

Timeline Feed

- [Overview](#)
- [Access Timeline](#)
- [User Profile](#)
- [Filtering Timeline](#)
- [Opening Content](#)
 - [Open content in new tab](#)
- [Posting to a Timeline](#)
- [Viewing a Post's Thread](#)
- [Replying to a Post](#)

Overview

[top](#)

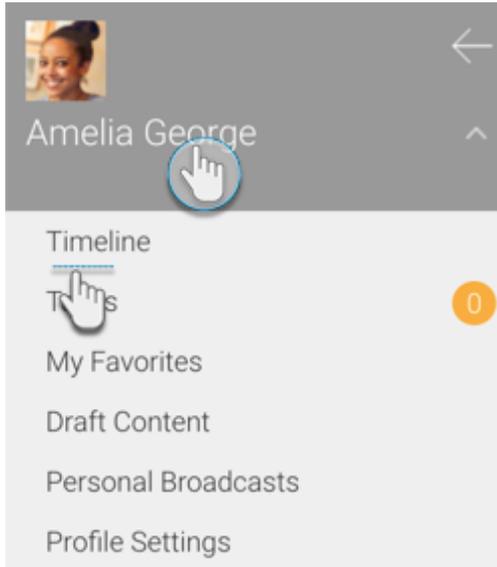
On the Timeline feed there are a range of different events displayed. To view a full list of events and scenarios, see the [Timeline Events](#) page.

While on a Timeline feed you will be able to:

1. View events relating to a user and content
2. Open content referred to in events
3. Post Comments, Updates, Opportunities, and Issues
4. View comment threads
5. Respond to comment threads

Access Timeline

To access your own timeline, open the left side navigation, and click on your user name. This will open a number of options. Click on **Timeline** to open your timeline page.



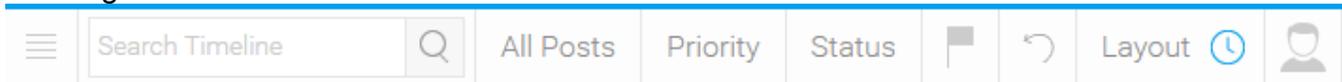
User Profile

The User Profile panel is displayed on the left of all the Timeline feed.

User Profile	Section	Description
	Profile Image	The user can upload an image of themselves to display here, to make identification easier.

 <div style="display: flex; justify-content: space-around; text-align: center;"> <div>3 Following</div> <div>1 Streams</div> <div>2 Favorites</div> </div>	Full Name	This is the full name of the user, as defined in their settings.
	Job Title	The user can specify their job title in their settings.
	User Description	This area can be populated with a small blurb about the user. Defined in their settings, this is an optional field.
	Following	This displays the number of users someone is connected to and following in their timeline. This is not the number of users following this individual.
	Streams	This displays the number of discussions the user is involved in or following.
	Favorites	This displays the number of items specified as a favorite.

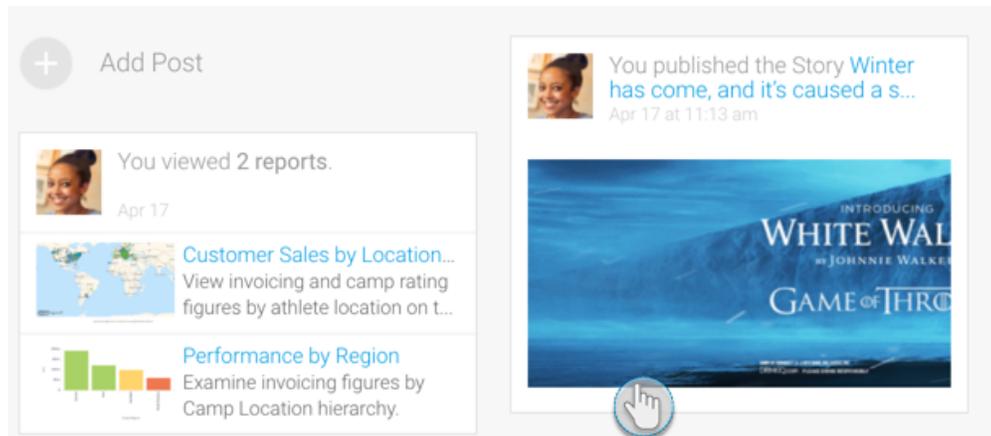
Filtering Timeline



Option	Description
Search	This search allows the user to narrow down the events they see in their feed, in order to locate specific posts or pieces of content.
Post Type	This option allows the users to specify which type of posts they see in their feed, from; <ul style="list-style-type: none"> • Tasks • Discussion Streams • Proposals • Decisions
Priority	This option allows the user to specify the items they see based on the priority assigned to them: <ul style="list-style-type: none"> • All • Low • Medium • High
Status	This option allows the user to specify the items they see based on their current status: <ul style="list-style-type: none"> • All • Assigned • In Progress / Discussion Stream • Review / Proposal • Complete • Rejected
Favorite Flag	This option allows the user to restrict the items they are seeing just to ones they have marked as favorite or "flagged".
Reset	This option allows the user to clear all the above items, resetting their timeline feed to show everything.
Layout	This option allows the user to specify which layout they look at on the page. They will be on the Timeline layout to see their event feed.
Connections	This option opens the Connections panel on the right of the screen, allowing the user to explore people they are connected to in the system and to establish new connections.

