Activity Stream

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Overview

The activity stream is used to view and share comments, manage tasks and send secure comments.

Accessing the Activity Stream

Click on the interactive activity button to access the activity stream. It is located on every dashboard, storyboard, and report.



Simply click on the closing icon to hide this panel.



When a new activity is included in the stream which the user has not seen yet, a notification indicator appears on this button.



If a user is tagged in a comment, they will be able to the navigate to the original content they were tagged in directly from the activity stream.

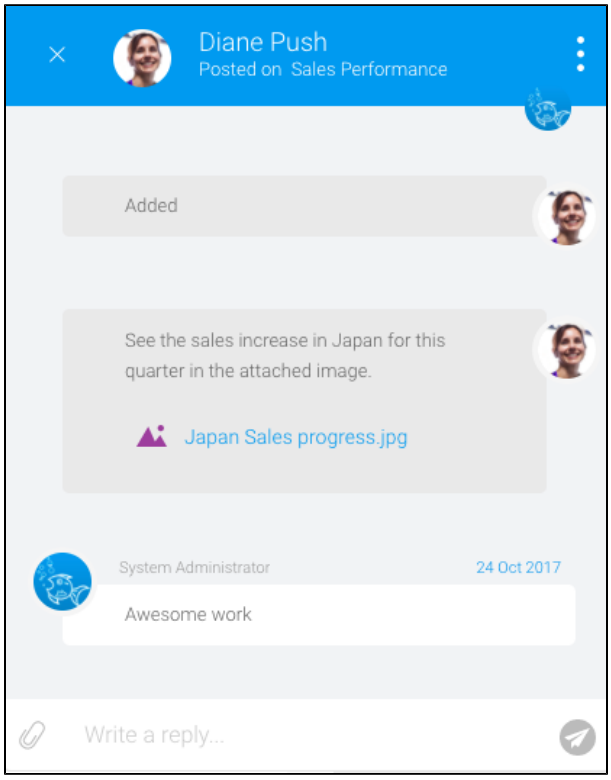
Note: The activity stream can be brought up from their Timeline or other page.

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Comments

Users can add comments to a discussion related to a specific content.



Comment Actions

Refer to the table below to see all the comment actions you can perform.

Action	Description
Add comment	Use this guide to learn how to add a new comment.
Add attachments	The above guide also explains how a content can be attached with a comment.
Add reply	Reply to another poster's comment, by clicking on it and adding one of your own.
Sort comments	Comments are displayed in the order they are added, but using the Sort option can be sorted in the reverse order.
Flag	Flag a comment for use later.
Share	Share a comment with other users.
Edit	A poster can edit their own comments.
Delete	Remove a comment from the activity stream.

Comment Procedure

Expand the link below for the procedure.

This option is used to create a new comment

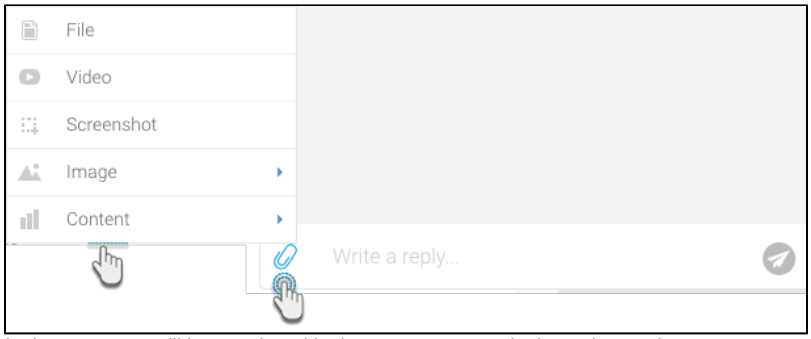
1. Access the activity stream by clicking on its button.
2. Click on the New Conversation button at the bottom of the panel.



3. Then click on the comments icon.



4. Enter a comment in the text bar at the bottom of the comments panel.
5. You can also include an attachment with a comment. Simply click on the attachment icon in the comments text bar.
6. A menu will appear displaying attachment options.



