

# Activity Stream

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## Overview

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The Activity Stream panel is designed to give users access to collaborative functions and information related to a piece of content they are currently viewing. This panel can be accessed on the Browse page when exploring Reports, Dashboards, Storyboards, and Discussion Streams. You can also view the panel when viewing an individual Report, Dashboard, or Storyboard page.

The screenshot shows the 'Activity Stream' panel with a blue header and a close button. Below the header is a navigation bar with icons for home, search, and filter, and tabs for 'Activity', 'Details', and 'Community'. The 'Activity' tab is selected. The main content area is titled 'Earlier this week' and lists five activities:

- Jessica Flower** (27/9/2016 5:20 PM): Have we uncovered any areas of enquiry handling that we can improve on to decrease this number? Includes a 'Screenshot' link and two image thumbnails.
- Jessica Flower** (27/9/2016 5:10 PM): Shared this item. Includes one image thumbnail.
- Teresa Pringle** (27/9/2016 5:10 PM): Shared this item. Includes two image thumbnails.
- Teresa Pringle** (27/9/2016 5:09 PM): Published this item.
- Teresa Pringle** (27/9/2016 5:06 PM): Edited this item.

At the bottom of the panel is a link: [Click to load older Activities.](#)

## Finding the Activity Stream

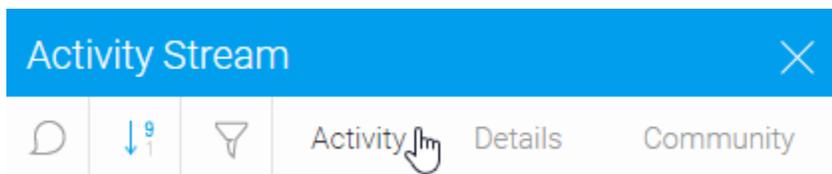
The Activity Stream can be accessed via two methods, depending on the type of page you are on at the time.

Page	Activity Stream Access
<b>Content Page</b>  This includes Report, Dashboard, and Storyboard pages.	<b>Comment Button</b>  <p>The comment button was previously used to access the collaboration panel on a piece of content, allowing you to read and make comments of your own. Now it opens the Activity Stream panel on the right hand side of the screen, which contains the comment functionality, as well as a range of other items.</p>
<b>Browse Page</b>  This is when you are exploring various pieces of content in the system.  This includes Reports, Dashboard Tabs, Storyboards, and Discussion Streams.	<b>Information Button</b>  <p>When on the browse page you can now select a single piece of content (single mouse click to highlight the item blue), then click on the Information icon to open the Activity Stream panel on the right hand side of the screen.</p>

## Sections

Then panel itself is made up of three main parts;

- [Activity](#)
- [Details](#)
- [Community](#)



## Activity

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This displays all recent activity related to the content you've selected (in the Browse page) or are currently viewing. This includes;

- Comments
- Edits
- Shares

	Jessica Flower Shared this item	27/9/2016 5:10 PM
		
	Teresa Pringle Shared this item	27/9/2016 5:10 PM
	 	
	Teresa Pringle Published this item	27/9/2016 5:09 PM
	Teresa Pringle Edited this item	27/9/2016 5:06 PM

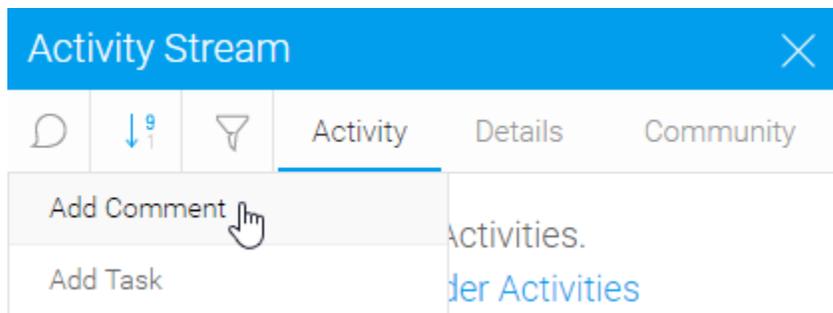
If you are viewing a Dashboard that contains Sub Tabs, you have the option of viewing the activity for all sub tabs on the current tab, but by default you just see activity for the current sub tab. A similar function is available for Storyboards - by default you will only see the activity for the current slide, but the stream filters can be adjusted to view activity for all slides in the current storyboard.

## Comments

Through the Activity Stream, users have the opportunity to view, create, and respond to comments.

### Add Comment

Users can post a new comment through the Activity Stream by clicking on the **Add Comment** button.

