

Using Discussions

Introduction

A discussion is a threaded conversation concerning a topic of interest. Discussion topics are used with the subject is not time critical and not associated with any particular project. In other cases, Issues should be used since they are actively monitored as part of the project management process.

The center of the *Project Documents* Navigator panel provides access to discussions.

Discussion Views

A discussion topic provides a starting point for responses from the project community. These responses are shown indented under the topic.

The Discussions by Topic shows the topics in reverse date order with the newest topics appearing at the top. Each topic is followed by its responses (if any).

The Discussions by Author view is categorized by the Author with all of the topics created by that author listed in reverse date order. Each topic is followed by its responses.

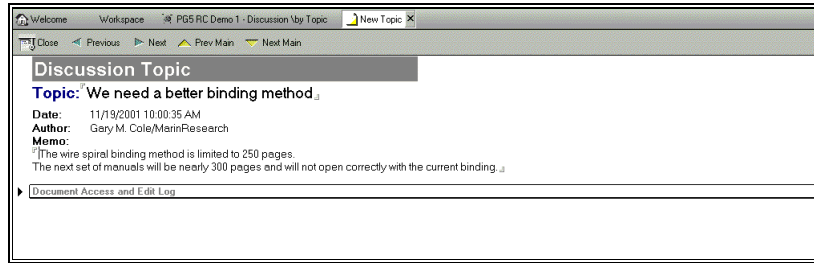
Notify On Response Option

Whenever you create a discussion topic, you have the option "Notify on Response" which is located within the Document Access section. Checking this option will cause the system to send you an email whenever anyone responds to your topic.

Using Discussions in a Notes Client

To create a new discussion topic:

Select the "create a new discussion topic" navigator item or use the Notes menu command Create - Discussion Topic.



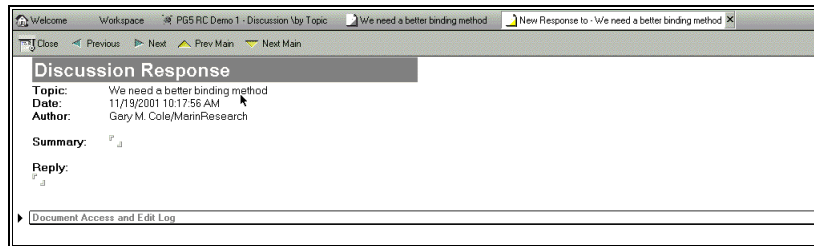
To create a discussion response:

Once a topic has been initiated, others can respond to the topic by opening the topic and pressing the *Respond* action which appears at the top of the form.



The Respond action appears on every discussion topic

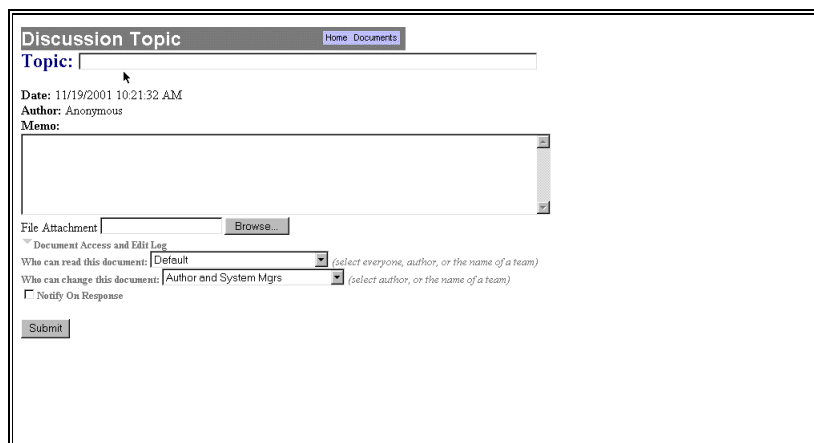
This will display a Discussion Response form.



You can create any number of responses to a single topic.

Using Discussions in a Web Browser

To create a discussion topic, click on the navigator item. This will display the discussion topic form:



Note that the *browse* button allows you to attach a file to the topic. When you open an existing topic, buttons appear for navigation, to create responses, to edit and to delete the topic.

Discussion Topic [Home Documents](#)

Topic: We need a better binding method

Date: 11/19/2001 10:00:35 AM
Author: Gary M. Cole/MarinResearch
[responses](#)

Memo:
The wire spiral binding method is limited to 250 pages.
The next set of manuals will be nearly 300 pages and will not open correctly with the current binding.
[Document Access and Edit Log](#)

Discussion Responses Report

Note the word "Responses" which appears under the author name. Clicking this will produce a web formatted report showing the topic and all its responses on a single page.

We need a better binding method
Created by Gary M. Cole/MarinResearch on 11/19/01
Associated with project Due by 12/30/99

The wire spiral binding method is limited to 250 pages. The next set of manuals will be nearly 300 pages and will not open correctly with the current binding.

FROM	DATE	SUMMARY
Gary M. Cole	11/19/01 10:17:56 AM	Have you tried the plastic spirals?

[Return to Repository Center](#)

My Discussions Report

The *My Discussions* Report is generated by the My Discussions item in the Repository Center Home Panel. It shows discussions that you have authored, and discussions that you have selected as favorites, and all recently initiated discussions. The system defines recently initiated as being created in the past 10 days.

<i>Discussions Report for Anonymous</i>			
INITIATED BY ANONYMOUS			
TITLE	AUTHOR	AGE	CREATED
enable agents	Anonymous	90d	8/21/01 Responses
How do you like the My Discussions Report?	Anonymous	90d	8/21/01 Responses
WW PO Wish List	Anonymous	207d	4/26/01 Responses
Test	Anonymous	354d	11/30/00
Test	Anonymous	354d	11/30/00
The way in which the dates sort is very weird	Anonymous	390d	10/25/00
Interface design improvements for Project Gateway	Anonymous	390d	10/25/00 Responses
How do we resolve Schedule conflicts	Anonymous	543d	5/25/00 Responses
What's going on	Anonymous	550d	5/18/00 Responses
Marketing Problems	Anonymous	1292d	5/7/98 Responses
FAVORITE DISCUSSIONS			
TITLE	AUTHOR	AGE	CREATED
Marketing Problems	Anonymous	1292d	5/7/98 Responses
We need a better binding	Laura Jones	1346d	3/13/98 Responses
RECENTLY INITIATED			
TITLE	AUTHOR	AGE	CREATED
We need a better binding method	Gary M. Cole	0d	11/19/01 Responses
Reformat for Printing Return to Repository Center			