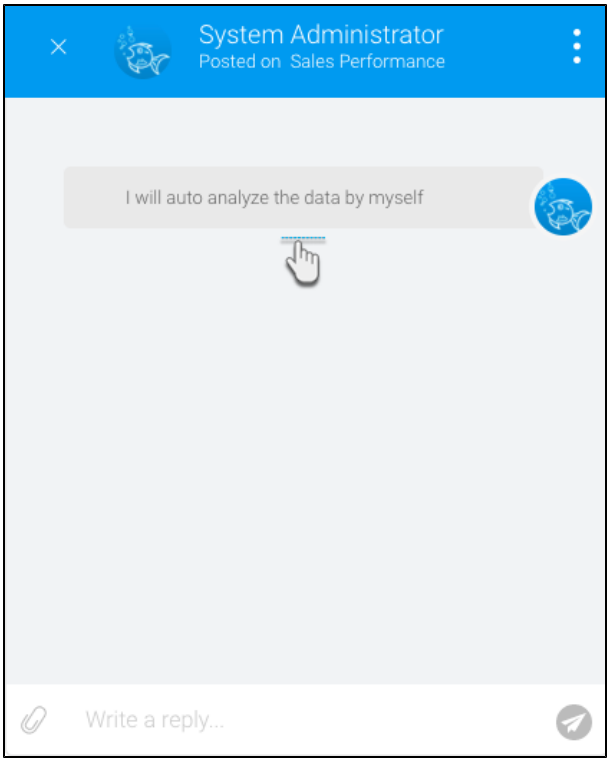
7. Make a selection, and include the content. It will be mentioned in the comments panel, above the text bar.



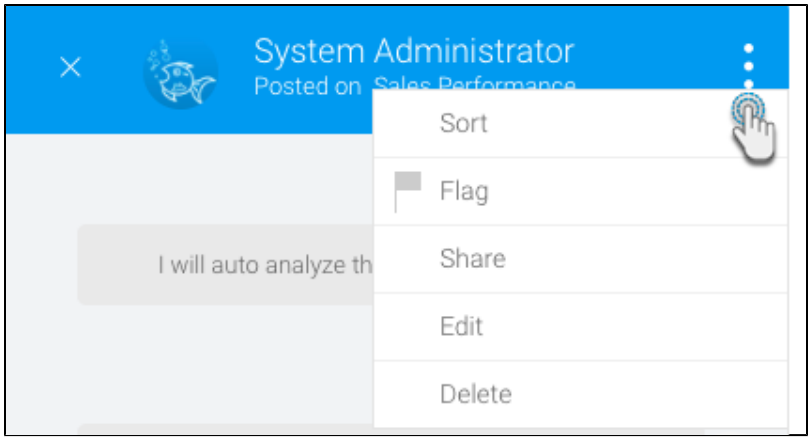
8. Click on the send button to add this comment to the activity discussion.



9. It will appear in the current comment panel, and in the activity stream of the users associated with the related content.



10. Click on the menu icon on the top-right corner of this panel to view other options that can be performed on a comment. See the comments table above to get an understanding of these.



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Tasks

Add and manage tasks associated with the content.

Tasks Actions

Refer to the table below to see all the task actions you can perform.

Action	Description
Add task	Use this guide to learn how to add a new task.
Add attachments	The above guide also explains how a content can be attached with a task.
Sort	task are displayed in the order they are added, but using the Sort option can be sorted in the reverse order.
Flag	Flag a task for use later.
Share	Share a task with other users.
Edit	A poster can edit their own task.
Delete	Remove a task from the activity stream.

Task Procedure

Expand the link below for the procedure.

This option is used to create a new task.

1. Access the activity stream by clicking on its button.
2. Click on the New Conversation button at the bottom of the panel.



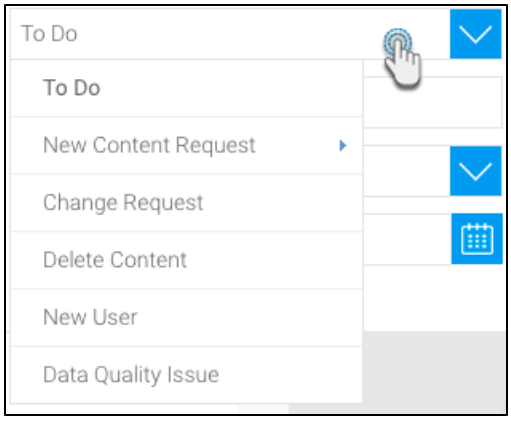
3. Then click on the task icon.



