

Updating the PTS Catalogue and Handbook

If you have been notified that you have been assigned to update and/ or approve pages for our Seminary Catalogue or Handbook, please review all of the information on this page!

If you have not received Confluence Training or would like a refresher on the process, visit the IT Training Page to view dates/ times and to register for a class:

VIDEO: Please watch this video first!

[Video- Updating & Approving PTS Catalogue & Handbook Pages](#)

To log in and view your approval tasks: Click the link below and Sign In to Confluence:

<http://confluence.ptsem.edu/users/workflow/view.action>

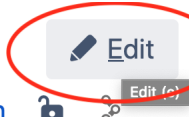
Your task list will appear:

My Comala Workflows Tasks	
Projects (Training Demo Space)	Review
Confluence Training- Page Needing Approval (Training Demo Space)	Review
Edit a Page in Confluence (Training Demo Space)	Review
Creating a Page in Confluence (Training Demo Space)	Review

Select "**Review**" to access the page you are to edit and approve.

Select the "**Edit**" button to edit the page. For help on editing a page in Confluence, click here: [Edit a Page in Confluence](#)

[Dashboard](#)



Save for later

Watching

Share

...

/ [Hello World](#) / [test again](#)

Confluence training- Page needing approval

Created by Villamil, Christopher, last modified just a moment ago In Progress

Please update and edit this page

Like Be the first to like this

for-review



Write a comment...


To make a **"Comment"** on a page:

Click on the **"Comment"** section, type your comment, then choose **"Save"**.

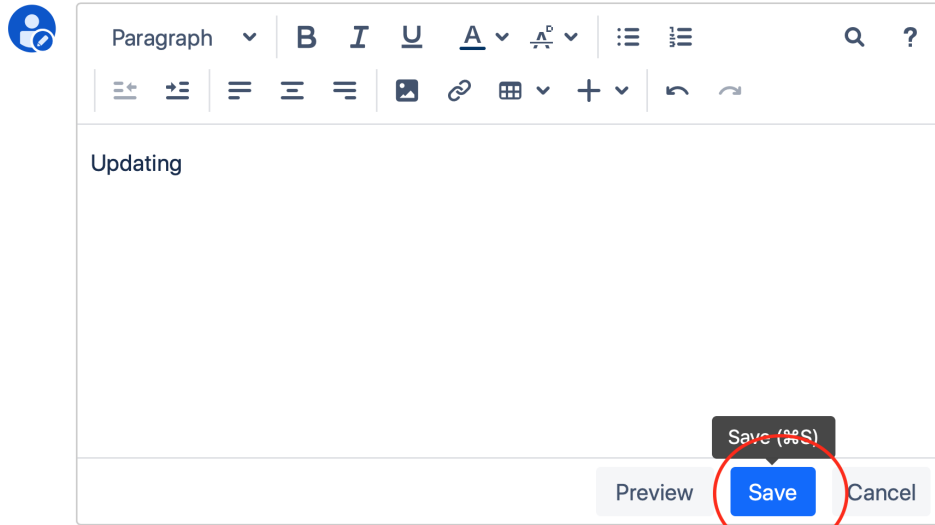
Confluence training- Page needing approval

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Please update and edit this page

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for-review 



Updating

Save (⌘S)

Preview Save Cancel

When the page is ready for approval:

Select the **"In Progress"** button, then your name on the workflow list.

Confluence training- Page needing approval

Created by Villamil, Christopher, last modified just a moment ago In Progress

Please update and edit this page

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Write a comment...

Select "Approve".

Confluence training- Page needing approval

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Write a comment...

Review

Add comment

Approve

Reject

+ Add reviewer


In Progress

Approved

When all Reviewers have approved the page, the Page Status will change from "In Progress" to "Approved":

[Dashboard](#)

 [Edit](#)

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||



Write a comment...

PAGE UPDATING TIPS & TRICKS

Question: I cannot get extra space to go away between my lines/ paragraphs- what should I do?

Answer: Video: [remove space between lines/ paragraphs](#)

Question: How can I get back to my Comala Workflows Tasks list quickly so that I can edit/ approve additional pages?

Answer: Video: [quickly navigate to Tasks List](#)