

The Discuss Application

The discuss application is a great tool for team and company collaboration.

Admins can set up discussion topics which can be private to certain individuals, teams or even include the whole company.

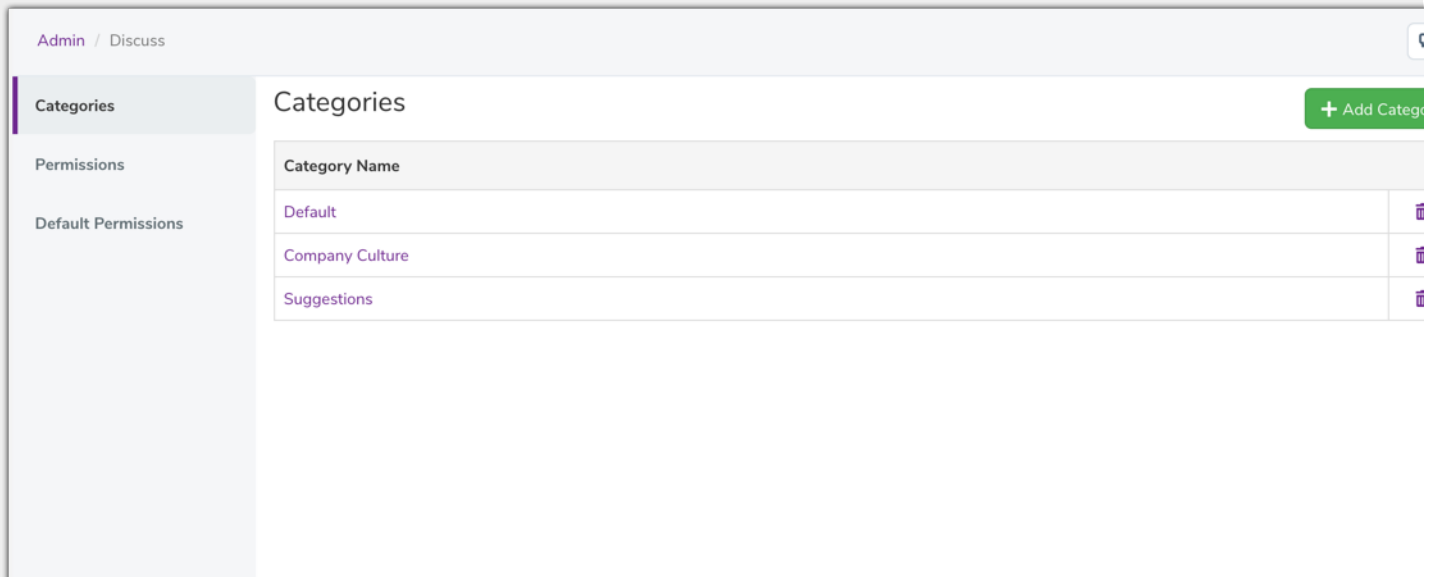
Within discussions, thoughts, opinions and ideas can all be shared along with

- Images
- Links
- Files
- Events
- Tasks

It is also possible to embed discussions on pages using the component. For example, you may want your 'General' discussion to live on the homepage of your site so that users can quickly see the latest comments and contribute with ease.

How do Discussions work?

As an admin navigating to Admin > Discuss, here is what you will see:



The screenshot shows the 'Admin / Discuss' interface. On the left is a sidebar with 'Categories' selected. The main area is titled 'Categories' and contains a table with three rows: 'Default', 'Company Culture', and 'Suggestions'. Each row has a trash icon on the right. A green '+ Add Category' button is in the top right corner.

Category Name	
Default	
Company Culture	
Suggestions	

1 - Categories

You can divide the discussions into various categories to help with structure and organisation in the long term, some example categories might be:

- Department discussions
- Company culture
- Products
- Events

2 - Permissions

These relate to the permissions of the overall application, so who can:

--> Create a new discussion

--> Admin (edit discussions & posts) - **please note**, any user with this permission will be able to delete discussions, this permission can be left unchecked until something like this needs to happen to avoid accidental deletions.

3 - Default permissions

When you create a new discussion, the 'Permissions' section of that discussion can be pre-filled with the default permissions defined here. If you have a number of users and specific configuration for permissions, this can really save time.

The Front end of the application

Here is a view of all the discussions, you can use the category filter on the left to only show discussions in that category.

