Documenting Processes and Procedures with Data Cookbook & Confluence

What goes where?

Using Confluence in concert with the Data Cookbook has proven to work well for documentation. The Data Cookbook workflows, once created, can be used to foster collaboration. Once the work in Data Cookbook is complete, many processes and procedures are easier to create, and for end users to access and employ, in Confluence. We have compiled the following best practices depending on the type of information being documented.

Data Cookbook Pros & Cons

See Pilot Project Debrief: Data Cookbook Pros & Cons for details of general and report (specification) specific pros and cons.

Data Terminology and Field Definitions

Definitions live in the Data Cookbook. They could be defining many things: a term, a field, a process, a procedure. The meanings are arrived at collaboratively by stakeholders at each institution. Anyone in the UMS who has activated their Data Cookbook account may enter a term for defining, entering as much or as little information as they may know. See our instructional page on How to Interact with Definitions in Data Cookbook for more information. If there is additional information that relates to the definition beyond the definition and technical information, it can link to the corresponding pages on the DARTS Confluence space.

Below is a flowchart to help you decide where your specific type of documentation should live based on the strengths of each platform, Data Cookbook and Confluence.

UMS Reporting Terminology

Access to the Data Cookbook and our Confluence Data Dictionary

Data Cookbook Help

Training resources, support, news, and documentation on all things Data Cookbook. Also accessible by clicking the Help link at the top center of the home page to the right of your name.