



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 to selected individuals and teams that can all be shared along with:

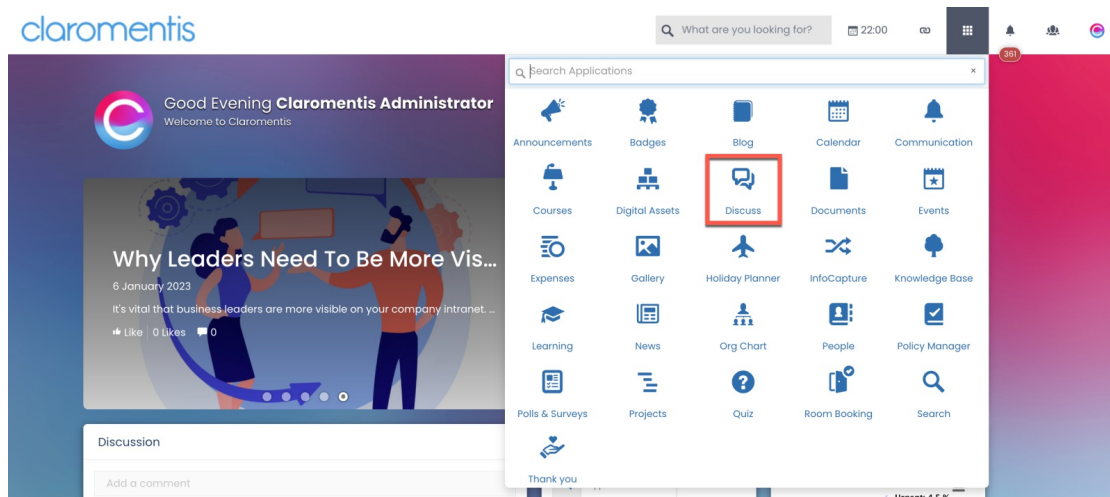
- Images
- Links
- Files
- Events
- Tasks

It is also possible to embed discussions on pages using the Discuss component. This way users can quickly see the latest comments and contribute with ease.

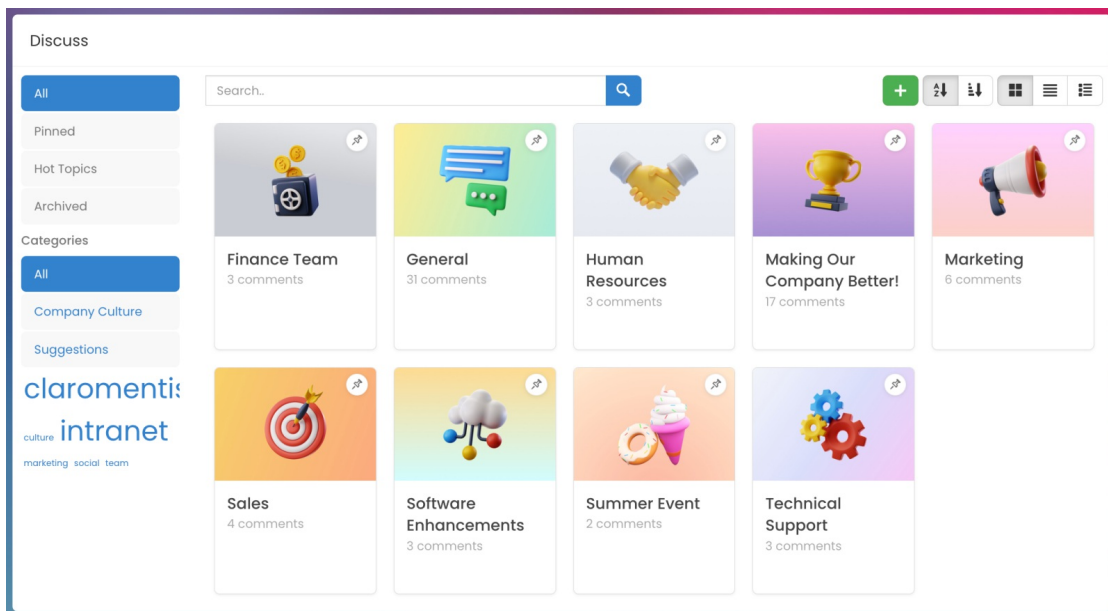
For all available permissions & configuration options, make sure to read our Discuss: Admin Overview.

