
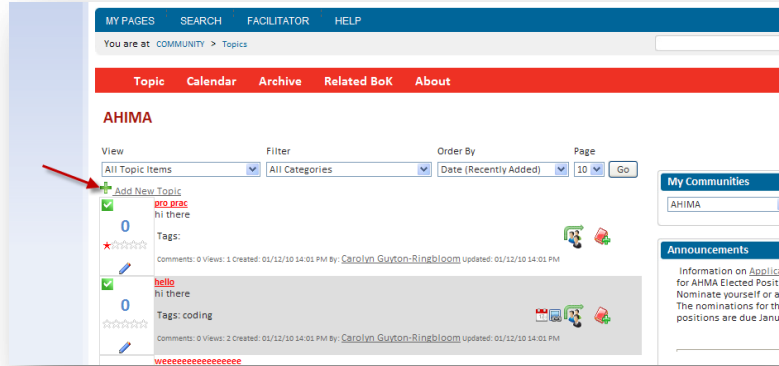


## CoP—Add a Topic

### Tips for starting a new discussion, posting a resource or link, or collaborating with peers

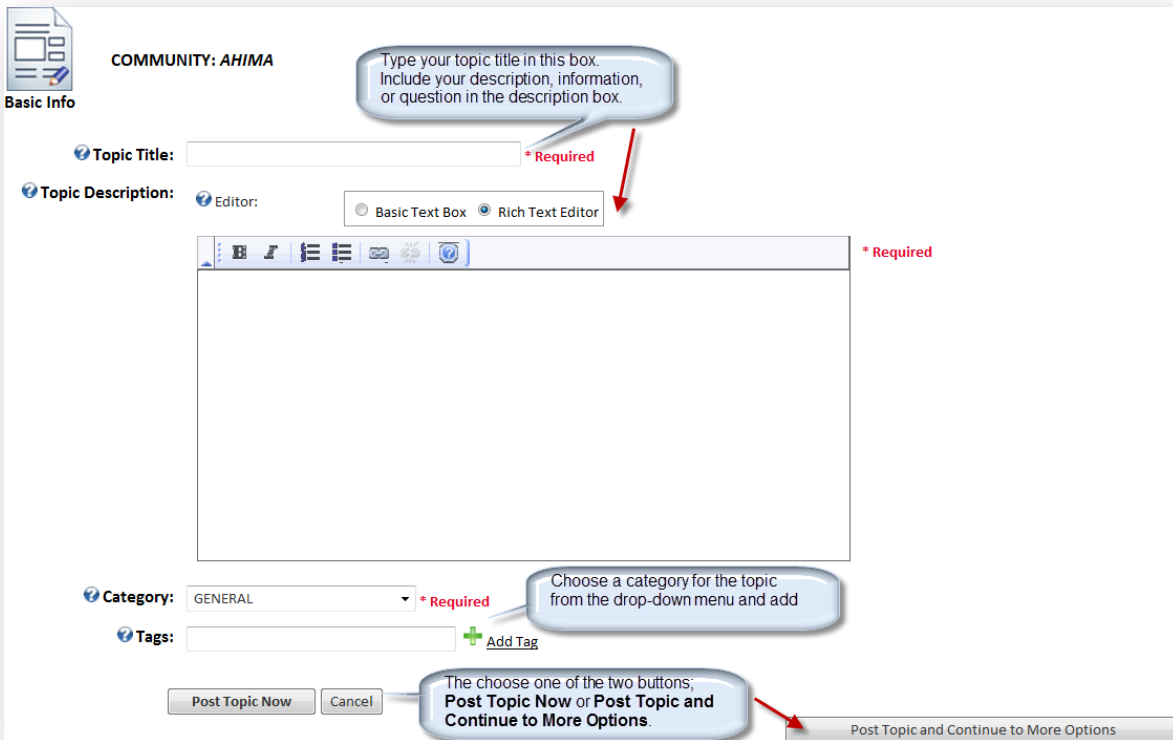
Use the **Add a Topic** link to add new content within a specific community. Go to the community where you want to post your topic. Choose the community you want to add topic to, and choose the community name from the **My Communities** drop down.

