



Discuss: Front-end overview

The Discuss application is a great tool for team and company collaboration. Admins can create discussion topics that are public or private for selected individuals or teams where conversation whether formal or informal can take place.

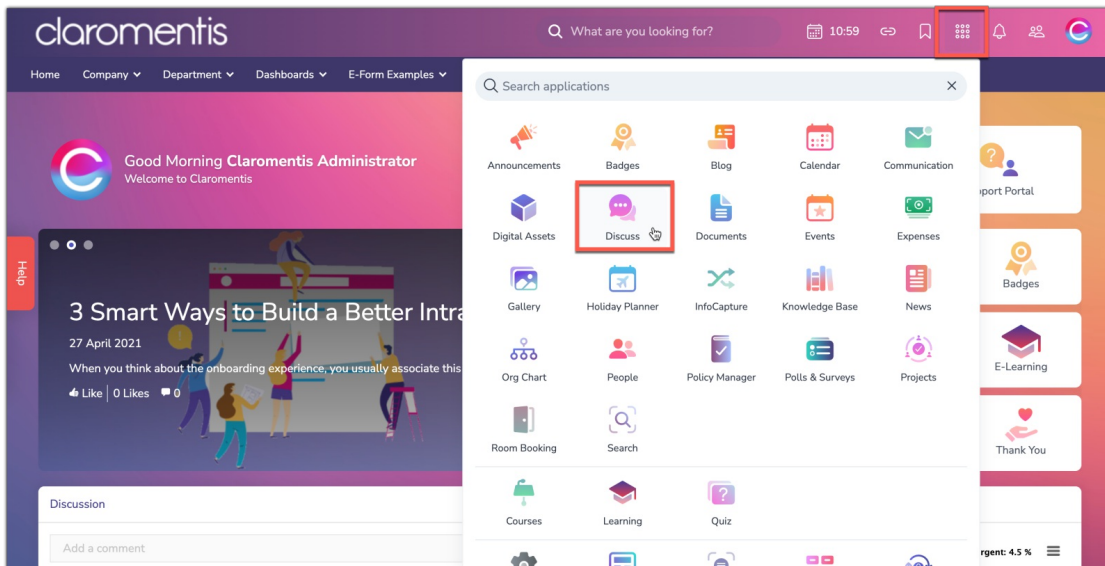
Share links, images, events and tasks to customise each Topic for different use cases.

It is also possible to place discussions on pages using the Discuss component. This way users can quickly see the latest comments and contribute with ease without having to open the application directly.

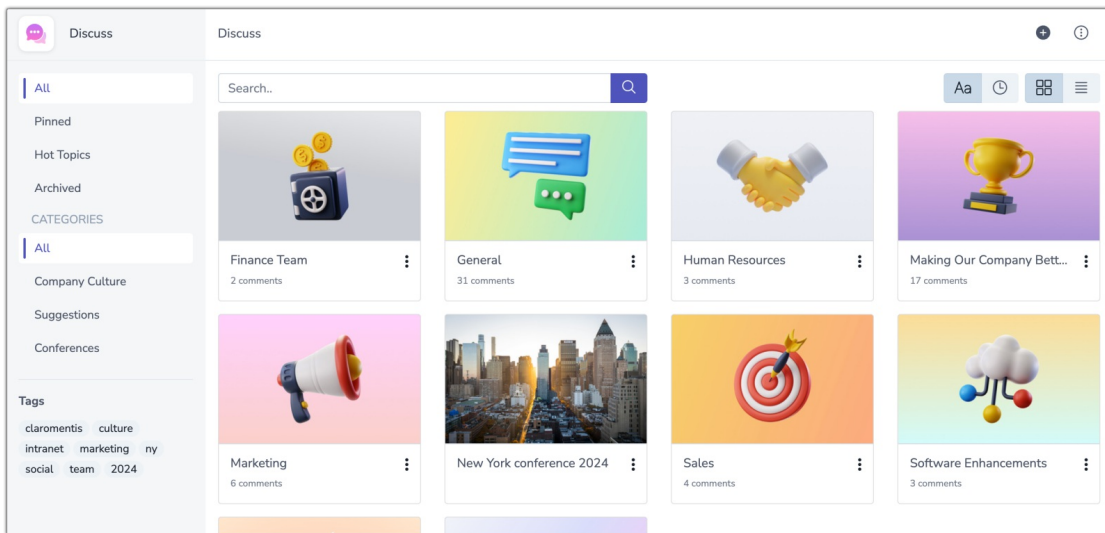
For all available permissions & configuration options, make sure to read our [Discuss: Admin Overview](#).