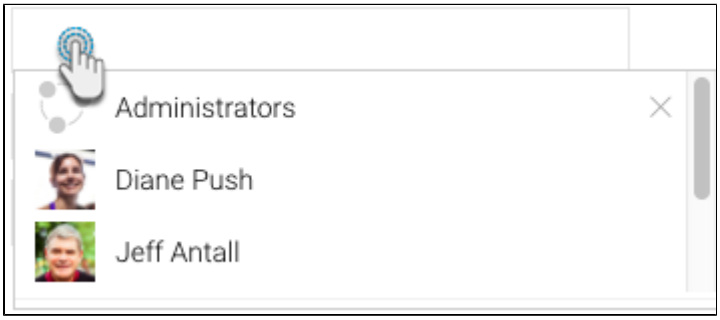
4. Click on the task description text bar to give your task a description or name.



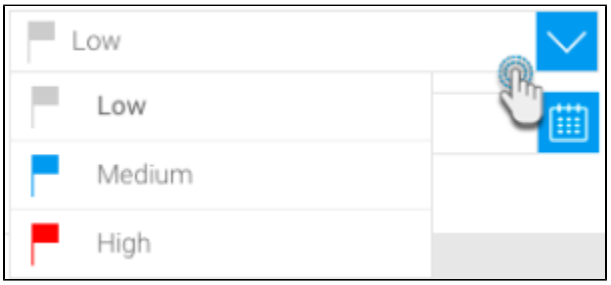
5. From the To Do list, select the nature of the task.



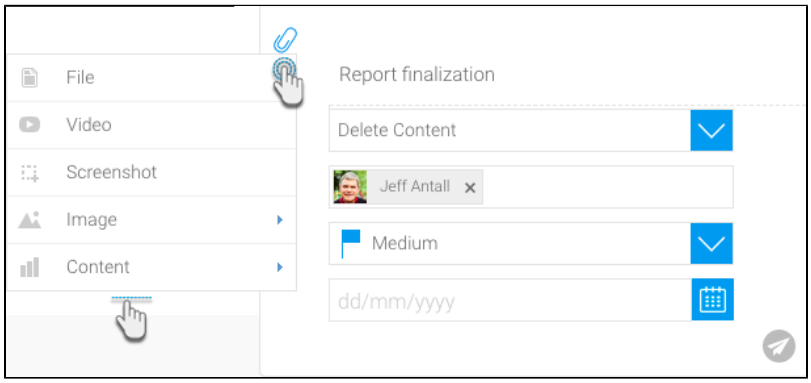
6. Click on the Assignee bar to add a user to assign to this task.



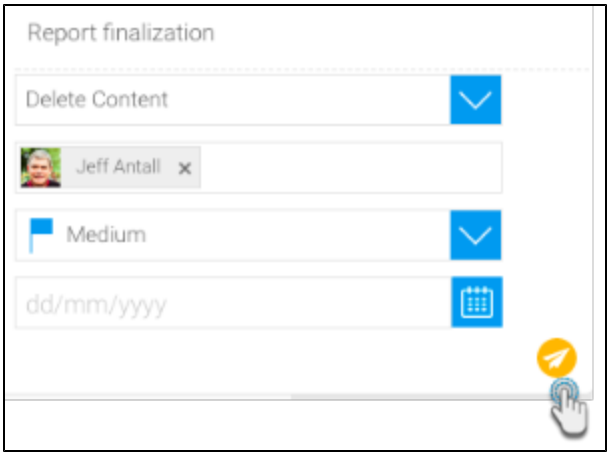
7. Choose a priority for this task.



8. Then set a deadline date using the date icon.
9. You can also include an attachment. Simply click on the attachment icon.
10. A menu will appear displaying attachment options.