Select the **Add a Topic** link located at the top left of your community page.  [Add New Topic](#)



The first screen of the **Topic Dashboard** will appear.

**Screen One: Basic Info:** Add the topic title and description. Then choose the category and tags (keywords). If you are starting a discussion-only topic, go to this screen and then select **Post Topic Now** on the bottom left. If you want to add additional items, choose **Post Topic** and **Continue to More Options**. See the screen shot below for more details.



The screenshot shows the 'Basic Info' screen for adding a topic in the AHIMA community. The page title is 'COMMUNITY: AHIMA'. On the left, there is a 'Basic Info' icon. The main form includes the following fields and options:

- Topic Title:** A text input field with a red asterisk and the word 'Required' next to it.
- Topic Description:** A section with an 'Editor' dropdown set to 'Rich Text Editor' (selected over 'Basic Text Box'). Below it is a large text area with a toolbar. A red asterisk and the word 'Required' are to the right of the text area.
- Category:** A dropdown menu currently set to 'GENERAL', with a red asterisk and the word 'Required' next to it.
- Tags:** A text input field with a '+ Add Tag' button next to it.
- Buttons:** At the bottom, there are three buttons: 'Post Topic Now', 'Cancel', and 'Post Topic and Continue to More Options'. A red arrow points to the 'Post Topic and Continue to More Options' button.

Callouts provide additional instructions:

- A callout pointing to the Topic Title field says: 'Type your topic title in this box. Include your description, information, or question in the description box.'
- A callout pointing to the Category dropdown says: 'Choose a category for the topic from the drop-down menu and add'.
- A callout pointing to the 'Post Topic and Continue to More Options' button says: 'The choose one of the two buttons; Post Topic Now or Post Topic and Continue to More Options.'

**Dashboard pages:** If you choose to continue from the first page, the follow “dashboard” page will appear. This dashboard page provides options for adding content. If you want to delete your topic, you can do it on this page. See the screen shot below for more details.

**Advanced Options**

COMMUNITY: *Training for Facilitators and Staff*

TOPIC TITLE: *icd-10*

On this page, you can:

1. Choose to have a start and end date for when you would like the topic to appear in the community.
2. Add a workspace (whiteboard) and work with others on creating a document.
3. Make the topic an event. By including an event date, it will show up on the Calendar with the topic title and description.

Advanced Options allow you to control a time period for this topic to be visible to members. You will always be able to see the topic, however. Also, there are options for displaying the topic as an event and activating the workspace, where all community members can make notations.

**Start Topic Display:** 3/3/2011

**Stop Display:** Leave blank for continuous display

**Activate Workspace:**  Display Collaborative Workspace?

**Event Date:**

On all the dashboard pages, click **Update** when finished to save your changes.

Update Cancel

**Screen Two: Advanced Options:** Add an event or a workspace (Wiki) on this screen. Events are displayed on the calendar.

**Advanced Options**

COMMUNITY: *AHIMA*

TOPIC TITLE: *Summer Meetings*

On this page, you can:

1. choose to have a starting and ending date for when you want the topic to appear in the community.
2. You can add a workspace (whiteboard) and work with others on creating a document.
3. You can make this topic an event. By including an event date, it will show up on the Calendar with the topic title and description information.

Advanced Options allow you to control a time period for this topic to be visible to members. You will always be able to see the topic, however. Also, there are options for displaying the topic as an event and activating the workspace, where all community members can make notations.