Front-end of discuss

Head to **Application > Discuss**:



All topics and categories a user has permission to view will be listed:

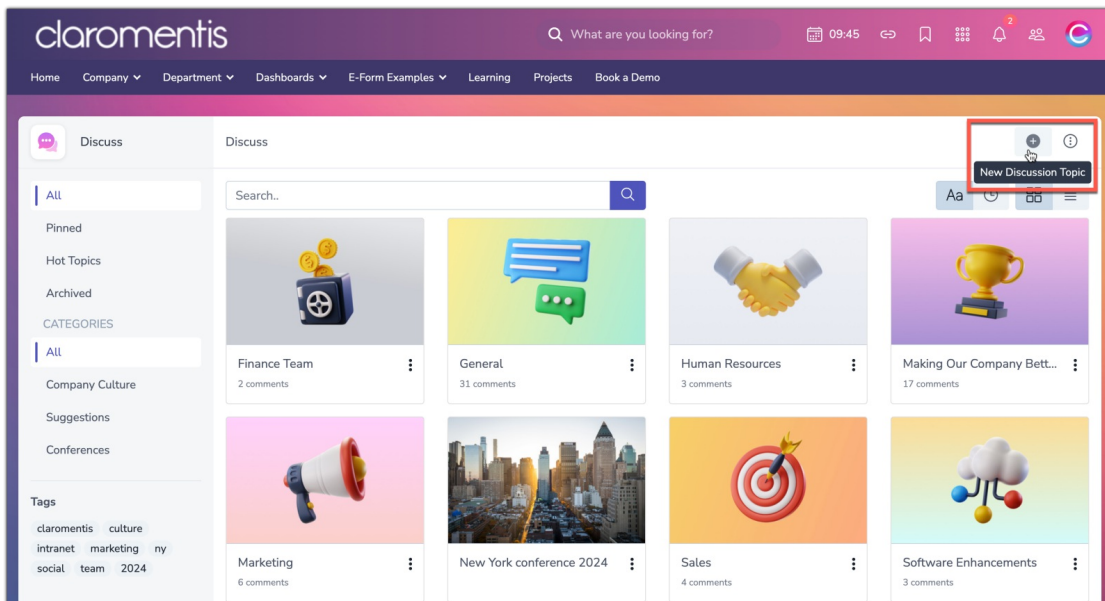


Tabs on the left can be used to filter by:

- **Pinned:** Discussion topics that have been pinned/saved to the top of the list to highlight key topics.
- **Hot Topics:** Discussion topics that received 10 new posts in the last 10 days. This is to indicate the current trending topics to encourage further engagement.
- **Archived:** Discussion topics that have been archived and are no longer in use.

Creating discussion topics

With the correct permissions, you will see the option to create a discussion topic.



Reminder: If you do not see the option, please check with your administrator that you have the permission needed to do so.

For more information, please refer to our guide on [How to Create a Discussion](#).

Topic details

Discuss > General

All

Events

Tasks2

Files

Links1

Notes

General

Share your thoughts and ideas here

...

Unsubscribe

Comments

Type your message...

Alan Metcalfe wrote...

We are thinking of arranging a new culture team, if you're interested in joining please send me a direct message and I'll provide more info!

Like

Edit

Delete

28-04-2021 09:39

Connor Chapman wrote...

