

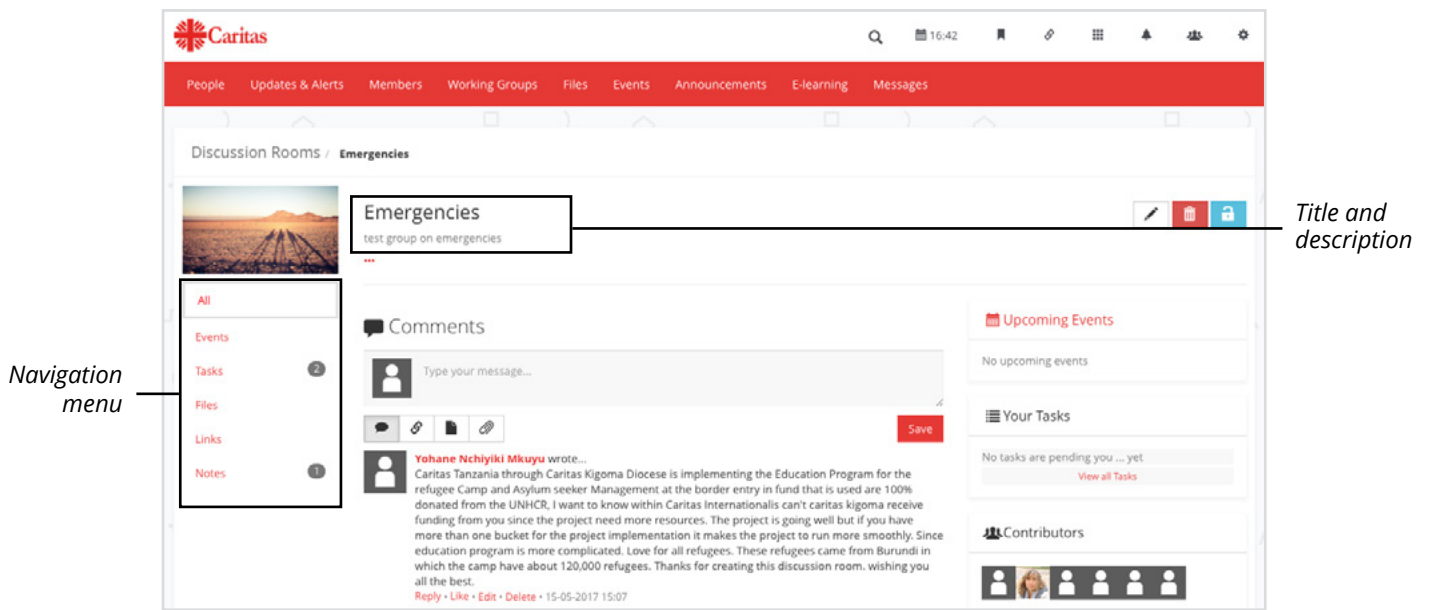
Discussion Rooms Guide

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1 Discussion rooms

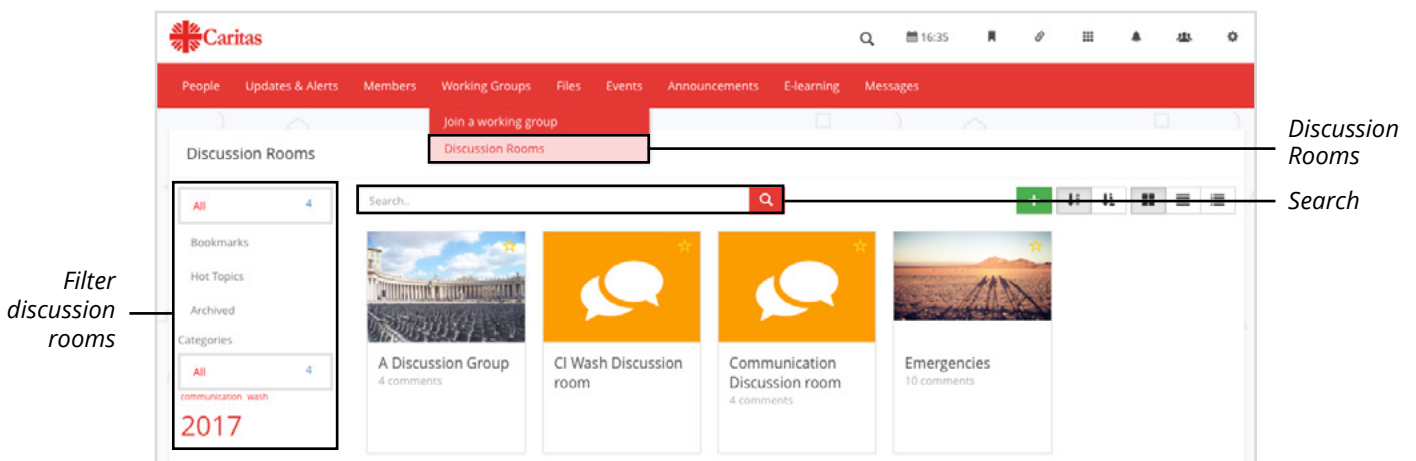
1.1 Discussion rooms overview

Discussion rooms are an alternative forum facility where you can discuss a project or topic with other users of the site. They allow you to create events within the discussion room and create and assign tasks to users, upload files and store links and notes.



Example discussion room

When clicking **'Discussion Rooms'** in drop down menu under **'Working Groups'** in the main navigation bar, you will land on the main discussion rooms page. Filters can be found on the left hand side and a search bar can be found above the discussion rooms list.