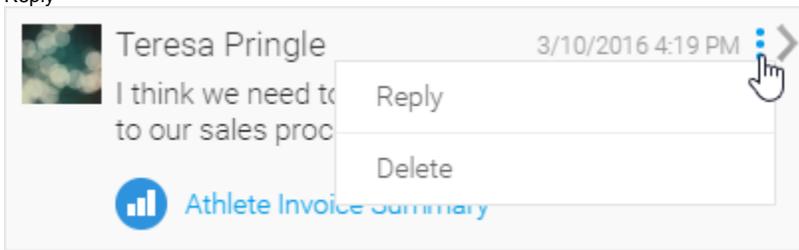


See [Comments](#), [Tasks](#), and [Decisions](#) for more information.

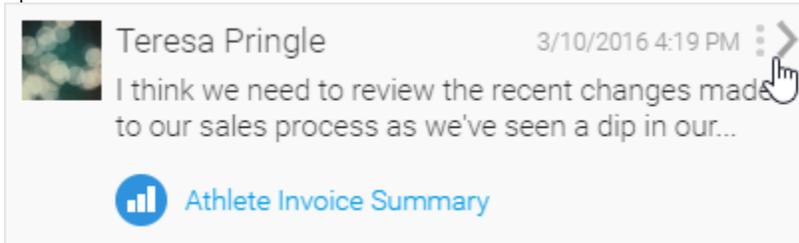
### View Comment Stream

Opening a comment to view it or respond will open the post's discussion thread.

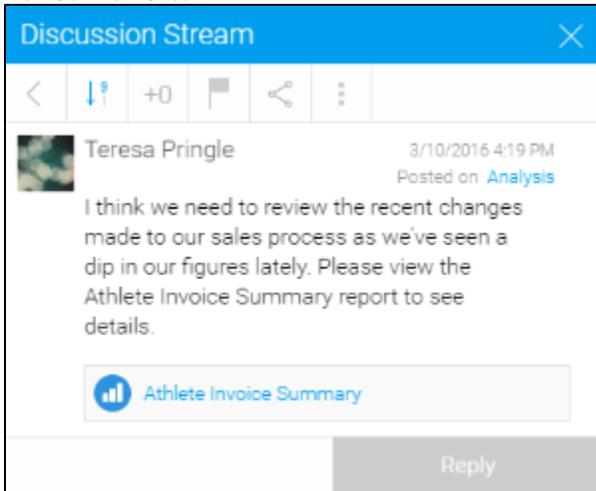
1. Reply



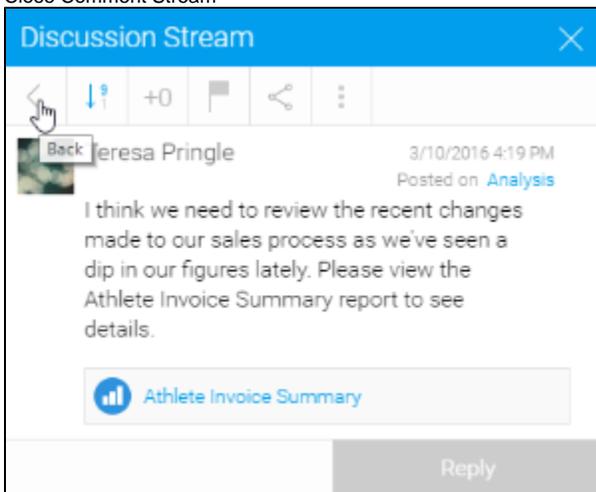
2. Open



3. View Comment Stream



4. Close Comment Stream



## Tasks

Users can create a new task from the Activity Stream by click on the Add Task button.

**Activity Stream** [X]

Activity Details Community

Add Comment

Add Task [Hand Icon]

See [Comments](#), [Tasks](#), and [Decisions](#) for more information.

**View Task**

You can view and respond to a task through the Activity Stream, which will open it in it's own stream.

1. View or Reply to task

2. Task Stream

**Task - Change Request** [X]

Navigation icons: back, sort, +0, flag, share, menu

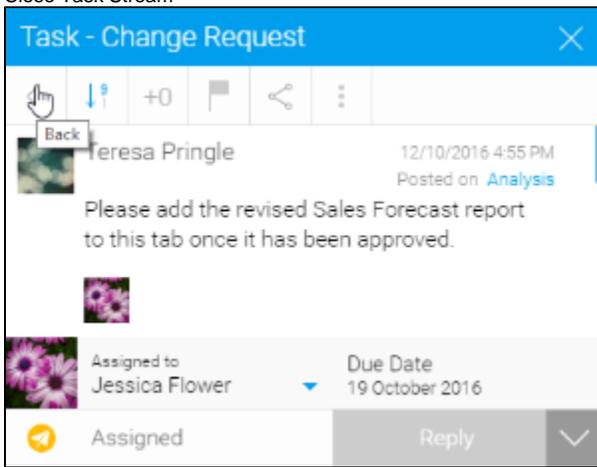
Teresa Pringle 12/10/2016 4:55 PM  
Posted on [Analysis](#)

Please add the revised Sales Forecast report to this tab once it has been approved.