**Start Topic Display:** 4/13/2010

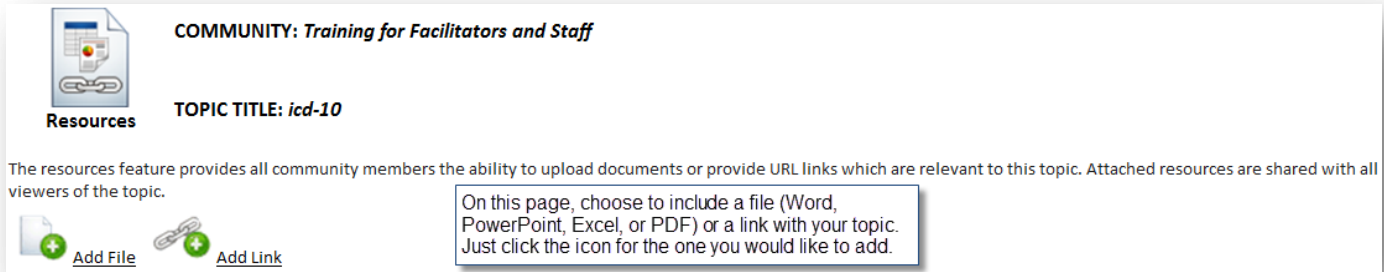
**Stop Display:** Leave blank for continuous display

**Activate Workspace:**  Display Collaborative Workspace?

**Event Date:**

Update Cancel

**Screen Three: Resources:** Add a resource (file or link) on the **Resources** screen. Choose to add a file or link. Add text to describe the document or link in the **Display Text** box. Be sure to click the **Add Resource** button to have your resource included. See the screen shot below to define the options for this screen.

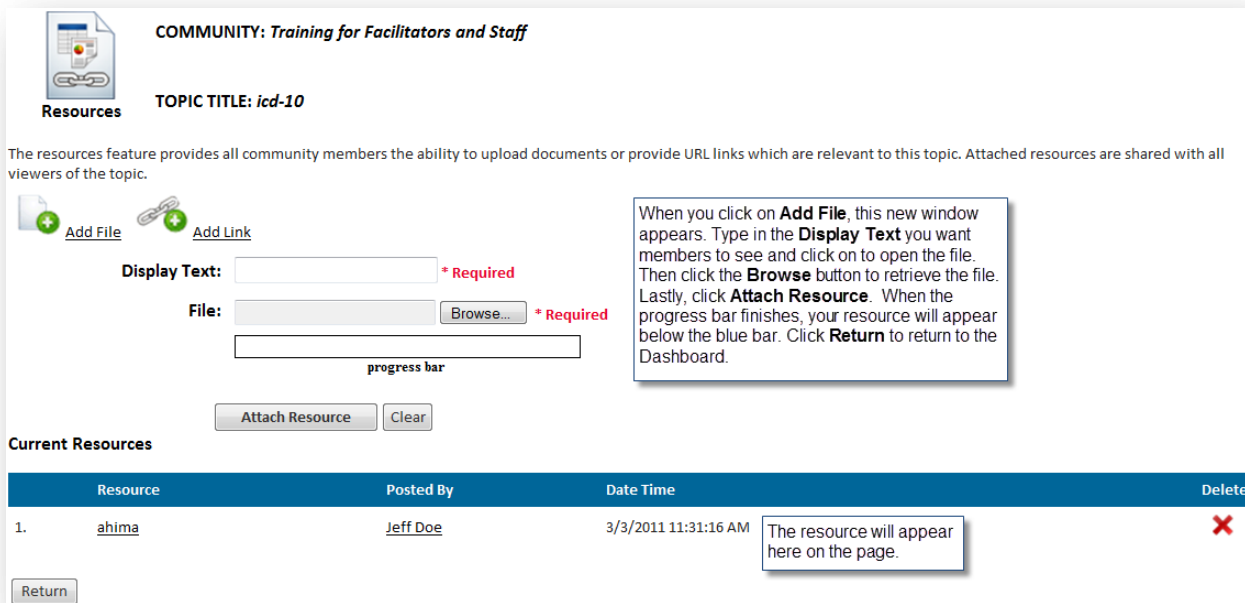


**Resources**    **COMMUNITY: Training for Facilitators and Staff**  
**TOPIC TITLE: icd-10**

The resources feature provides all community members the ability to upload documents or provide URL links which are relevant to this topic. Attached resources are shared with all viewers of the topic.