Happy new year everyone! Who has any inspiring tips or resolutions they'd like to share?

Like

Edit

06-01-2021 09:35

Joanne Thomson wrote...

@Connor Chapman I'm aiming to get out for an early morning walk every day to get some exercise and fresh air!

Like

Edit

Delete

06-01-2021 09:39

Melanie Forsyth wrote...

Great idea @Joanne Thomson ! For me, I'm going to try taking a full lunch break every day and cooking something healthy 🥗

Like

Edit

Delete

06-01-2021 09:43

Alison Kelly wrote...

Check out the new Onboarding course, it's so good and really helped me with understanding how to get started using the intranet!

Like

1 like

Edit

Delete

26-05-2020 15:55

Dan Butler wrote...

What do people feel about working from home? Do you have any tips for making it a bit nicer?

Like

2 likes

Edit

01-04-2020 10:05

Jason Reid wrote...

@Dan Butler having a cat on your lap helps! Also, plants. Lots of them!

Like

Edit

Delete

26-05-2020 16:02

Irene Gray wrote...

Big thank you to everyone who donated and brought in cakes today. Leftovers are in the staff room, but be quick! 🍰

Upcoming Events

No upcoming events

Your Tasks

You have no tasks pending

View all Tasks

Contributors

See all

Tags

intranet

- **Upcoming Events:** A list of any related events, this does not relate to the Events application.
- **Task:** A list of tasks that have been created within the discussion
- **Contributors:** A list of all users who have permissions to contribute to the discussion
- **Tags:** Any tags used when creating the discussion

You can filter each area using the Menu:

