

Concept Topics

A concept presents general information so the reader can understand the background and context of a subject. A concept topic answers the questions of **what** and **why**. A concept topic should always support a task or goal the reader wants to accomplish.

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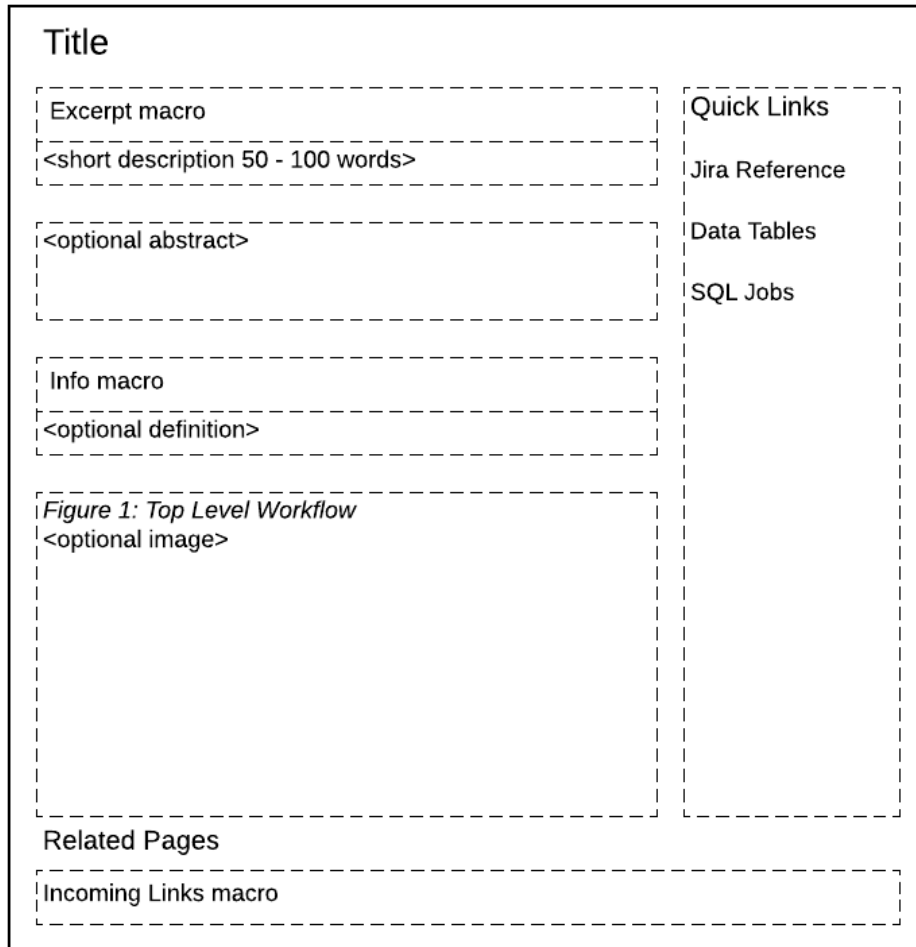
Basic Concept Page Format

A basic concept topic consists of page elements in the following order:

1. **Title:** A title for the subject of the topic.
Note: Confluence does not allow duplicate page titles within a space, so be specific.
2. **Excerpt:** An Excerpt macro that contains a short description (about 50 words) of the topic. The short description reminds writers to clarify the main thesis of the topic. If a writer cannot write a short description within the recommended 50 word limit, the topic is probably too complex and needs to be divided.
The short description inside the Excerpt will display at the top of the concept page (as the first paragraph), and can also be displayed as link text on other pages or in an Excerpt Include.
3. **Abstract (optional):** A longer abstract paragraph that provides more background on the subject.
4. **Term Definition (optional but recommended):** An Info macro that contains a definition of a term related to the subject.
The definition lets you provide more detail about the subject that isn't appropriate in the short description at the top of the page.
5. **Quick Links Sidebar:** A sidebar at the right of the page with Quick Links to associated Jira tickets and SQL objects.

6. **Figure with Caption (optional):** A graphic image that visually helps the reader understand the subject. Most images should be in PNG format. Photos should be in JPG format. A caption above the image should provide the context for the image.
7. **Sections (optional):** Sections are used when a single subject covers many facets.
8. **Related Pages:** A section at the bottom of the page for Related Pages that includes an Incoming Links macro.

Figure 1: Page structure of a concept topic



Template

Use the **Main Topic Template** on the Main Company space to create concept topics.

Incoming Links

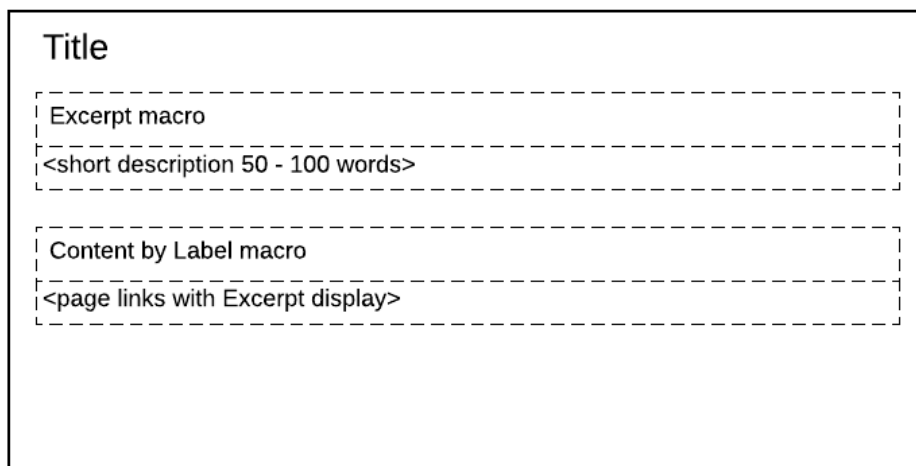
Create links to a concept topic from:

- Reference topics
- Related concept topics
- Related task topics

Stem Concept Page Format

A Stem topic contains very little content and multiple links with link text (excerpt displays) to related information. All the related pages should share the same, common label so the list can be populated automatically by the "Content by Label" macro.

Figure 2: Page structure of a stem topic



Process Concept Page Format

A process describes the Company's approach to a high-level process. A technical process also answers the questions of **when** and **where**.

A Process topic is an upper level description of a series of major steps required to accomplish an objective. Each major step outlines the outcome of a task and provides links to detailed steps at a lower level.

A process concept has the following additional page sections:

- **Process Flow:** A flowchart image of the process flow plus a downloadable PDF of the process flow
- **Process Steps:** Major steps in the process and the SQL processes/objects used to support those steps in table format

Figure 3: Page structure of a process topic

Title

Excerpt macro
<short description 50 - 100 words>

<optional abstract>

Info macro
<optional definition>

Process Flow
<PDF attachment>

<flowchart>

Quick Links

Jira Reference

Data Tables

SQL Jobs

Process Steps

Process Step	SQL Processes

Related Pages

Incoming Links macro

Template

Use the **Technical Process Template** on the Main Company space to create a process concept.