Discussion rooms main page

1.2 Finding discussion rooms

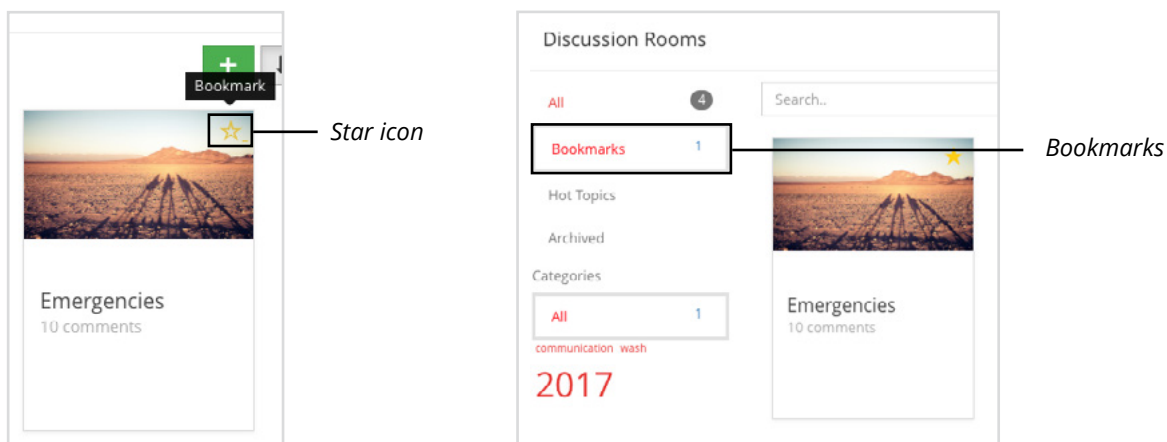
Discussion rooms can be filtered by type. By default 'All' is selected. Other type options include:

- **Bookmarks:** Discussion rooms you have bookmarked, i.e. starred.
- **Hot Topics:** Discussion rooms which have had the most interaction/contribution. Discussion rooms with more than 10 comments in the main discussion feed will be marked as a 'Hot Topic'.
- **Archived:** Discussion rooms which have been archived.

Discussion rooms can be filtered by tag, using the tag cloud. Click on the relevant tag to display discussion rooms containing it.