Front-end of discuss

Head to **Application > Discuss**.



From the landing page, view all the discussion topics and available categories.

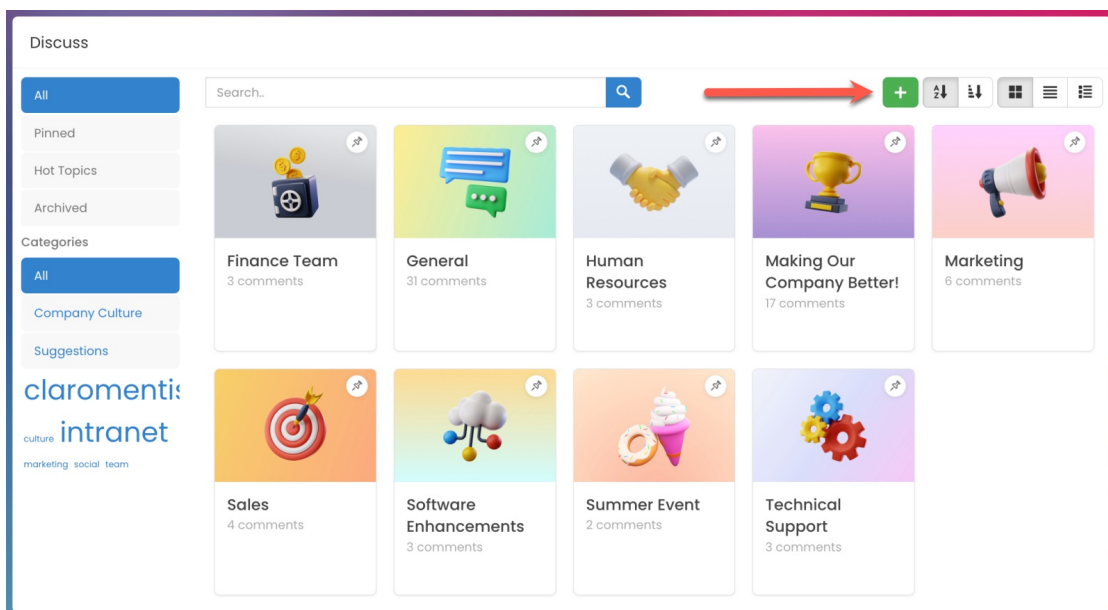


Using the filter located on the left, you can search for the following discussion topic:

- **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. More information can be found in our guide on Hot Topics.
- **Archived:** Discussion topics that have been archived and are no longer in use.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 options, 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

Looking at a discussion topic, you can view the following details.

Discuss / **General**



General

Share your thoughts and ideas here

Subscribe

All

Events

Tasks 2

Files

Links 1

Notes

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!
Reply • 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?
Reply • Like • Edit • Delete • 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!
Reply • 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 🍌
Reply • Like • Edit • Delete • 06-01-2021 09:43

Alison Kelly wrote...
I really like the new layout of the homepage, make things so much easier to find!
Reply • Unlike • 1 person liked this • Edit • Delete • 06-03-2018 12:47

Show more ...

Upcoming Events


No upcoming events

Your Tasks

You have no tasks pending

[View all Tasks](#)

Contributors



[See all](#)

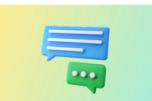
Tags

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 that 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**