Assigned to Jessica Flower Due Date 19 October 2016

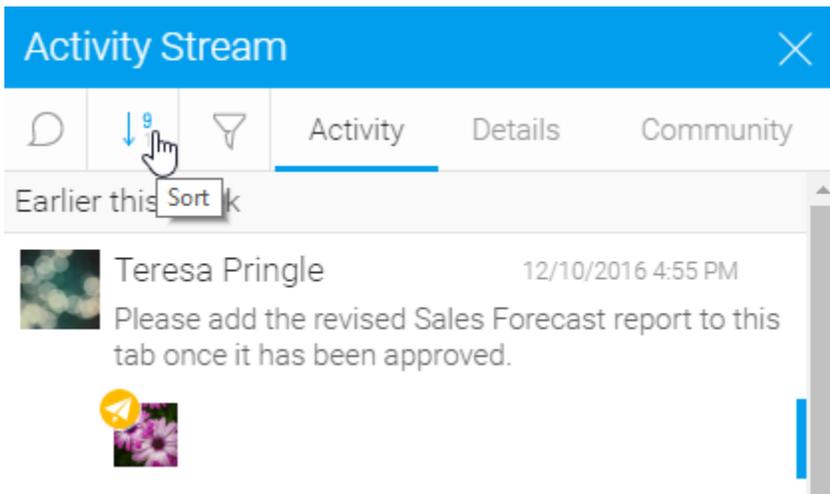
Assigned [Reply] [Dropdown]

### 3. Close Task Stream



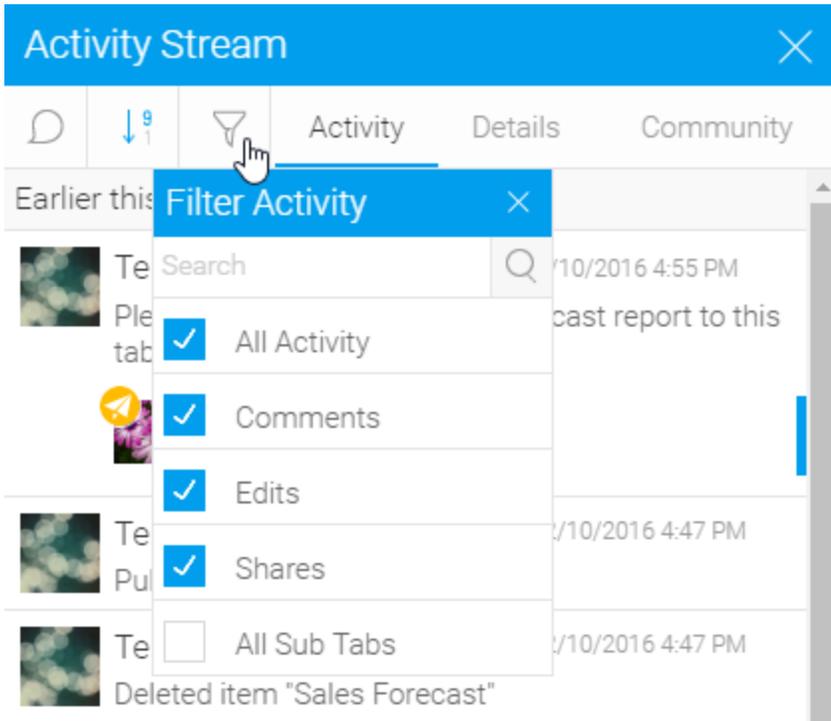
## Sort

You can sort the display of items in the activity stream by date in ascending or descending order.



## Filters

You can filter the types of items displayed in your activity stream by clicking on the filter icon.