1.3 Bookmarking discussion rooms

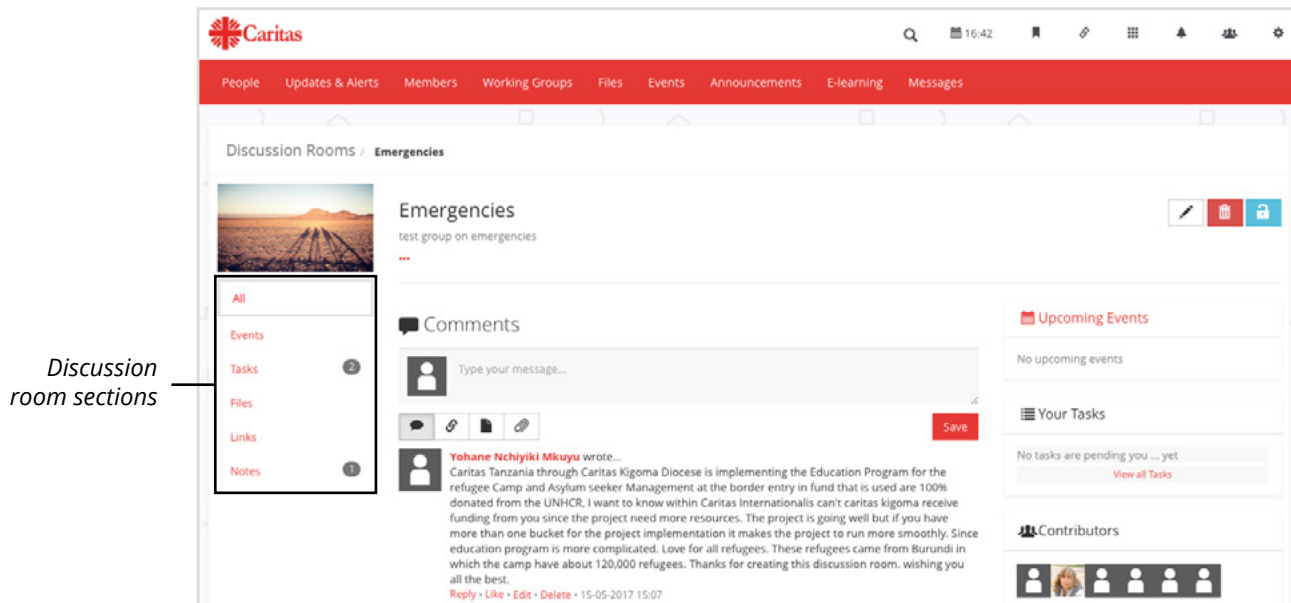
Click the star icon at the top right of the discussion room to bookmark it. To un-bookmark an discussion room, click the star icon again.



2 Viewing discussion rooms

2.1 Viewing a discussion room

To view a discussion room, click on the image or title of it.



Example discussion room

The title and description of the discussion room are shown at the top.

Sections of the discussion room are listed down the left hand side, including:

- **All:** Shows the main discussion feed.
- **Events:** Shows events. The number on the events bar indicates the number of events in the future (i.e. past events are excluded).
- **Tasks:** Shows tasks. The number on the tasks bar indicates the number of outstanding tasks (i.e. completed tasks are excluded).
- **Files:** Shows files (documents and attachments), which have been added within the main discussion feed. The number on the files bar indicates the number of files present.
- **Links:** Shows links, which have been added within the main discussion feed. The number on the links bar indicates the number of links present.
- **Notes:** Shows notes. The number on the files bar indicates the number of notes added.

Upcoming events, and tasks, which are assigned to you, are shown on the right hand side.

Contributors, i.e. users who have been involved in the main discussion feed, are also shown on the right hand side.

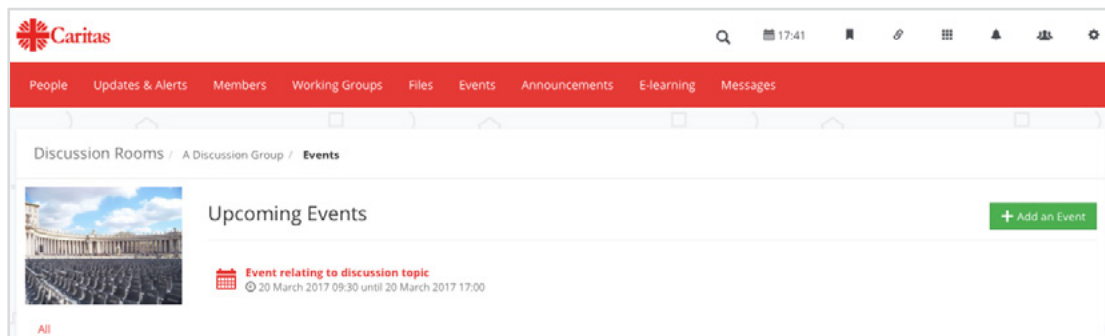
2.2 All

The 'All' section, which is selected by default, displays the main discussion feed.