General

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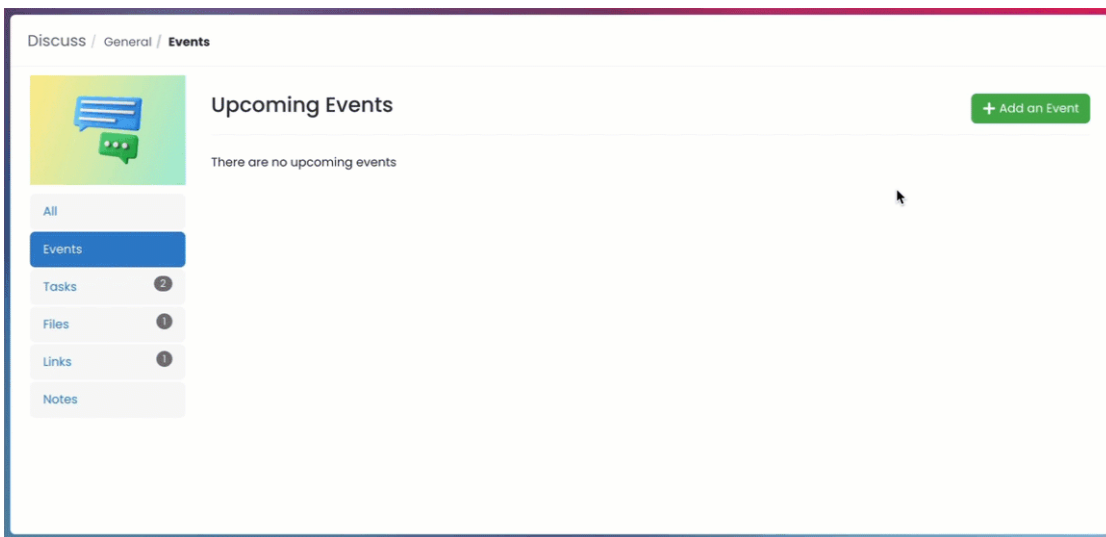
Tags

intranet

Events

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

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

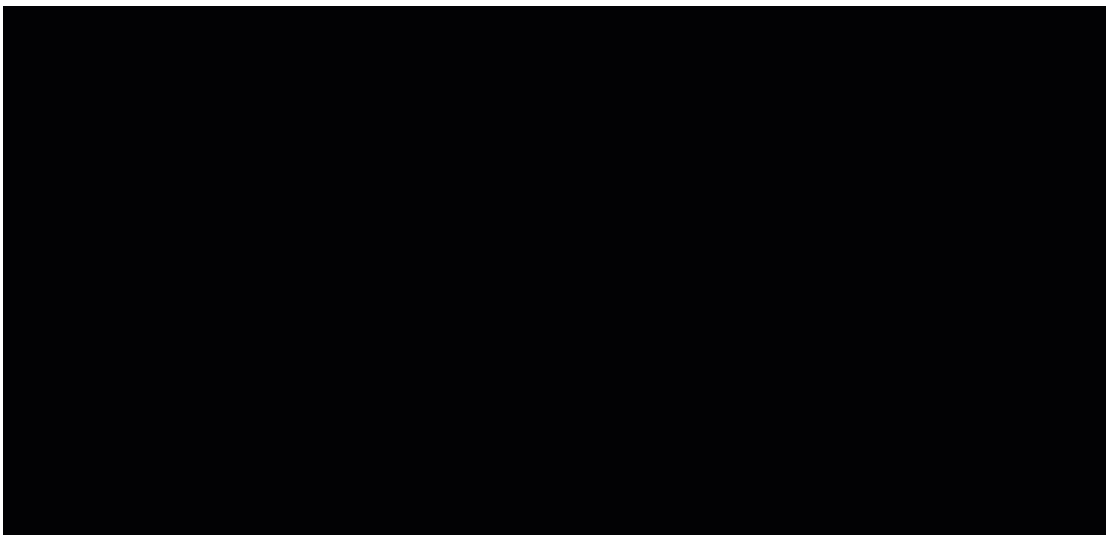


Reminder: Events created in the Discuss application are not related to the Events application.