## Details

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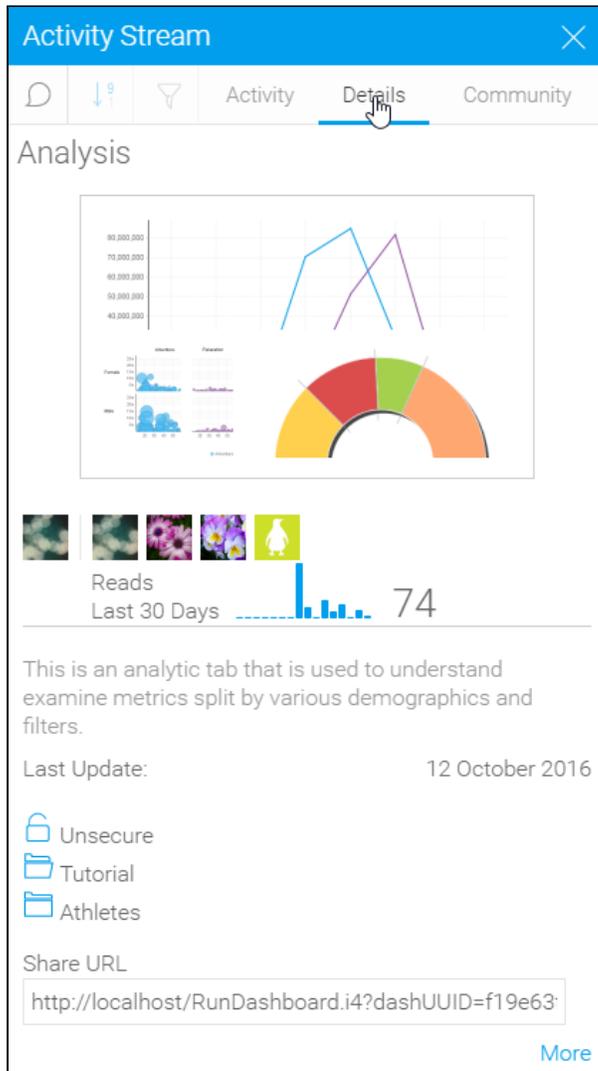
This tab displays summary details related to the currently viewed or selected piece of content.

### Content Detail Summary

The information includes:

- Name
- Thumbnail
- Last Modified by (DP)
- Recently Accessed by (DPs)
- # Reads last 30 Days (sparkline and number)
- Description
- Last Updated (date)
- Security
- Sub Folder/Folder (if applicable)

- Share URL



## More

Clicking on the More link will allow you to display the standard information lightbox related to the piece of content.

### Share URL

http://localhost/RunDashboard.i4?dashUUID=f19e63

More

## Content Details Lightbox

This displays a range of information related to the content.

### Analysis

Dashboard Details

#### Analysis

This is an analytic tab that is used to understand examine metrics split by various demographics and filters.

Last Modified  <b>Teresa Pringle</b> 12 October 2016 4:47 PM	Run Times <b>83</b> runs	Activity Last 30 Days  <b>74</b>
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Folder & Sub Folder:  Tutorial  Athletes

Dashboard Access:  Unsecure

Dashboard URL:

## Community

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The community tab allows you to see a list of users that are associated with the content you're viewing. By default this is filtered down to just users you are connected to, but you can change the filter to show all users.

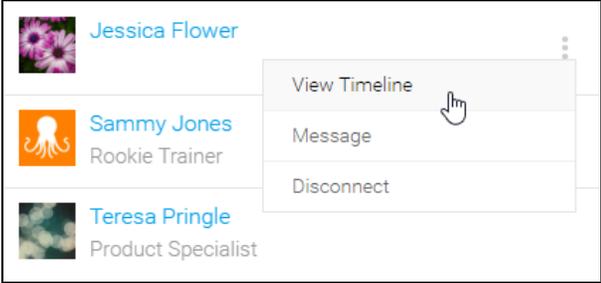
### Activity Stream

Activity Details **Community**

-  **Bill David** 
-  **Jessica Flower** 
-  **Sammy Jones**  
Rookie Trainer 
-  **Violet Southgate** 

You are only viewing your connections in this Activity Stream's community. Change the [filter](#) to see everyone associated with this content and make new connections.

From this list, you are able to interact with other users through the drop down list next to their name.



A screenshot of a user list interface. On the left, three user cards are visible: Jessica Flower (purple flower icon), Sammy Jones (orange octopus icon, Rookie Trainer), and Teresa Pringle (green foliage icon, Product Specialist). A context menu is open over the Sammy Jones card, showing three options: 'View Timeline' (highlighted with a mouse cursor), 'Message', and 'Disconnect'. A vertical ellipsis menu icon is located to the right of the top card.

	<b>Jessica Flower</b>	
	<b>Sammy Jones</b> Rookie Trainer	<ul style="list-style-type: none"><li>View Timeline</li><li>Message</li><li>Disconnect</li></ul>
	<b>Teresa Pringle</b> Product Specialist	