It allows you to post comments and ideas, start discussions, share information and actively engage with other users.

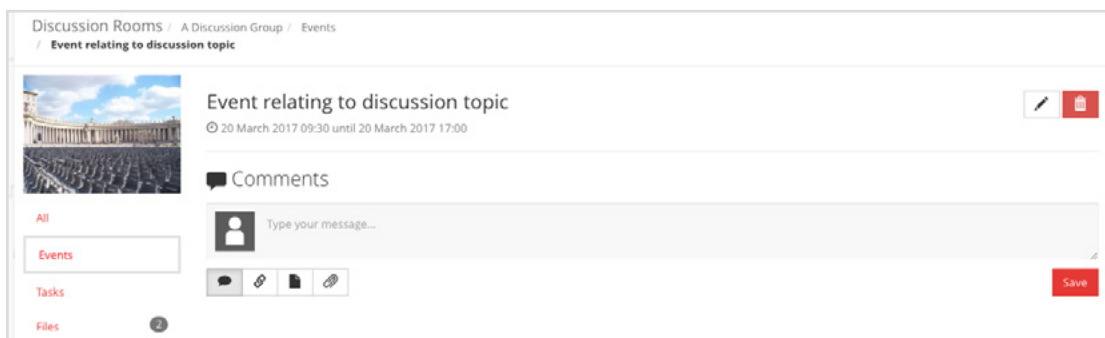
2.3 Events

The 'Events' section shows events, which have been added to the discussion room. To view an event, click on the title of it. The title of the event, along with the date and time will be displayed at the top.



List of upcoming events

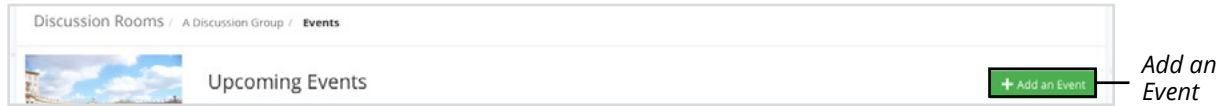
Events that are in discussion rooms do not act like events on the rest of the site as you cannot create a guest list and say you are attending, etc. However, you are able to add your comment to the event discussion feed, including links and attachments.



Example event page

2.4 Add/edit/delete an event

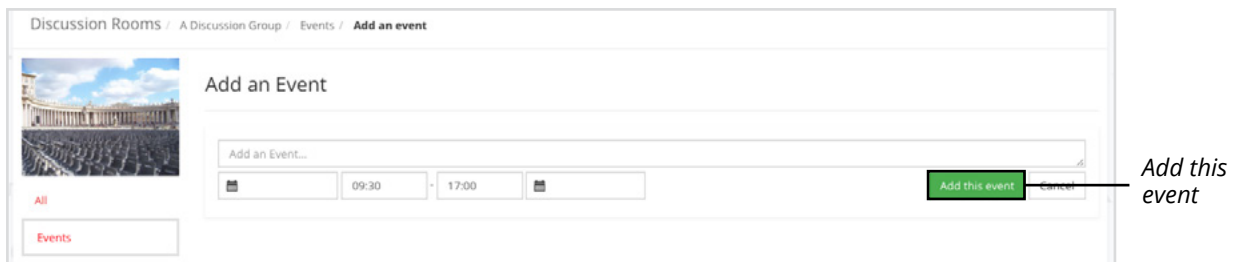
To add a new event, click **'Add an Event'** from the discussion room events tab.



