



How to Navigate Answers

This guide demonstrates how to use the filters and organization options to navigate the Answers feature.

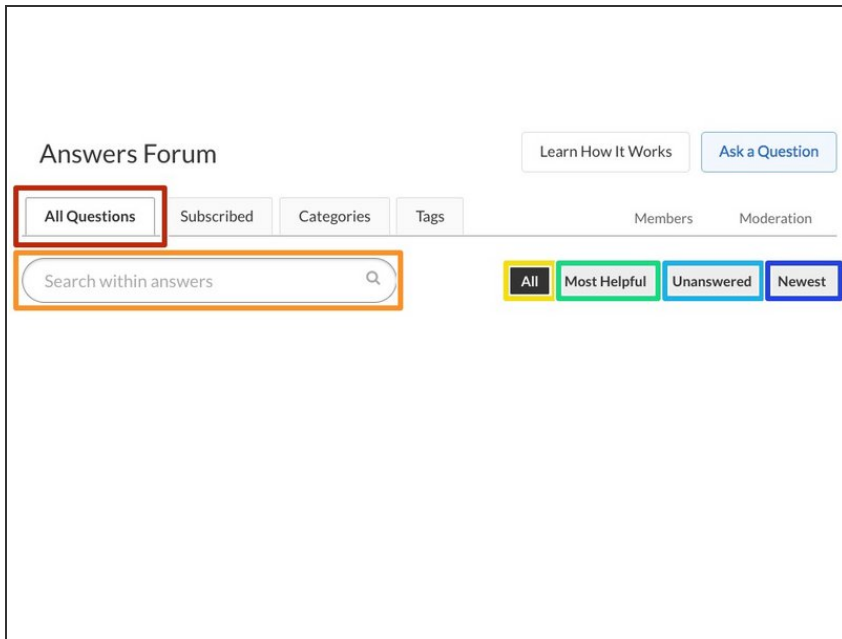
Written By: Dozuki System



INTRODUCTION

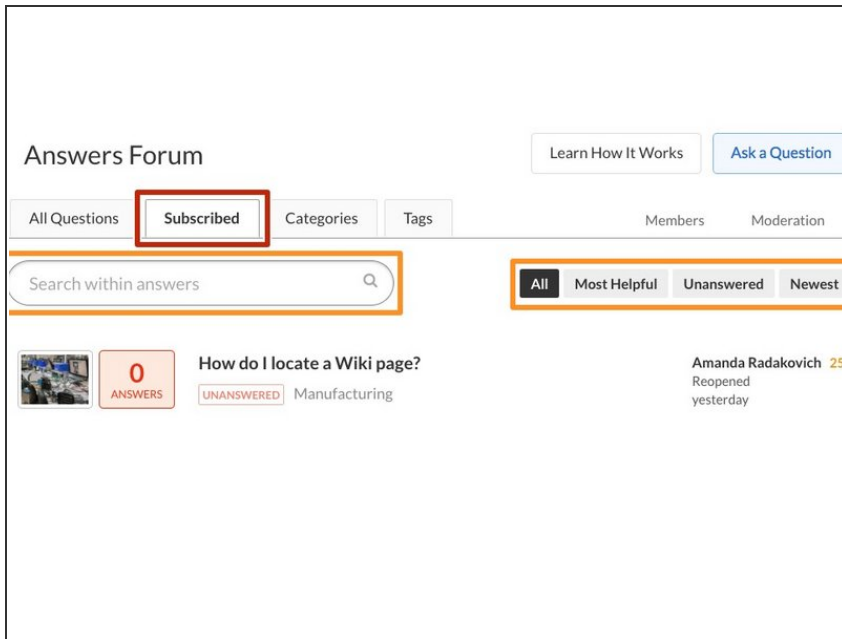
This guide demonstrates how to use the filters and organization options to navigate the Answers feature.

Step 1 — All Questions



- The **All Questions** tab opens by default on Answers. This tab shows you all questions that are currently active.
- Use the **search bar** below this tab to easily search through the question archives.
- Use the **All** filter on the left to view every question.
- Use the **Most Helpful** filter on the left to view the questions with the most user votes for helpfulness.
- Use the **Unanswered** filter on the left to view all unanswered questions.
 - 👉 Help **contribute** to the site by providing answers to questions and topics with which you are familiar!
- Use the **Newest** filter on the left to see questions on the site ranked by the most recent posting date.