Discuss

All

Pinned

Hot Topics

Archived

Categories

All

Company Culture

Suggestions

claromentis

culture intranet

marketing social team

Search..



Finance Team

2 comments



General

28 comments



Human Resources

3 comments



Making Our
Company Better!

17 comments



Marketing

6 comments



Sales

4 comments



Software
Enhancements

3 comments



Technical Support

3 comments

Creating a discussion

If you have permissions to create discussions you will see a green add discussion button, when clicked you will have the following options:

Discuss / Create Discussion

Topic *

Description *

B *I* U **F** **X₂** **X²** EMAIL **A** ▾ Font family Font size

Image



Change image

Categories

Tags

popular tags: intranet, claromentis, microsoft, excel, social

Permissions

- User: Abigail Clark
- User: Claromentis Administrator

- Contribute
- Edit
- Admin (edit discussions & posts)

[View effective permissions...](#)

Subscription

- Subscribe anyone with 'Contribute' permission (users will be able to unsubscribe to stop notifications)

Notifications

- Send a notification to Users who can view this Discussion

You can include (optional) Notification content here.

You may want to notify or subscribe users in this way to ensure they are aware they can contribute to the discussion.

Looking at the discussion itself you have the following areas:




General





Share your thoughts and ideas here









Unsubscribe

- All
- Events
- Tasks 2
- Files
- Links 1
- Notes

Comments

 Type your message...

- 
Dan Butler wrote...
 What do people feel about working from home? Do you have any tips for making it a bit nicer?
 Reply • Like •  • 01-04-2020 10:05
- 
Irene Gray wrote...
 Big thank you to everyone who donated and brought in cakes today. Leftovers are in the staff room, but be quick! 🍰
 Reply • Like •  • 15-10-2019 15:52
- 
Anne Wilkins wrote...
 Does anyone have the meeting notes from the annual review meeting?
 Reply • Like •  1 person liked this •  • 18-02-2019 11:44
- 
Austin Glover wrote...
 @Anne Wilkins Yeah, I've just added them to the meeting summary. Sorry about the delay!

Upcoming Events

No upcoming events

Your Tasks

You have no tasks pending

[View all Tasks](#)

Contributors



Tags

On the left, certain elements of the discussion are filed here for ease of access.

On the right you will see:

Events: A list of any related events, this does not relate to the Events application.

Contributors: A list of everyone able to contribute to the discussion

Tags: Any tags used when creating the discussion

Discussion Components

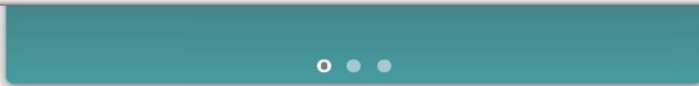
Here is an example of the 'General' discussion being viewed on the homepage:

The screenshot shows a homepage layout with several widgets:


- Discussion Widget:** Contains the 'General' discussion header, a comment input field, and a list of comments from Dan Butler, Irene Gray, Anne Wilkins, and Austin Glover.
- Calendar Widget:** A calendar for the month of May, with the 27th highlighted.
- Utility Widgets:** Includes icons for Gmail, Office, Sage Payroll, and Slac.
- Knowledge Base Articles:** A list of articles such as 'BPM Overview', 'Handy Tips For Issues Lis', 'Field Types', 'Bulk Updating Issues', and 'The Power Of Infocapture Plugins'.
- Upcoming Events:** A section titled 'Upcoming Events' featuring a 'Summer Event' at Primrose Hill, London, UK, on Sunday, 30 August - 05:30 to Monday, 31 August.

Users can quickly see and respond to discussions when on the homepage.


Additionally, it is possible to list all the discussions that users are part of here:




Title




Finance Team




General



Human Resources




Making Our Company Better!



Marketing

Discussion




Share your thoughts and ideas here

May

M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31


Upcoming Events




Summer Event

📍 Primrose Hill, London, UK

🕒 20:30 Sunday, 30 August - 05:30 Monday, 31 August





Gmail





Payroll


Knowledge Base Articles

- 

BPM Overview
Tuesday, 30 January 2018
Infocapture
- 

Handy Tips For Issues
Friday, 7 November 2014
Infocapture
- 

Field Types
Friday, 7 November 2014
Infocapture
- 

Bulk Updating Issues
Friday, 7 November 2014
Infocapture
- 

Infocapture Glossary