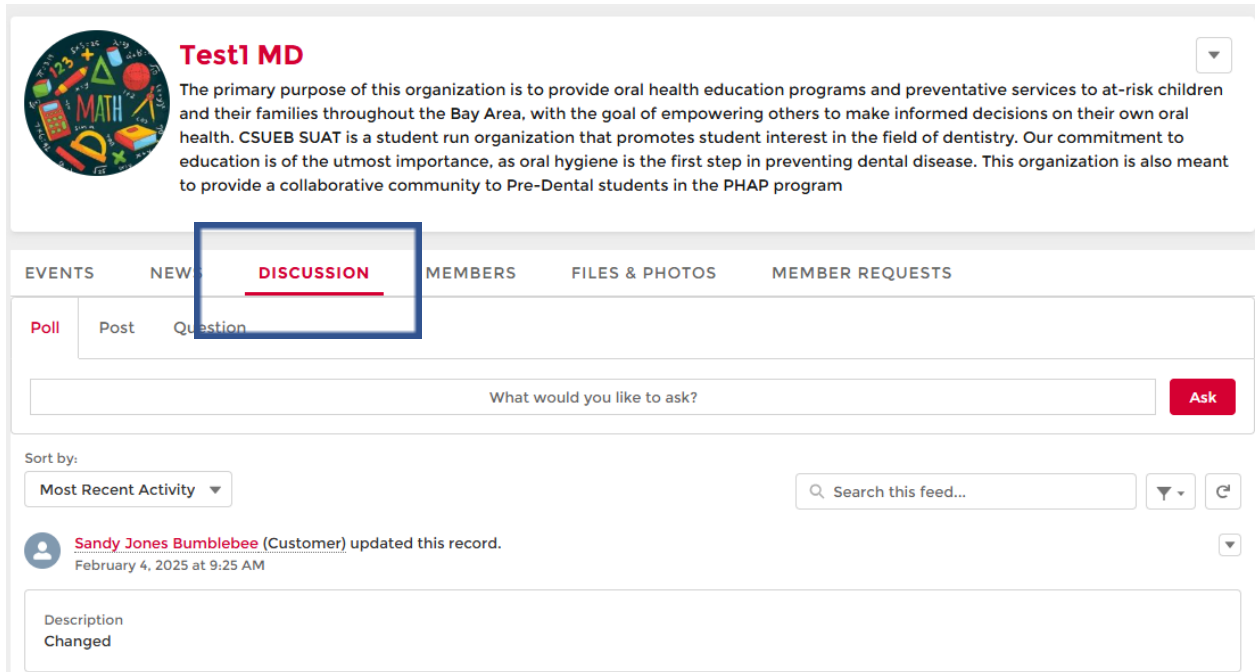


Steps to post and respond to a chatter.

1. Navigate to the Organization/Group from the BaySync Navigation -> Choose the organization where the post needs to be created.
2. Click on the Discussion Tab as per the below screenshot
3. Users have 3 options – To create a Poll, Post or Question



The screenshot shows the profile page for 'Test1 MD'. The organization's logo, which features various math symbols and the word 'MATH', is on the left. To the right of the logo is the organization's name 'Test1 MD' and a brief description: 'The primary purpose of this organization is to provide oral health education programs and preventative services to at-risk children and their families throughout the Bay Area, with the goal of empowering others to make informed decisions on their own oral health. CSUEB SUAT is a student run organization that promotes student interest in the field of dentistry. Our commitment to education is of the utmost importance, as oral hygiene is the first step in preventing dental disease. This organization is also meant to provide a collaborative community to Pre-Dental students in the PHAP program'. Below the description is a navigation bar with tabs: 'EVENTS', 'NEWS', 'DISCUSSION' (which is highlighted with a red underline and a blue box), 'MEMBERS', 'FILES & PHOTOS', and 'MEMBER REQUESTS'. Under the 'DISCUSSION' tab, there are three options: 'Poll', 'Post', and 'Question'. Below these options is a text input field with the placeholder 'What would you like to ask?' and a red 'Ask' button. At the bottom of the page, there is a 'Sort by:' dropdown menu set to 'Most Recent Activity', a search bar with the placeholder 'Search this feed...', and a feed item from 'Sandy Jones Bumblebee (Customer)' dated 'February 4, 2025 at 9:25 AM' with the description 'Changed'.

Poll: To create a poll, choose the poll option, Provide the questions and choices as per the below screenshot

Poll

Post

Question

Question

What would you like to ask?

Choice 1

Choice 2

To Test1 MD

+ Add new choice

Ask

Once the Poll is created the members can vote on the choices provided. Comment and Like features are enabled.

To Vote, choose the choice and click on the Vote button.

Click on the view results button to view the poll results.

Sandy Jones Bumblebee (Customer)

Just now

What should we do for our next event?