Step 2 — Subscribed



- The **Subscribed** tab is the second tab in Answers and allows you to view all questions to which you are subscribed.
- **i** By **subscribing** to a question, you are electing to receive notifications when new answers are posted for that question. See the [How to Subscribe to a Question guide](#) for more information.
- Use **Search** and **Filters** to narrow down the results.

Step 3 — Categories

The left screenshot shows the 'Answers Forum' navigation menu with the 'Categories' tab highlighted. Below the navigation, there are sections for 'Answers' (7 x Answers), 'Guides' (1 x Data Capture, 1 x Tags), 'Wikis' (1 x Wikis), and 'Site Management' (4 x Site Management).

The right screenshot shows the search results for '1 Data Capture questions'. It includes a search bar with the text 'Search within answers', a 'CLEAR X' button, and a filter menu with options: 'All', 'Most Helpful', 'Unanswered', and 'Newest'. The main content area displays a question titled 'How can I use Data Capture without using Work-Orders?' with 1 answer, marked as 'ACCEPTED'. The answer is by Amanda Radakovich, 2k reputation, edited July 29. The page is 'Page 1 of 1' and powered by DOZUKI - 2016 DOZUKI.

- Use the **Categories** tab to find questions that are grouped by category.
- Select a **Category** from the listed options to see the list of Questions relating to that category.
- Use **Search** or **Filters** to narrow down results.
- Click the **Clear X** button to deselect your chosen category and start over.

Step 4 — Members

The screenshot displays two main sections: the 'Answers Forum' on the left and the 'Leaderboard' on the right.

Answers Forum: Features navigation options like 'All Questions', 'Subscribed', 'Categories', 'Tags', and 'Members' (highlighted with a red box). It also includes a search bar and filters for 'All', 'Most Helpful', 'Unanswered', and 'Newest'.

Leaderboard: Shows user rankings for 'December 11 - December 18'. The 'View' filters are set to 'Answers' (highlighted with an orange box), and the 'Sort by' filter is set to 'Week' (highlighted with a yellow box). The table lists users by rank, with columns for Rank, User, Recent Badges (highlighted with a green box), and Points.

Rank	User	Recent Badges	Points
1	jayeff	[Badges]	1,418
2	mayer	[Badges]	1,402
3	oldturkey03	[Badges]	1,338
4	Dan	[Badges]	1,002
5	L Pfaff	[Badges]	772
6	Minh	[Badges]	764

A tooltip for the 'Great Answer' badge is visible, indicating it is earned 3 times and earned 576 times. A blue arrow points to the badge icon in the tooltip.

- The **Members** link at the top right corner of the page opens the site **Leaderboard**.
- ⓘ The **Leaderboard** provides a ranking of all site users by highest Reputation.
 - Use the **View** filters to see sorted results specific to the Guides or Answers portion of the site.
 - Use the **Time** filters to see a historical record of site user rankings.
 - Users can earn **Badges** as honorable rewards for their activity on the site.
 - Hover your mouse pointer over a **badge icon** to see more information about the badge earned.

Step 5 — Moderation

The left screenshot shows the 'Answers Forum' page. At the top right, there are links for 'Learn How It Works' and 'Ask a Question'. Below these are navigation tabs: 'All Questions', 'Subscribed', 'Categories', 'Tags', 'Members', and 'Moderation'. The 'Moderation' link is highlighted with a red box. A search bar is located at the bottom left, and sorting options ('All', 'Most Helpful', 'Unanswered', 'Newest') are at the bottom right.

The right screenshot shows the 'Moderation' page. At the top, there are navigation tabs: 'Members', 'Teams', 'Contribute', 'Translate', 'Patrol', and 'Moderation'. Below these are 'View' filters: 'Pending Votes', 'Passed Votes', 'Failed Votes', and 'My Votes'. The 'Pending Votes' filter is highlighted with an orange box. On the right side, there are 'Show' filters: 'All' and 'Unvoted'. The 'Unvoted' filter is highlighted with a green box. At the bottom, there is a thumbs-up icon and the text 'Hey, it looks like we're all caught up!'.

- Click the **Moderation** link in the top right corner of the page to open the **Moderation Page**.
- ⓘ Users with at least 100 reputation points may flag questionable answers, comments, or questions and send them to this **Moderation Page**. Once posts are flagged, the community may vote on what action should be taken with the content.
 - Use the **View** filters on the top left to narrow the flagged questions by status.
 - Use **Voting** filters on the top right to sort by vote status.
- ⓘ To learn about Moderating Users and Content for Answers, see our [Guidelines for Moderating Answers](#).