11. Make a selection, and include the content.
12. Click on the add button to create this task.

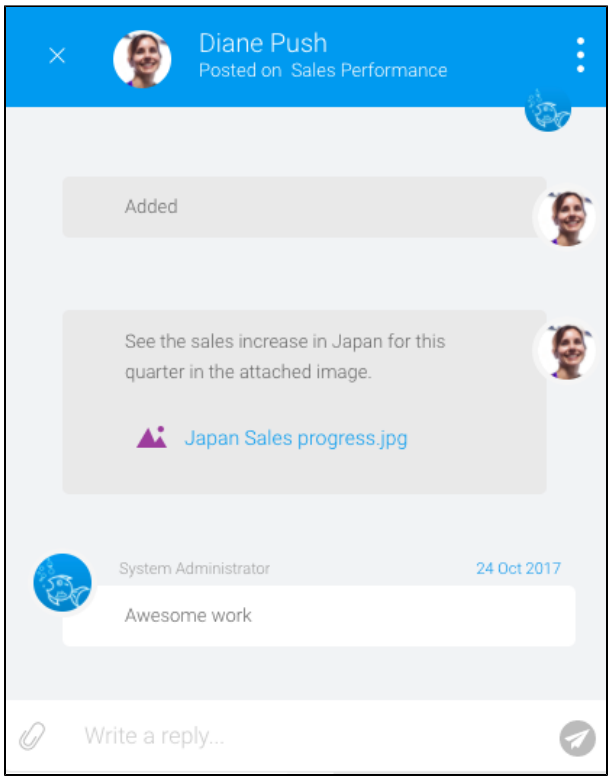


13. It will appear in the current task panel, and in the activity stream of the users associated with the related content.

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Secure Comments

Secure comments are extremely private as they can only be seen by those users or groups that get specifically mentioned in them, and the poster who made them.



Secure Comment Actions

Refer to the table below to see all the actions on secure comments that you can perform.

Action	Description
Create secure comment	Use this guide to learn how to add a new secure comment.
Add attachments	The above guide also explains how a content can be attached with a secure comment.
Add reply	Reply to a secure comment, by clicking on it and adding one of your own.
Sort	Secure comments are displayed in the order they are added, but using the Sort option can be sorted in the reverse order.
Flag	Flag a secure comment for use later.
Share	Share a secure comment with other users.
Edit	A poster can edit their own secure comments.
Delete	Remove a secure comment from the activity stream.

Secure Comment Procedure

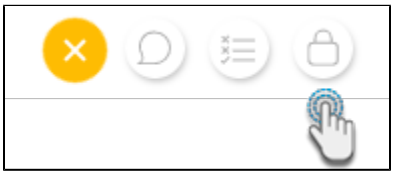
Expand the link below for the procedure.

This option is used to create a new secure comment

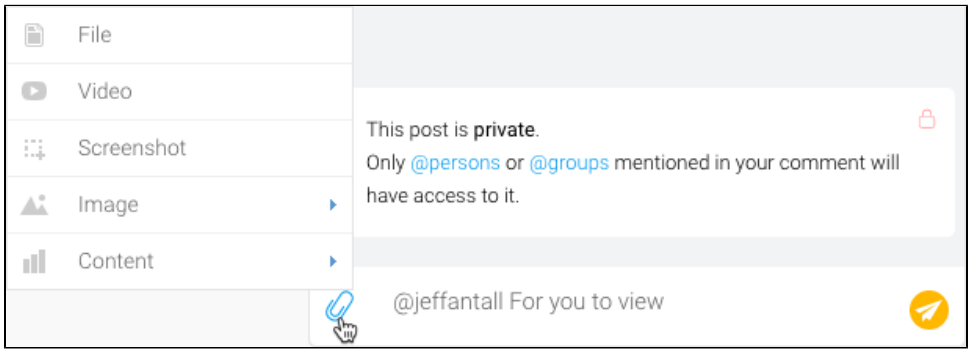
1. Access the activity stream by clicking on its button.
2. Click on the New Conversation button at the bottom of the panel.



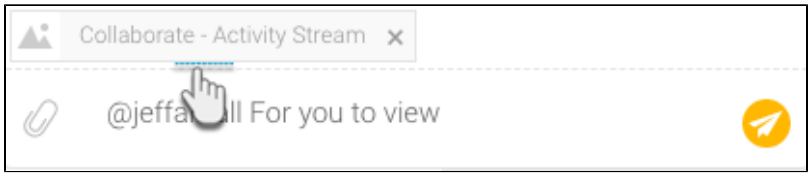
3. Then click on the secure comments icon.