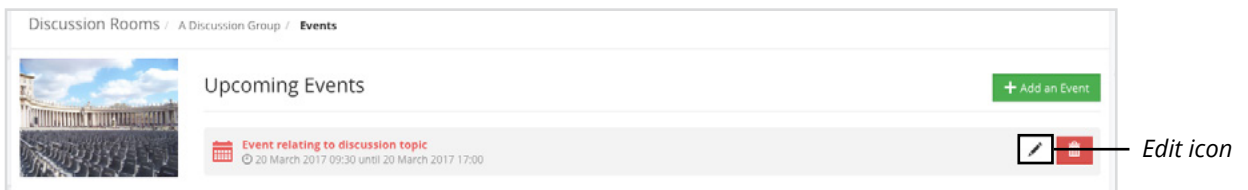
Complete the details as required.

- **Event title:** Insert the title of the event.
- **Dates/times:** Use the date and time pickers to select the start and end date/times.

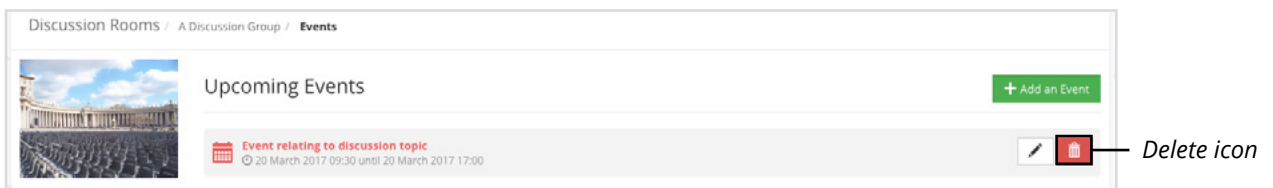
Click **'Add this event'**.



To modify an existing event, hover over the title of it and click the **'Edit'** icon to the right. Modify the details, following the previous steps to add an event.

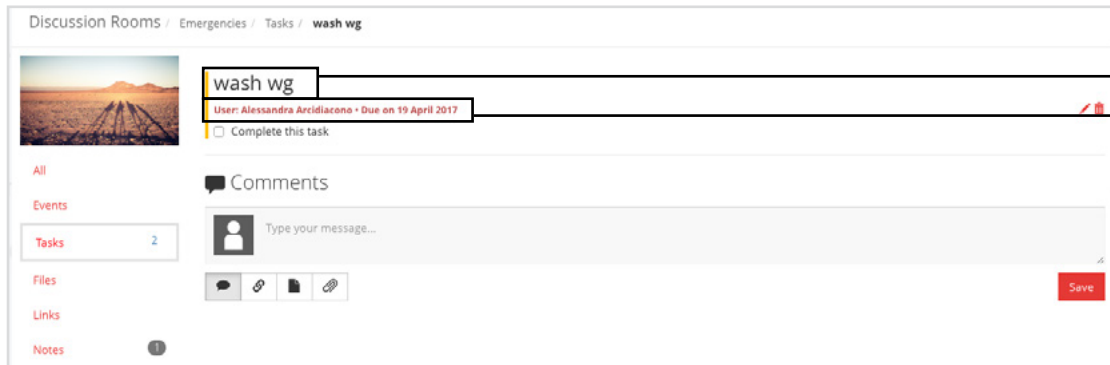


To delete an event, hover over the title of it, click the **'Delete'** icon to the right and click OK to confirm.



2.5 Tasks

The 'Tasks' section shows tasks, which have been added to the discussion room. To view a task, click on the title of it. The task name, along with the due date and assigned user will be displayed at the top. If someone assigns you a task you will receive a notification from that user.