Tasks

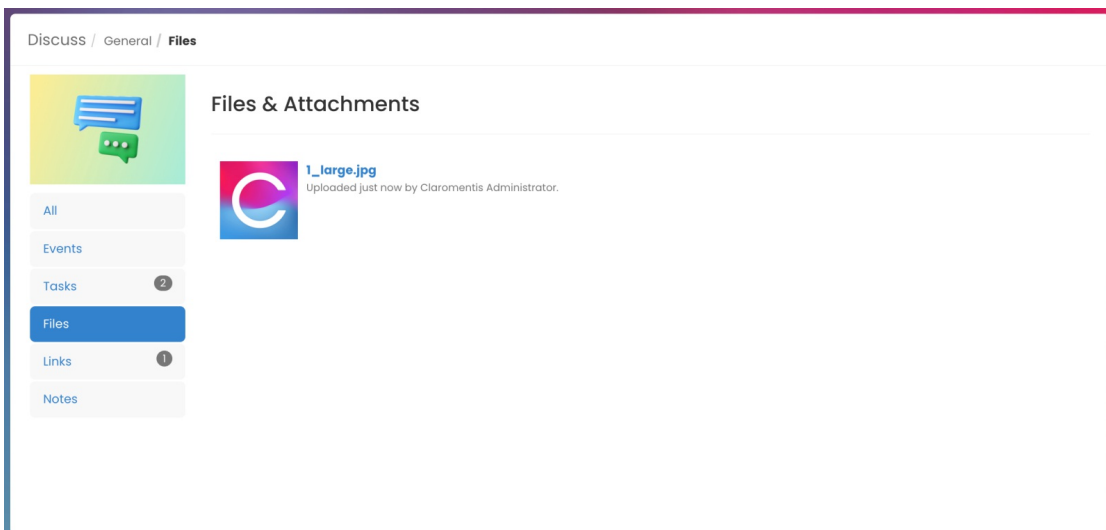
Any tasks that have been created within the discussion topic will be listed.

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



Files & attachments

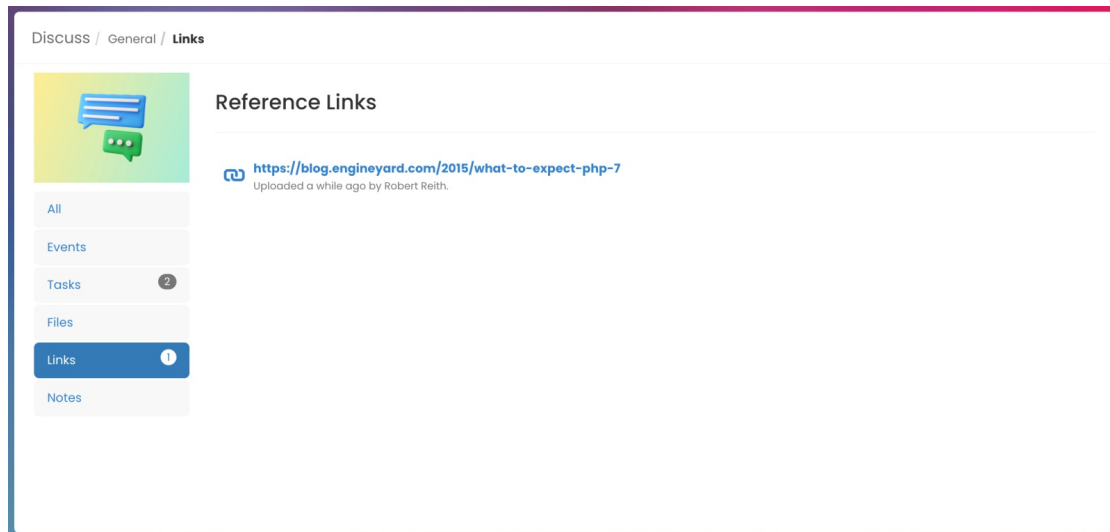
Files that have been added to discussion comments will be listed.



Please note: Files can only be added & deleted from the comments section.

Links

Reference links have been added to discussion comments will be listed.

