Discuss: Admin overview

We will give you an overview of the admin side of the Discuss application.

Navigate to **Admin > Discuss** where the configuration is separated into three sections:

- Categories
- Permissions
- Default Permissions

The admin side & discuss permissions

To access the admin panel of the Discuss application, you will need to be granted permission as a Discuss admin.

As a Discuss application admin, you will be able to configure the areas covered in this guide.

For more information on how to assign application admins, click here.
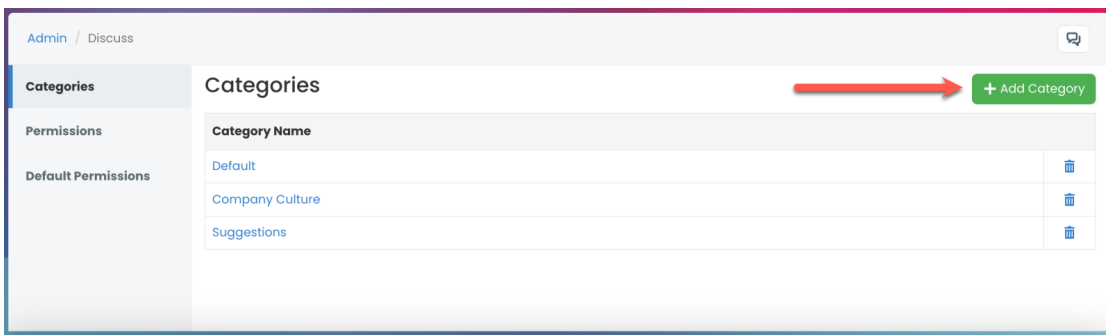
## Categories

The first section available is **Categories**.

You can divide the discussions into various categories to help with structure and organisation in the long term (i.e. Department discussions, Products, Company culture, and Events).
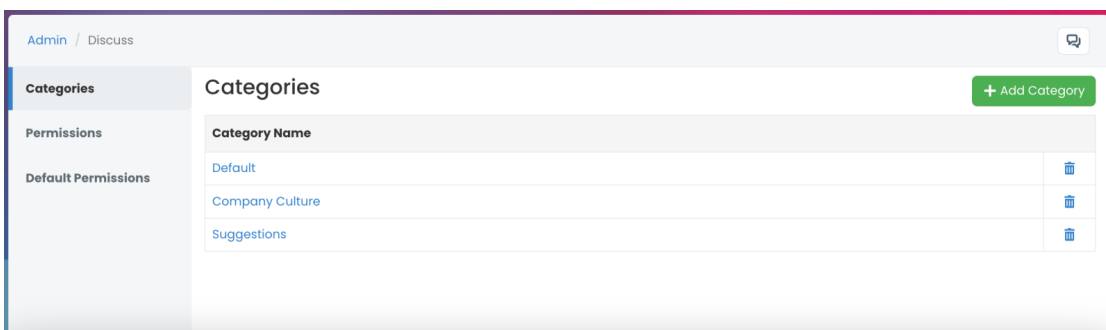
As a Discuss admin, new categories can be created by selecting the **+ Add Category** button:
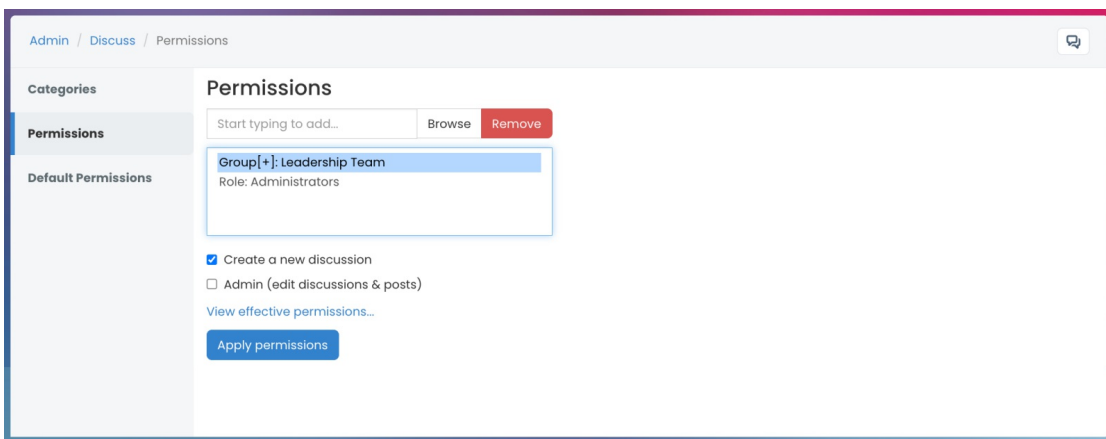
From here, you can type the name of the category and add the new category:
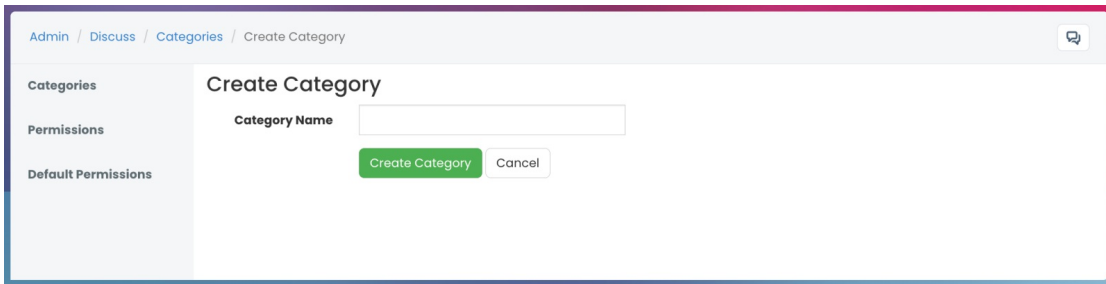
Permissions

The next section available is **Permissions**.

These relate to the permissions of the overall application:

- **Create a new discussion:** Users can create new discussion topics from the front-end of the application
- **Admin (edit discussions & posts):** Users can manage (i.e. edit & delete) all existing discussion topics

Please note: Any user with Admin permissions will be able to delete discussions. Deleted content cannot be restored.

Default permissions

The next section available is **Default Permissions**.

When you create a new discussion, the Permissions section of that discussion can be pre-filled with the default permissions.

Default Permissions

Start typing to add...   Browse   Remove

All registered
Role: Administrators

☑ Contribute
☑ Add & manage Events, Tasks & Notes
☐ Admin (edit discussions & posts)

View effective permissions...

Apply permissions

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