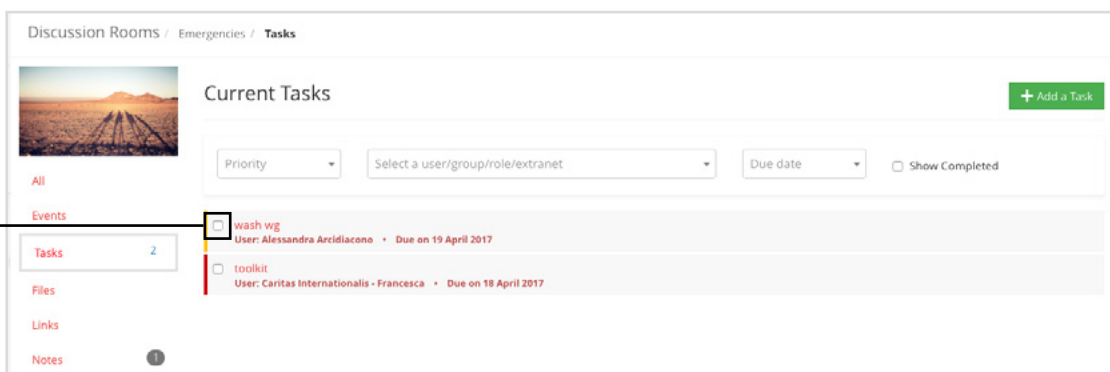
Task name
Due date,
assigned user

Example task

2.6 Complete a task

There are two ways to mark a task as completed.

From the list of tasks, tick the checkbox to the left of the task you wish to mark as completed.



Checkbox

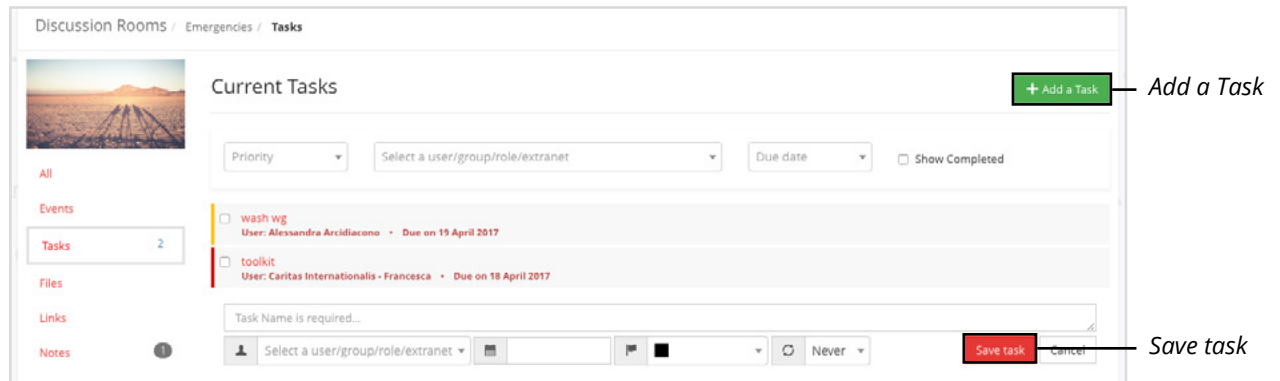
Alternatively, view the task by clicking on the title of it and tick the 'Complete this task' checkbox.



Complete
this task

2.7 Add task

To add a new task, click **'Add a Task'**.



Complete the details as required.

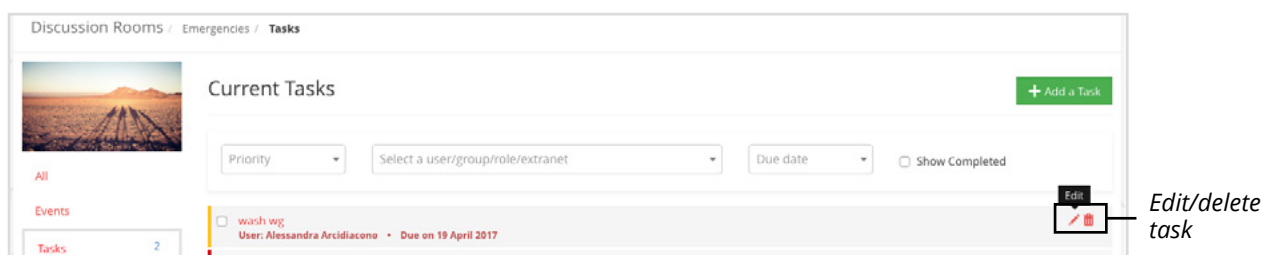
- **Task name:** Insert the title of the task.
- **Assigned:** Assign the task to an individual user, Group or Role (optional).
- **Due Date:** Specify a due date for the task (optional).
- **Priority/Colour:** Select a colour from the dropdown (optional).
- **Repeat:** By default, the task is non-recurring. If the task should be repeated, select from the following options (optional): Daily, Weekly, Monthly and Annually.