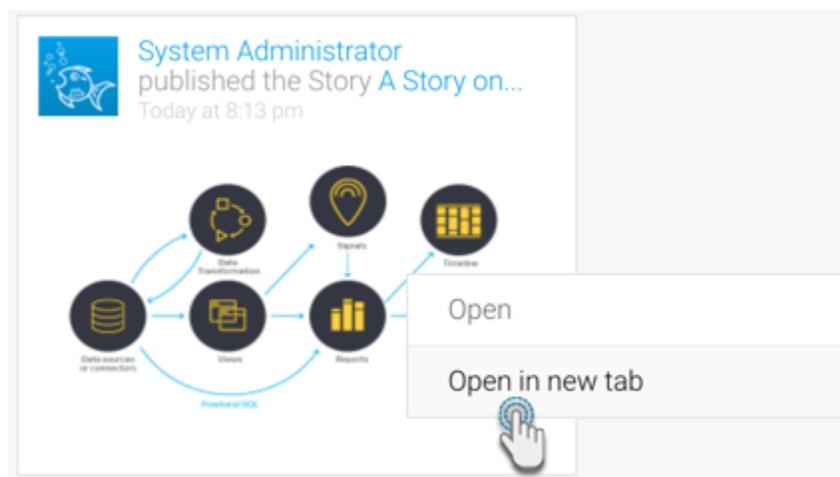
Opening Content

While viewing events in the Timeline feed, you will be able to open pieces of content listed. Simply click on a content thumbnail to open outside of the Timeline.



Open content in new tab

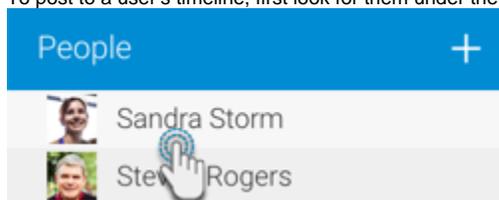
If you have the [Multi-Tab Support configuration](#) setting enabled on your system, click on the menu icon of an event card in the Timeline page, or simply right-click on the content thumbnail or any link in the card. Options to open the content in the current or a new tab will be presented. Note that event cards of some content might not have this menu, in which case you can use the right-click method to open it.



Posting to a Timeline

The Timeline feed allows you to post comments or updates on a user's timeline, much like the way you would post in a discussion group. You will always be able to post to your own feed, and you will be able to post to a user's feed you have connected to. To post to a user's feed that you aren't connected to their timeline will need to be defined as **Public** in their [user settings](#).

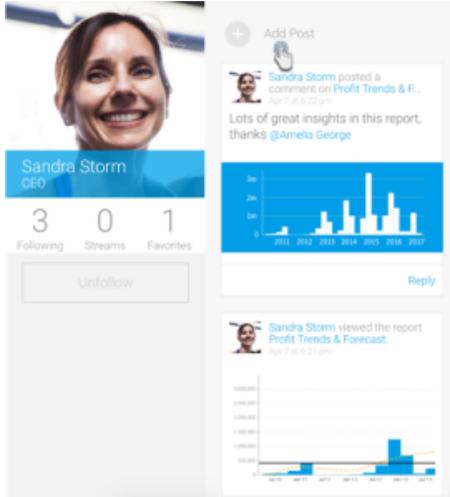
1. To post to a user's timeline, first look for them under the **People** section in the left side navigation. Click on their name to open their timeline.



