## <Space 생성 후 Team member 생성 및 삭제방법>

1. 좌측 하단의 Space tools에서 Permissions메뉴를 선택합니다.



#### 2. Individual Users 파트에서 Edit Permissions 버튼을 클릭합니다.

Groups													
hese are the permissions currently assigned to groups for this space.													
	All	Page	s	Blog		Com	nents	Attac	hments	Restrictions	Mail	Space	
	View	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Adm
confluence-users Edit Permissions ndividual Users	0	0	×	0		0		0	۵	×	×	0	×
confluence-users Edit Permissions Individual Users hese are the permissions currently assigned to individual users for this space.	All	Page	s	Blog	×	Comr	ments	Attac	A ments	Restrictions	Mail	Space	
confluence-users Edit Permissions Individual Users hese are the permissions currently assigned to individual users for this space.	All	Page Add	s Delete	Blog Add	Delete	Comr Add	ments Delete	Attac Add	hments Delete	Restrictions Add/Delete	Mail	Space Export	Admi
confluence-users Edit Permissions Individual Users hese are the permissions currently assigned to individual users for this space. admin (admin)	All View	Page Add	s Delete	Siog Add	× Delete	Comr Add	ments Delete	Attac Add	hments Delete	Restrictions Add/Delete	Mail Delete	Space Export	Admi

#### 3. 하단에 생성되는 빈 칸에 추가할 사용자를 검색한 뒤 Add버튼을 클릭합니다.

	AII	
	Vie	w
admin (admin)		1
test1 (test1)		i I
test2	Q Add	

### 4. test2 유저가 추가된 것을 확인할 수 있습니다.

#### Individual Users

These individual users have access to this space in Confluence - that means they can each view the pages, comments and news items within it.

	All		Pages		Blog		Comments		hments	Restrictions	Mail	Space		
	View	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin	Actions
admin (admin)			۲			V						۲		¢ -
test1 (test1)	2	۲	۲	2	۲	Ø	Ø	Ø	۲	۲		<b>X</b>		Q -
test2 (test2)		8				8			8					Ø -
Q Add	i													

## 5. 테이블의 Actions 라인의 톱니바퀴모양을 클릭하여 Select all로 권한을 부여한 뒤 Save all 버 튼을 클릭합니다.

Individual Users

These individual users have access to this space in Confluence - that means they can each view the pages, comments and news items within it.

	All	UI Pages		Blog		Comments		Attachments		Restrictions	Mail	Space		
	View	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin	Actions
admin (admin)	2	Ø			2	۲	×.			×			۲	٥.
test1 (test1)	8	۲		۲						2	8	1		۰ ن
test2 (test2)	2	۲		۲			۲					۲		٥-
	Q Add													-

#### Anonymous Access

When a user is using Confluence while not logged in, they are using it anonymously. For example: Enabling anonymous 'commenting' permission, allows non-logged-in users to make comments in this space.

	All	Pages		Blog		Comments		Attachments		Restrictions	Mail	Space		
	View	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin	Actions
Anonymous				۵			6					8		¢ •

Save all Cancel

유저를 제거하는 경우 위의 상태에서 톱니바퀴모양을 클릭하여, 모든 권한을 제거한 뒤 Save all 버튼 클릭 시 해당 유저가 삭제되는 것을 보실 수 있습니다.

# <Jira / Confluence 백업 및 복원>

1. 우측 상단의 톱니바퀴 모양을 클릭 한 뒤 General Configuration을 클릭합니다.



### 2. Backup & Restore를 클릭합니다.

ADMINISTRATION
System Information
Backup & Restore
Content Indexing
Mail Queue
Scheduled Jobs
Cache Management
License Details
Logging and Profiling
Application Links
Application Navigator
Analytics
Atlassian Support Tools
Clustering

#### 3. Back Up 버튼을 클릭합니다.

Bac	ckup & Restore
Bac	k Up Confluence Data
⊿	Download of the backup to a custom location is currently disabled for security reasons. See the documentation for instructions on how to change this.
This al	lows you to export the contents of the database to a zipped XML file. You can import the XML file into earlier Confluence versions from 5.3 to 5.8.9, and into compatible later versions. When importing, please refer to the compatibility ation in the restore' section on this page. More about manually backing up data
Back	Back up attachments

#### 4. 다음의 위치에 zip파일이 생성됩니다. 이후 해당 파일을 복원하려는 서버에 업로드합니다.

Back Up Confluence Data

Backup Successful

The backup was successfully created a /var/atlassian/application-data/confluence/temp/xmlexport-20151005-015542-2.zip this file will be deleted in 24 hours.

5. 복원의 경우 Step4에서 만들어진 zip파일을 윈도우 등에서 업로드 하는 경우와 home 디렉토 리에 직접 넣어 복원하는 두 가지의 방법이 있습니다.

전자의 경우 파일 선택 버튼을 클릭 후 해당 zip파일을 선택한 뒤 Upload and Restore 버튼을 클릭합니다.

후자의 경우 지정된 home 디렉토리에 zip파일을 넣은 뒤 페이지를 새로고침할 경우 하단에 zip 파일이 보여지며, Restore버튼을 클릭하여 복원합니다.

Restore Confluence Data Restoring a backup of an entire Confluence site (consisting of multiple spaces) will wipe out all Confluence content in the database. Ensure that your database is backed up. It will also log you out after the restore process. Make sure you know your login details in the data being restored. However, restoring space backups is incremental, meaning that restoring them will not wipe out everything that currently exists. Make su This allows you to restore a site or a space from a backup file. There are two types of backups in Confluence: 1. site backups: created in the Administration > Backup and Restore page 2. single space backups: created from exporting a single space to XML (on Space Advanced page) Upload and restore a site/space backup. This site accepts full site imports from Confluence 4.0 and later, and space imports from Confluence 5.3 and later To allow you to search your data, Confluence needs to build an index. You can postpone this to later by unchecking the box below Build Index 파일 선택 선택된 파일 없음 Upload and Restore Restore a backup from the Confluence Home Directory Backups must be copied into the var/atlassian/application-data/confluence/restore directory. Recommended if you have a large backup file 0 Build Index xmlexport-20151005-015542-2.zip \*

### 6. Restore 버튼 클릭 시 다음과 같은 화면이 나타납니다.



#### Importing Data

Time Elapsed: 2 seconds Time Remaining: Unknown (estimated) Completion: 0% complete

Deleting existing content.

### 7. 완료 시 다음과 같은 화면이 나타납니다.

# Importing Data - In Progress

#### Importing Data

Time Elapsed: 27 seconds Time Remaining: Unknown (estimated) Completion: 100% complete

Complete.