Discuss > General > Tasks

All

Events

Tasks1

Files

Links1

Notes

Current Tasks

+ Add a Task

Priority

Select a user/group/role/extranet

Due date

Show Completed

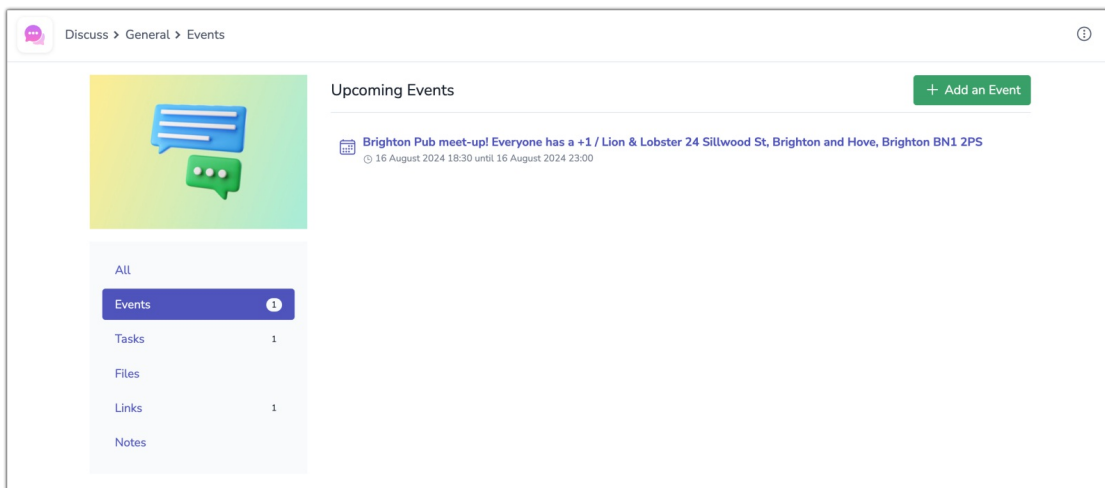
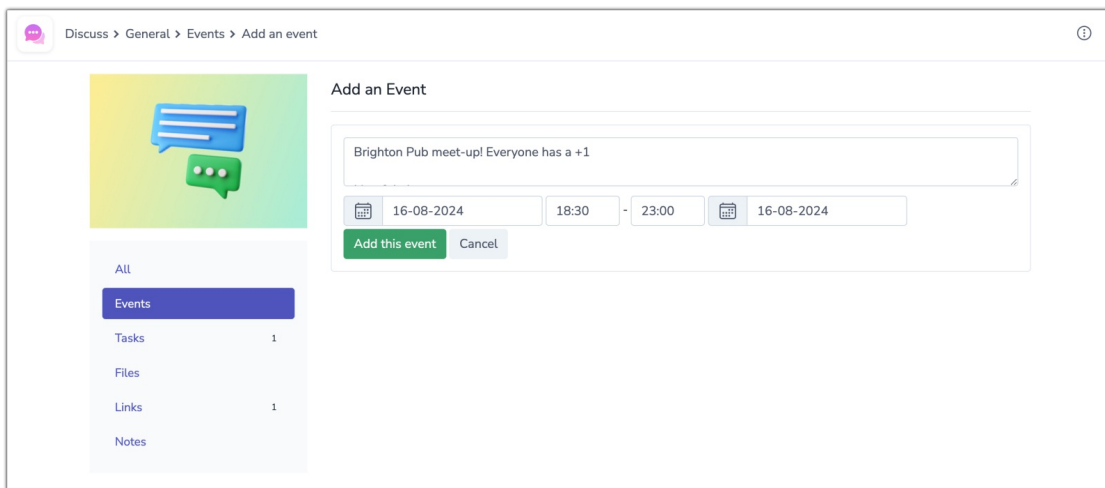
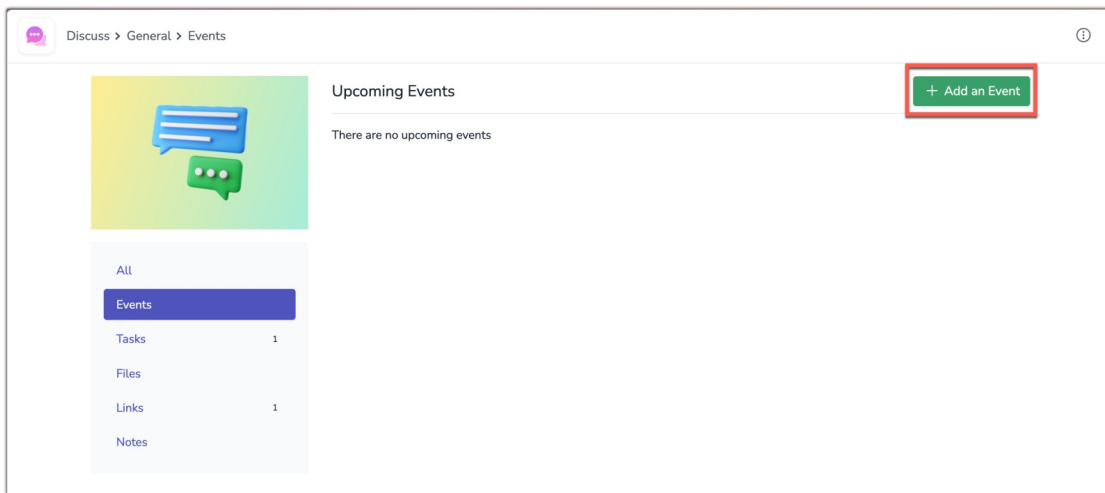
Send out customer survey

Role: Administrators • Due on 7 November 2024 • Annually

Events

Upcoming events that have been added to the discussion topic will be listed.

More events can be created using the + **Add an Event** option.



Reminder: Events created in the Discuss application are not related to the Events application; these stand alone in Discuss.

Tasks

Any tasks that have been created within the discussion topic will be listed.

More Tasks can be created using the **+ Add a Task** option.

Discuss > General > Tasks

All

Events1

Tasks1

Files

Links1

Notes

Current Tasks

Priority

Select a user/group/role/extranet

Due date

Show Completed

Send out customer survey

Role: Administrators • Due on 7 November 2024 • Annually

Add new task

Task name

Task Name is required..