Click **'Save task'**.

2.8 Edit/delete task

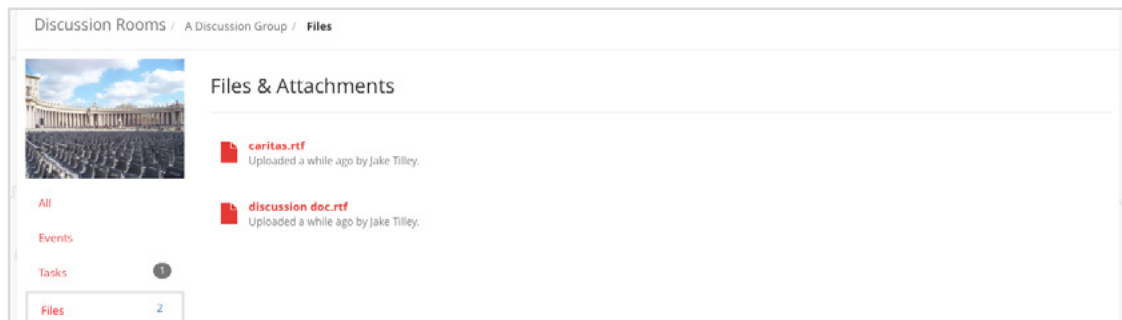
To modify an existing task, hover over the title of it and click the 'Edit' icon to the right. Modify the details as required, following the previous steps to add a task.

To delete a task, hover over the title of it, click the 'Delete' icon to the right and click OK to confirm.

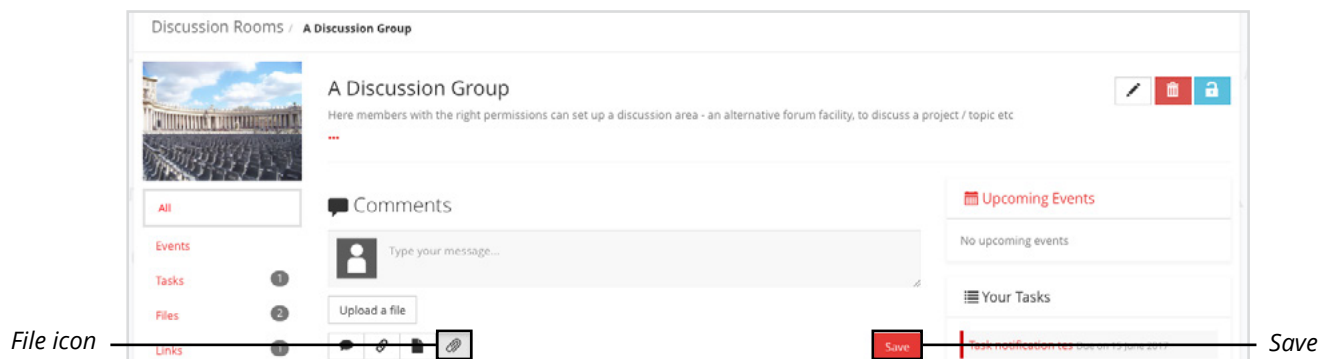


2.9 Files/links

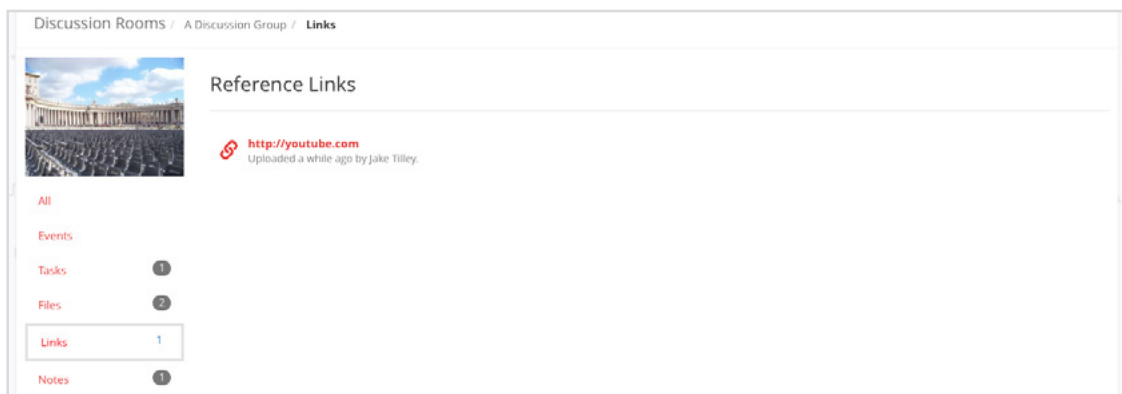
The 'Files' section lists documents and attachments included within the main discussion feed. Files are only visible if one or more files are present within the main discussion feed (All).