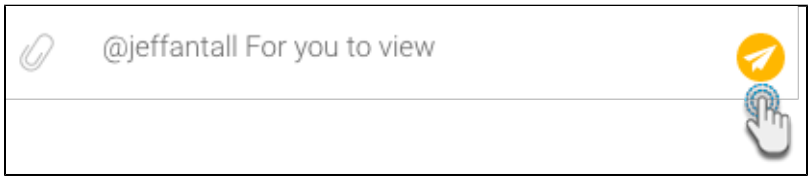
4. Enter a comment in the text bar at the bottom of the panel.
5. To allow a user or group to access this comment, mention them by entering the @ symbol before their name.
6. You can also include an attachment with this comment. Simply click on the attachment icon in the text bar.
7. A menu will appear displaying attachment options.



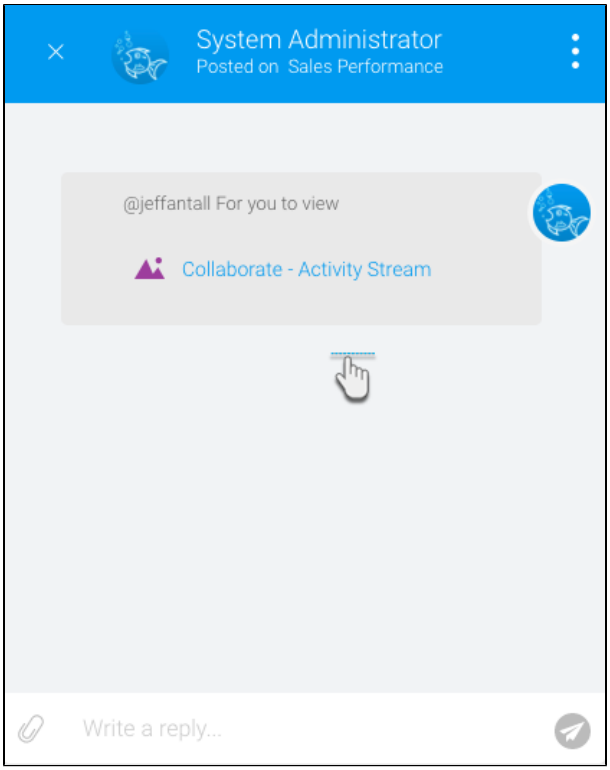
8. Make a selection, and include the content. It will be mentioned in the comments panel, above the text bar.



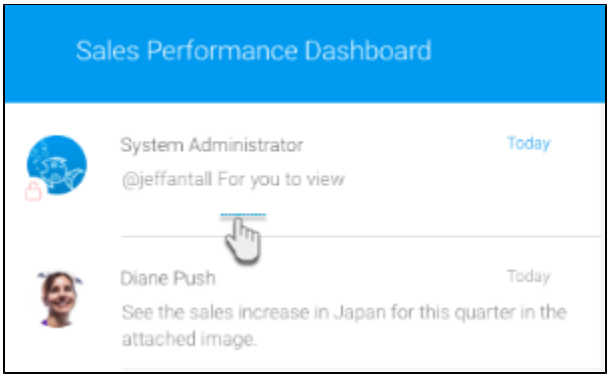
9. Click on the send button to add this comment to the activity discussion.



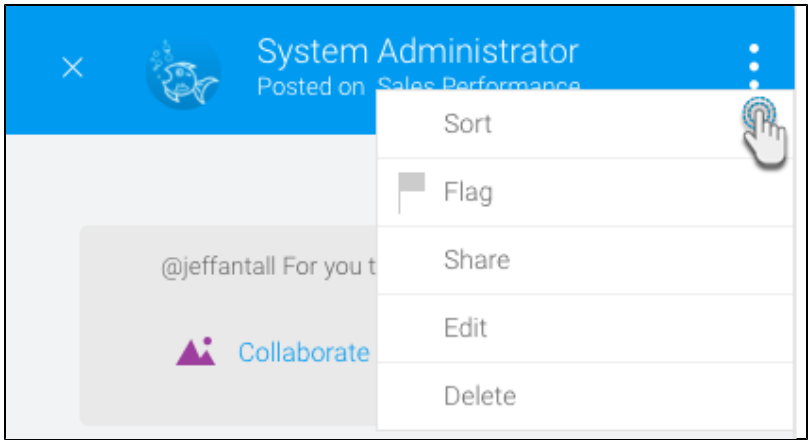
10. It will appear in the current secure comment panel.



11. The secure comment will also appear in the activity stream of the users mentioned in it, with a secure icon on the poster's avatar.



12. Click on the menu icon on the top-right corner of this panel to view other options that can be performed on a comment. See the comments table above to get an understanding of these.



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