Assigned to

Select a user/group/role/extranet

[Browse]

Due Date

Priority

Repeat

Never

Save task

Cancel

Files & attachments

Files that have been added to discussion comments will be listed under this tab.

They can only be added or removed in posts made and not the tab.

Discuss > General

All

Events1

Tasks1

Files

Links1

Notes

General

Share your thoughts and ideas here

Unsubscribe

Comments

Type your message...

You wrote...

Check out our new brochure!

How-To-Use-Technology-To-Make-Your-Business-More-Human.pdf

09-08-2024 09:58

Alan Metcalf wrote...

We are thinking of arranging a new culture team, if you're interested in joining please send me a direct message and I'll provide more info!

28-04-2021 09:39

Connor Chapman wrote...

Upcoming Events

Brighton Pub meet-up! Everyone has a +1 / Lion & Lobster 24 Sillwood St, Brighton and Hove, Brighton BN1 2PS

16 August 2024 18:30 until 16 August 2024 23:00

Your Tasks

You have no tasks pending

View all Tasks

Discuss > General > Files

All

Events1

Tasks1

Files1

Links1

Notes

Files & Attachments

How-To-Use-Technology-To-Make-Your-Business-More-Human.pdf

Uploaded just now by Claramentis Administrator.


Links

Any hyperlinks used in posts or replies will be listed under this tab.


As with files, the links can only be added/removed to the tab from the posts/comments they were made in.

1

Discuss > General > Links



Reference Links

 <https://blog.engineyard.com/2015/what-to-expect-php-7>

Uploaded a while ago by Robert Reith.

All

Events1

Tasks1

Files1

Links1

Notes

Notes

Notes that have been added to the discussion topic will be listed.

More notes can be created using the **+ Add a Note** option.

Discuss > Making Our Company Better! > Notes

Additional Notes

+ Add a Note

Suggestion Box


just now by

100%

100%

Discuss > Making Our Company Better! > Notes > Suggestion Box


?



Suggestion Box

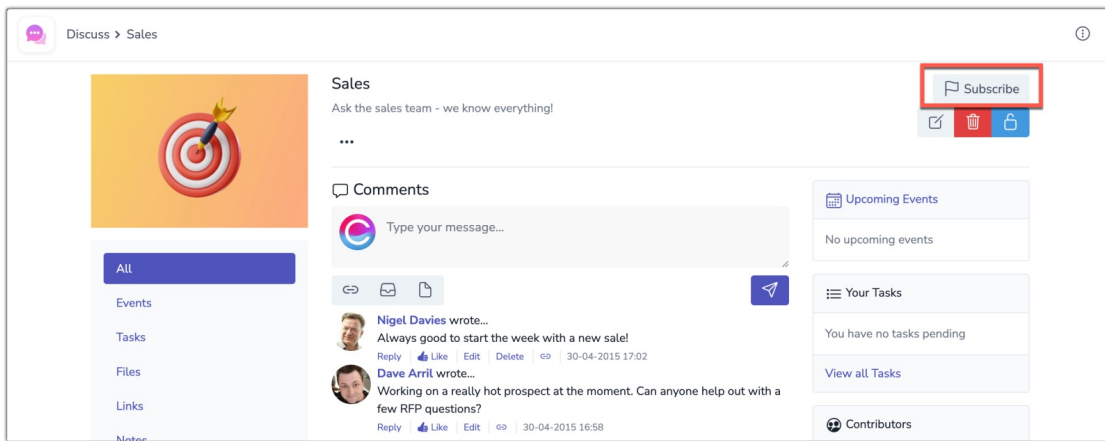
I think we should set up a suggestion box for anonymous submissions!

Comments

Type your message...

Subscribing to topics

Users can subscribe to a Topic at any time using the flag icon:



When subscribed a notification will be generated for every change or post made in the Topic.