To add a new file, click on the **'File'** icon underneath the comment field on the 'All' tab. Select your file, add a comment if required and click **'Save'**.

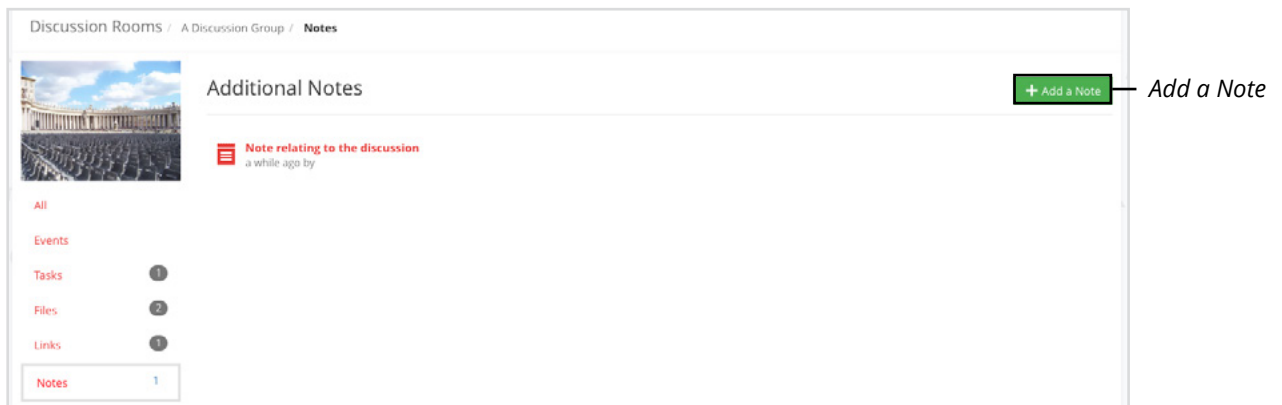


The 'Links' section lists links included within the main discussion feed. Links are only visible if one or more links are present within the main discussion feed.



2.10 Notes

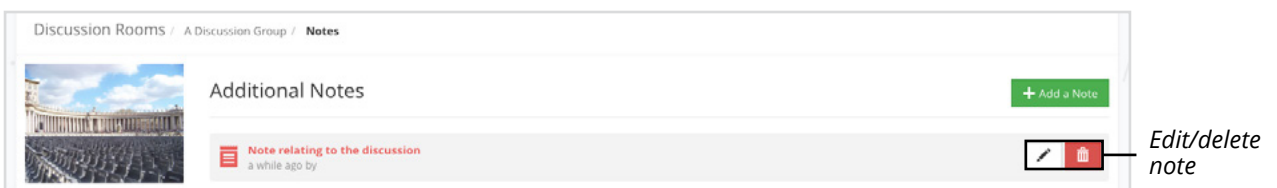
The 'Notes' section shows additional notes, which have been added to the discussion room. To view a note, click on the title of it.



To add a new note, click '**Add a Note**'. Complete the title and note as required and click '**Add a Note**'.



To modify an existing note, hover over the title of it and click the '**pencil**' icon to the right. Modify the details, following the previous instructions to add a note. To delete a note, hover over the title of it, click the '**Delete**' icon to the right and click OK to confirm.



3 Create a discussion room

If you want to create a discussion room please contact your system administrator who will create and set one up for you.