategy | 🔒 + ⭐ |
| Project #23 - Research Strengths | Strategy | 🔒 + ⭐ |
| Project #26 - Focus funding applications | Strategy | 🔒 + ⭐ |
| Project #28 & 29 - Scouting for talent | Strategy | 🔒 + ⭐ |
| Project #7 - Promoting excellence in teaching | Strategy | 🔒 + ⭐ |
| Strategic Plan Mobilisation | Strategy | 🔒 + ⭐ |
| This is the home page for the Strategic Plan Mobilisation Program | Strategy | 🔒 + ⭐ |

Click profile and go to settings to change notifications.

Log in with your UQ email address and password.

Need more training?

Add pages you'd like to collaborate on frequently to your space for easy access.

Click here to edit the current page

Step 3: Search for a space or page by typing in key words or select from a category

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This is the landing page for your project space. It contains an overview of the space

The 'Pages' sidebar in Confluence displays a hierarchical tree structure of pages. At the top, there are buttons for 'Create page' and 'Reorder pages'. The tree is organized into sections: 'Project initiation and planning' (with sub-items: Project team, Project scope, Project timeline, Project background resources), 'Project delivery' (with sub-items: Project team meeting 1, Project team meeting 2, Project team meeting 3, Project team meeting 4, Project status report summary page, Project status report 1, Project status report 2, Project status report 3, Project status report 4, Project recommendations), and 'Project close' (with sub-item: Project close team meeting).

This is what your page tree looks like.

The screenshot shows the main content area of a Confluence project space. The title is 'Project 20 - Business improvement'. Below the title is a brief description: 'Design and deliver specific business improvement projects. Potential candidates include: 1) Introducing a ticketing system for workflow / job management; 2) Design and introduce a project governance and management framework across the Faculty; 3) Design and implement performance dashboards for tracking performance.' Below this is a section titled 'HIGHLIGHT RELEVANT CONTENT' with the instruction 'Simply add links to important pages'. There are four quick links: 'Background resources' (with a book icon), 'Team members' (with a group of people icon), 'Project delivery' (with a pencil icon), and 'Project reports' (with a document icon). At the bottom, there is a 'NEWS & ACTIVITY' section with the instruction 'Stay up to speed with what's going on'. Below this, there are several activity items, including 'Project timeline' and 'Project scope'.

Click here to create a page to your space.

These are quick links to the project phases.

These are quick links to frequently used pages within your space.

This the most recent activity in your space.