On this page, choose to include a file (Word, PowerPoint, Excel, or PDF) or a link with your topic. Just click the icon for the one you would like to add.



**Resources**    **COMMUNITY: Training for Facilitators and Staff**  
**TOPIC TITLE: icd-10**

The resources feature provides all community members the ability to upload documents or provide URL links which are relevant to this topic. Attached resources are shared with all viewers of the topic.

**Display Text:**  \* Required

**File:**   \* Required

progress bar

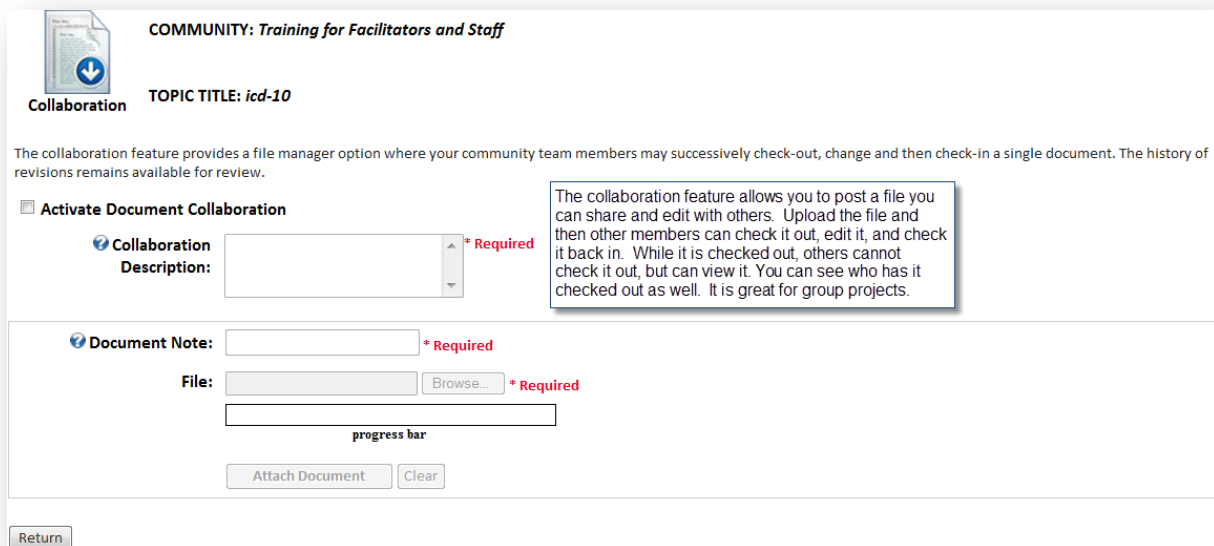
**Current Resources**

Resource	Posted By	Date Time	Delete
1. ahima	Jeff Doe	3/3/2011 11:31:16 AM	<input type="button" value="X"/>

When you click on **Add File**, this new window appears. Type in the **Display Text** you want members to see and click on to open the file. Then click the **Browse** button to retrieve the file. Lastly, click **Attach Resource**. When the progress bar finishes, your resource will appear below the blue bar. Click **Return** to return to the Dashboard.

The resource will appear here on the page.

**Screen Four: Document Collaboration:** Add a collaborative document members can check out, edit, and check back in. See the screen shot below to define the options for this screen.



**Collaboration**    **COMMUNITY: Training for Facilitators and Staff**  
**TOPIC TITLE: icd-10**

The collaboration feature provides a file manager option where your community team members may successively check-out, change and then check-in a single document. The history of revisions remains available for review.

**Activate Document Collaboration**

**Collaboration Description:**  \* Required

**Document Note:**  \* Required

**File:**   \* Required

progress bar

The collaboration feature allows you to post a file you can share and edit with others. Upload the file and then other members can check it out, edit it, and check it back in. While it is checked out, others cannot check it out, but can view it. You can see who has it checked out as well. It is great for group projects.