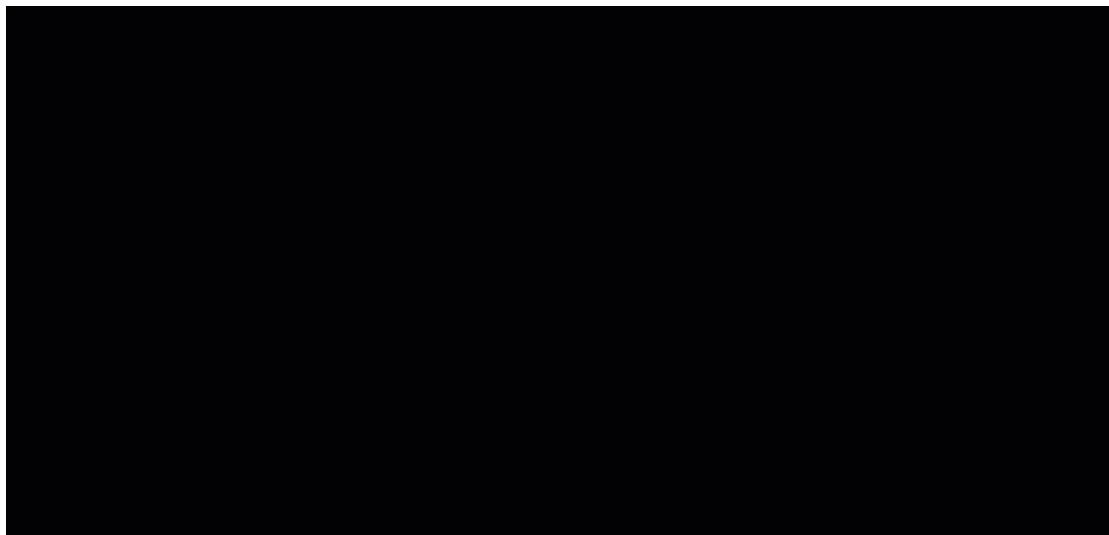


Please note: Links can only be added & deleted from the comments section.

Notes

Topic notes that have been added within the discussion topic will be listed.

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



Subscribing to topics

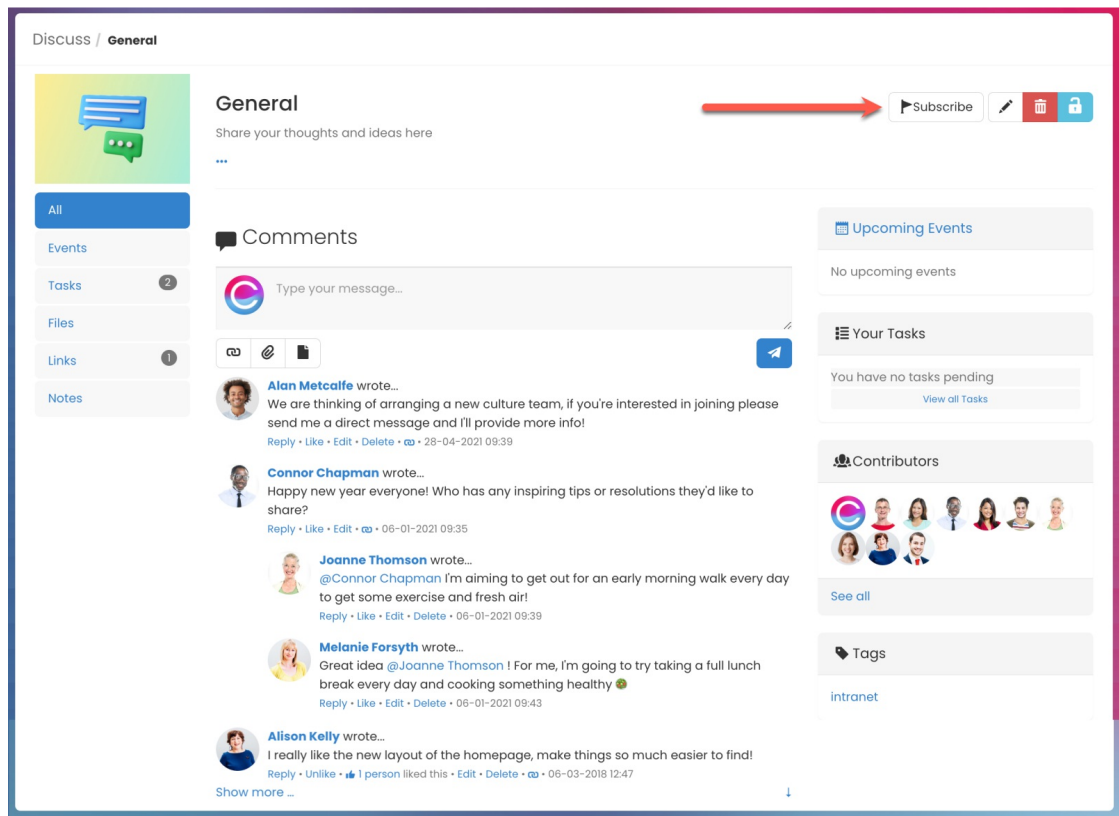
You may want to notify or subscribe users to ensure they are aware they can contribute to the discussion.