2. Alternatively, you can also find a user via the **Members** icon in your timeline toolbar.

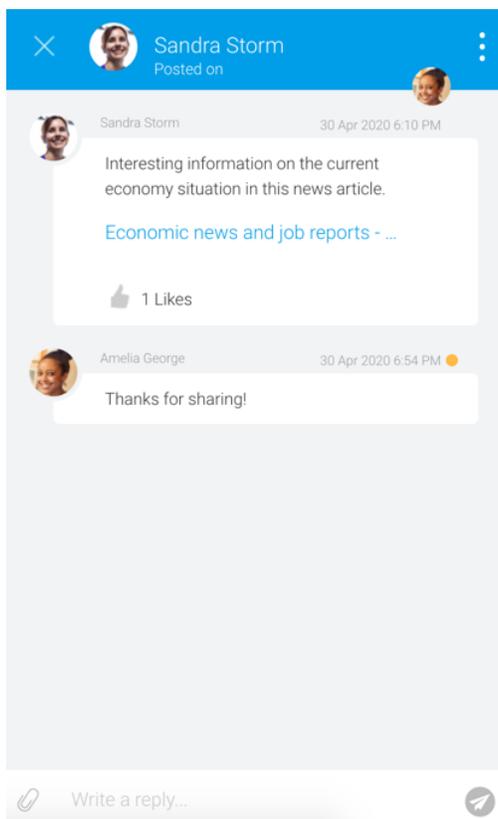


3. Once on their timeline, click on **Add Post** and leave a comment or assign a task as you would in a discussion stream.



Viewing a Post's Thread

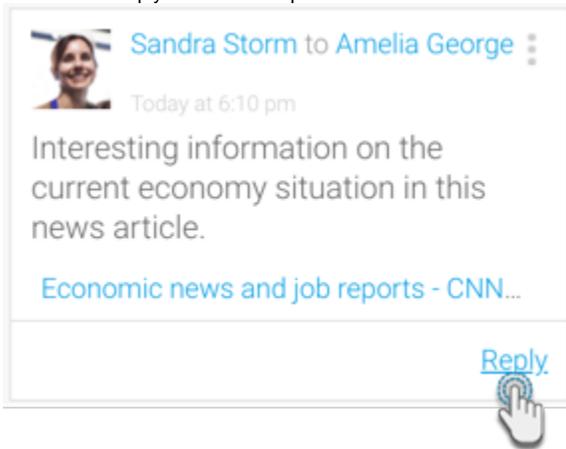
To view a post's thread that is visible in your timeline, simply click on the Reply button. This will bring up the Activity Stream displaying the thread.



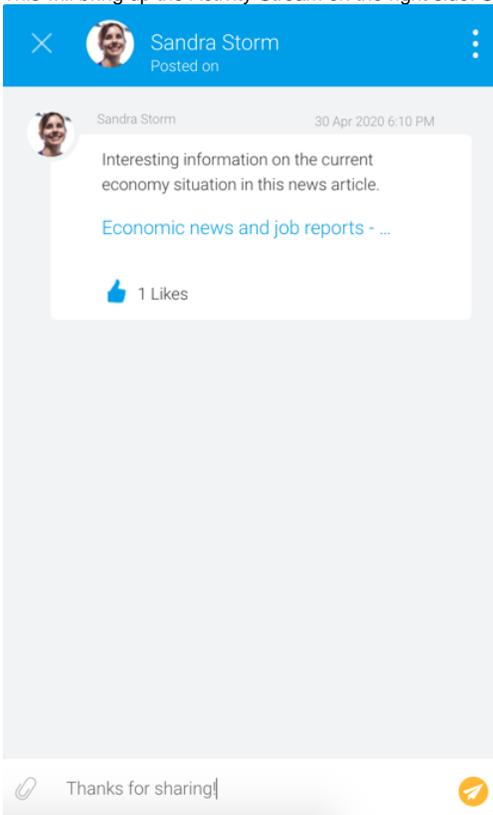
Replying to a Post

Users may reply to a post they view on their timeline feed. This could be a comment posted specifically on their timeline or an event related to their connection's activities.

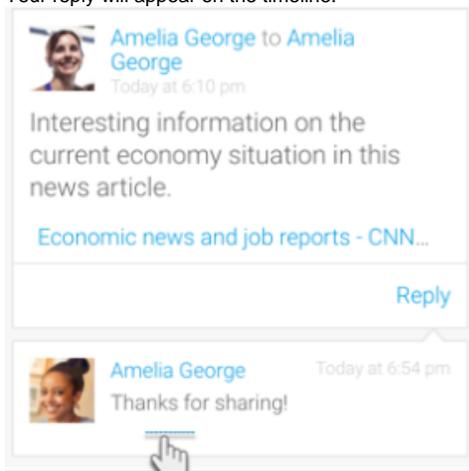
1. Click on the Reply button on the post.



2. This will bring up the Activity Stream on the right side. Simply enter your reply and click on the send button.



3. Your reply will appear on the timeline.



The screenshot shows a social media interface with two posts. The top post is from Amelia George to Amelia George, dated 'Today at 6:10 pm'. The text of the post reads: 'Interesting information on the current economy situation in this news article.' Below the text is a blue link: 'Economic news and job reports - CNN...'. To the right of the text is a blue 'Reply' button. The bottom post is from Amelia George, dated 'Today at 6:54 pm', with the text 'Thanks for sharing!'. A mouse cursor is pointing at the bottom of this post.

top