An administrator can blanket subscribe to everyone at the point of [Discussion creation](#):

Permissions

Start typing to add... Browse Remove

All registered

☒ Contribute
☒ Edit
☐ Admin (edit discussions & posts)
[View effective permissions...](#)

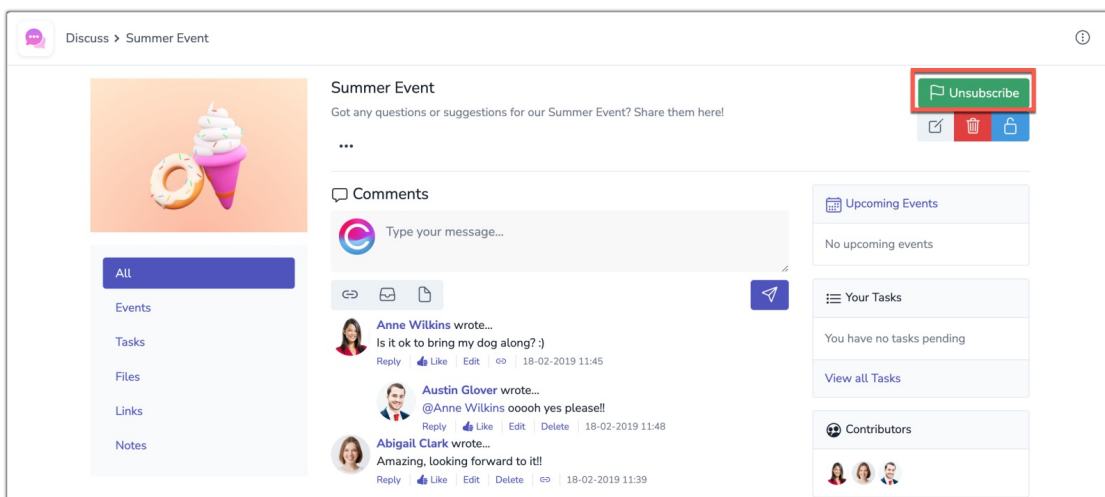
Subscription ☒ Subscribe anyone with 'Contribute' permission (users will be able to unsubscribe to stop notifications)

Notifications ☐ Send a notification to Users who can view this Discussion

You can include (optional) Notification content here.

Create Discussion Cancel

If this is used, each user still can unsubscribe themselves at any time using the flag:

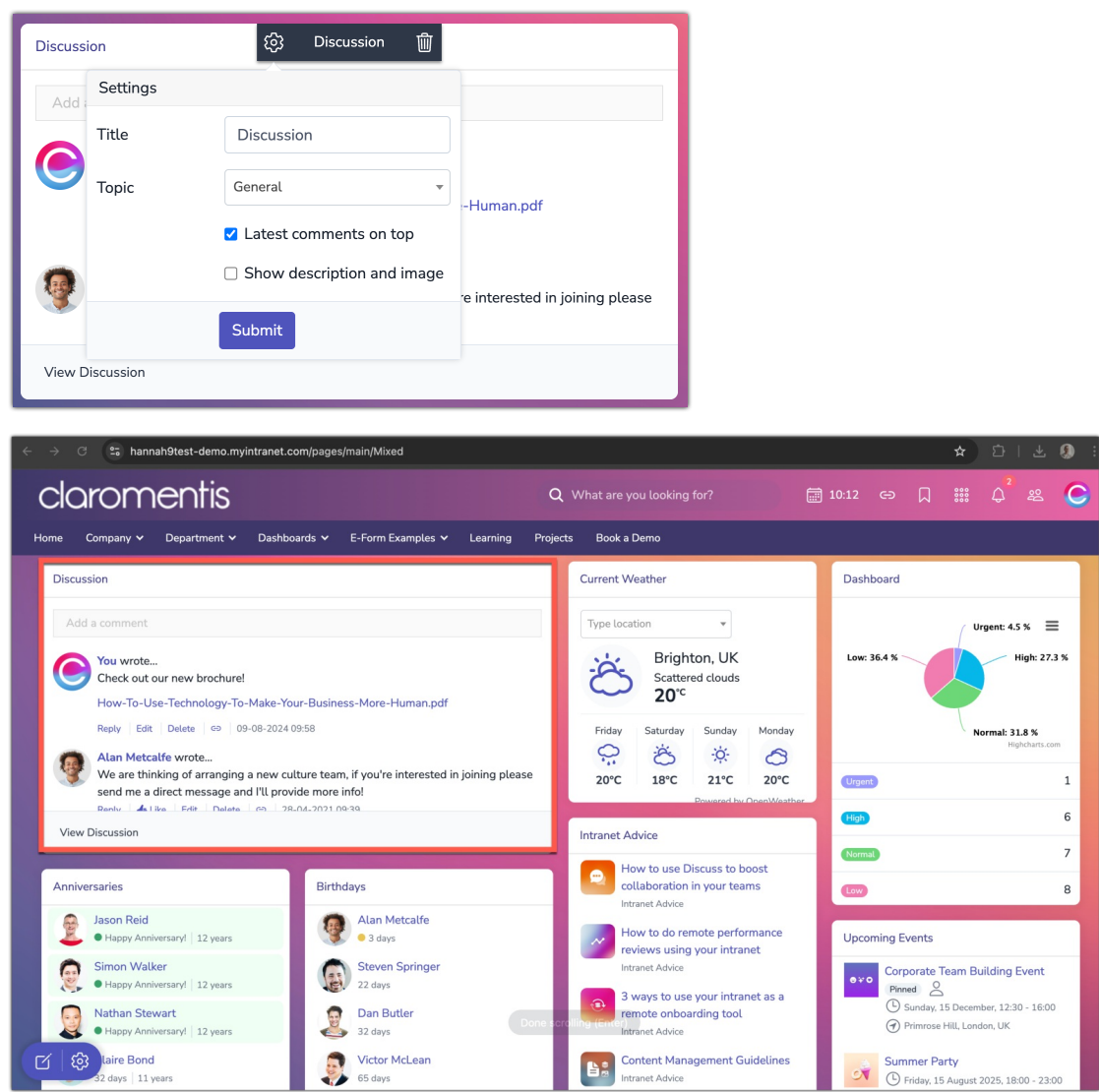


Please note: The Subscribe users option is only available when creating the discussion topic and cannot be used after the topic has been created. If needed, you can use the 'Send a notification to Users who can view this Discussion' option as an alternative option to trigger a one-time notification.

Discuss component

Topics can be added to a page using either the Discussion component or the Discussion List component.

The **Discussion** component allows you to display a single topic on a page, and users can add posts directly into it without needing to go to the Discuss application directly:



The **Discussion List** component allows you to display a list of topics within a page for the user to click on and open in the application:

Get Involved

Discussions list

Settings

Title

Get Involved!

Count

6

Categories

All categories

Topic

All discussions

Order by

☐ Id

☒ Topic

☐ Date created

☐ Date modified

Order

Ascending

Submit

claromentis

What are you looking for?

10:18

Home

Company

Department

Dashboards

E-Form Examples

Learning

Projects

Book a Demo

Good Morning Claromentis Administrator

Welcome to Claromentis

Book a demo

Pricing

Support Portal

3 Smart Ways to Build a Better Intranet...

27 April 2021

When you think about the onboarding experience, you usually associate this with new...

Like | 0 Likes | 0

Anniversaries

Jason Reid

Happy Anniversary! | 12 years

Simon Walker

Birthdays

Alan Metcalfe

3 days

Steven Springer

Get Involved!

Finance Team

General

Human Resources

Making Our Company Better!

Marketing

New York conference 2024

Current Weather

August 2024

M	T	W	T	F	S	S
29	30	31	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	1
2	3	4	5	6	7	8

New Hire Hub

Badges

Last modified on 28 August 2025 by [Veronica Kim](#)

Created on 7 August 2024 by [Hannah Door](#)
Tags: [discuss](#), [discussion](#), [user guide](#)