When creating a discussion topic, you can subscribe users by checking the **Subscribe anyone with 'Contribute' permission** option.

A screenshot of a 'Create Discussion' form. The 'Permissions' section includes a search bar with 'Start typing to add...', 'Browse', and 'Remove' buttons. A dropdown menu is open, showing 'All registered' and 'Role: Administrators'. Below this, three checkboxes are checked: 'Contribute', 'Edit', and 'Admin (edit discussions & posts)'. A link 'View effective permissions...' is present. The 'Subscription' section has a checked checkbox for 'Subscribe anyone with 'Contribute' permission (users will be able to unsubscribe to stop notifications)'. The 'Notifications' section has an unchecked checkbox for 'Send a notification to Users who can view this Discussion' and a text area for optional notification content. At the bottom are 'Create Discussion' and 'Cancel' buttons.

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.

Users can also subscribe to topics by selecting **Subscribe** in each topic.



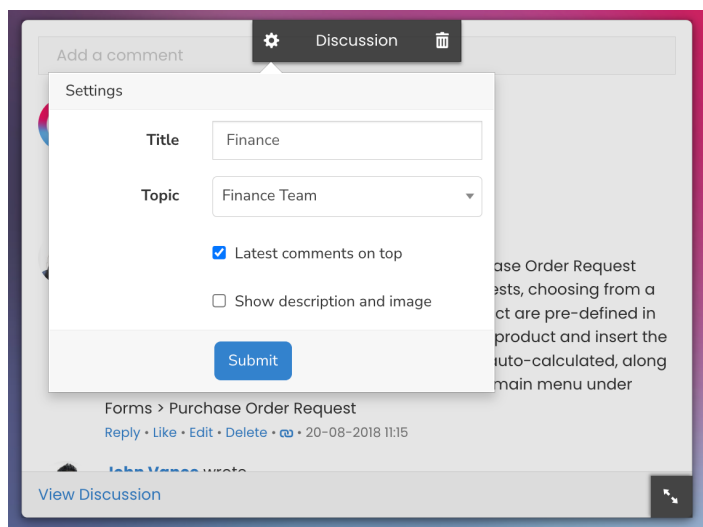
Users who are subscribed to a discussion topic will get notified of any updates within the topic they are subscribed to.

Please note: Topic subscriptions are chosen by the users themselves. Users can also unsubscribe from the topic at any time using the same button.

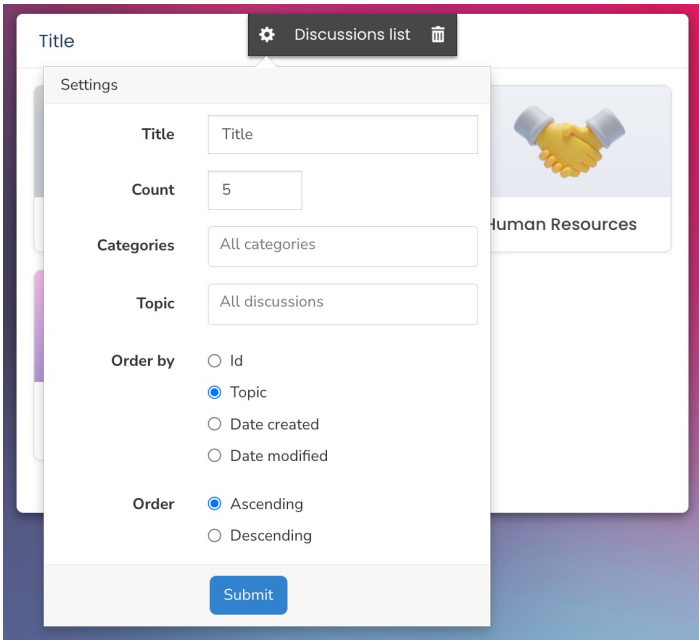
Discuss component

Discussion 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.



The **Discussion List** component allows you to display a list of topics within a page.



Last modified on 28 November 2023 by Hannah Door
Created on 15 November 2023 by Veronica Kim
Tags: discuss, discussion, user guide