☐ Dance

☐ Field Trip

☐ Bracelet Making

Vote

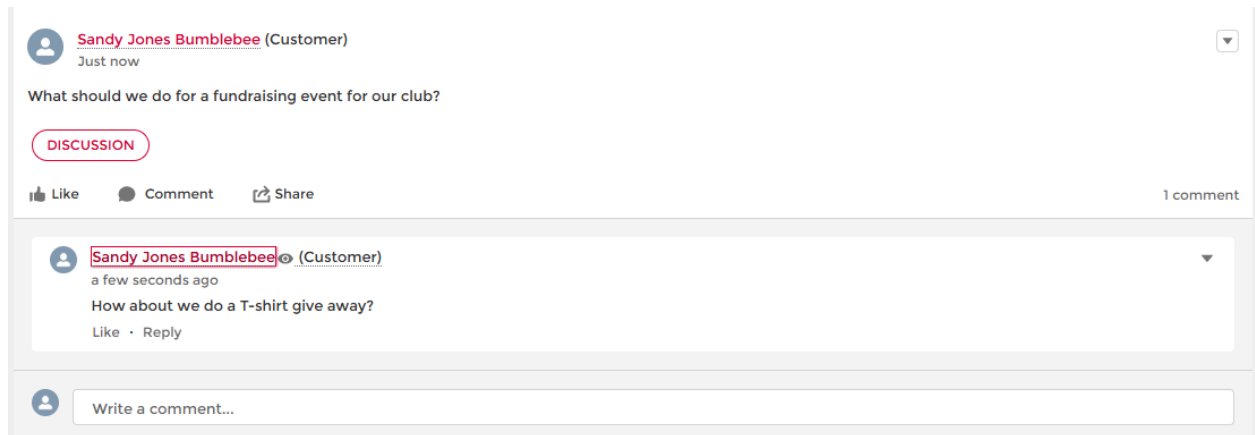
View results

Like

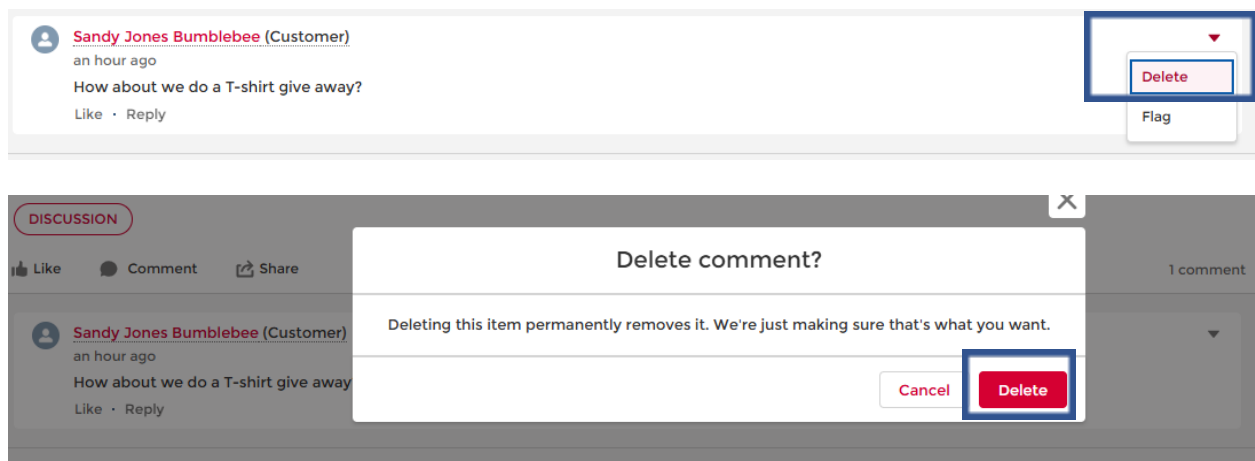
Comment

Share

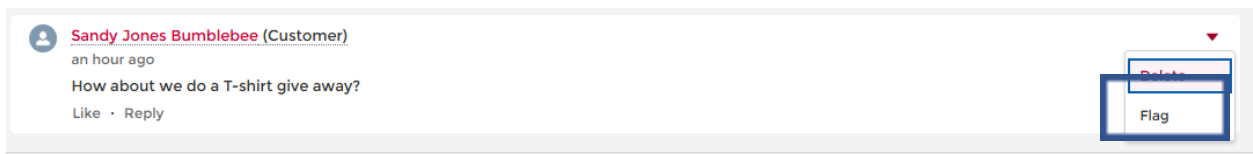
To Post, click on the Post option and provide the required details and Post. The comments and Like are enabled to provide a discussion forum.



To delete a comment. Click on the drop down on the left side of the comment section. And click delete.
To Delete a comment click on the delete button



Users have the option to flag the comment as Spam/Inappropriate and leave a note to the moderator before deleting the comment.



A screenshot of a modal form titled 'What's wrong?'. The form has two radio button options: 'This comment is not appropriate' (which is selected) and 'Reported as Spam (comment)'. Below these options is a text input field labeled 'Leave the Moderator a Note'. At the bottom right of the form are two buttons: 'Cancel' and 'Save'.