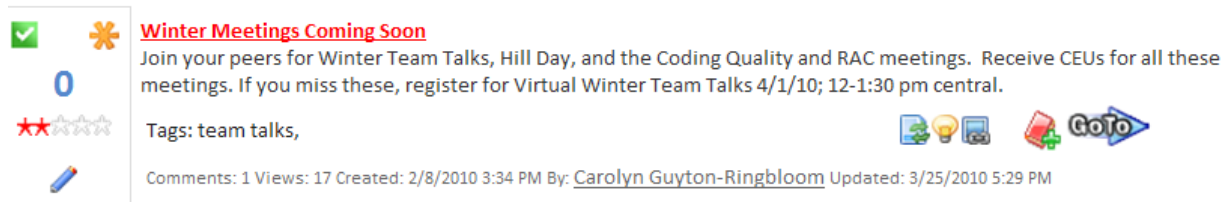







## Getting Started in the New CoP—Topic Icons

While viewing a topic, you'll notice the amount of information presented before you open up a topic. Mouse over the icons and a pop-up will display indicating what each icon represents.

### Topics

Here's an example: This topic has one comment and was viewed 17 times.



**Winter Meetings Coming Soon**  
 Join your peers for Winter Team Talks, Hill Day, and the Coding Quality and RAC meetings. Receive CEUs for all these meetings. If you miss these, register for Virtual Winter Team Talks 4/1/10; 12-1:30 pm central.  
 Tags: team talks,       
 Comments: 1 Views: 17 Created: 2/8/2010 3:34 PM By: [Carolyn Guyton-Ringbloom](#) Updated: 3/25/2010 5:29 PM

Looking at the icons in the box on the left:



The check means you read the topic.



This indicates it is a featured topic. Facilitators designate topics to feature.

11

This number indicates the topic's ranking (an algorithm based on number of comments from unique members, the number of views, number of comments, and rating). This is a useful tool for seeing what is currently popular with your colleagues, appropriately listed under the **What's Popular** tab in My Pages.

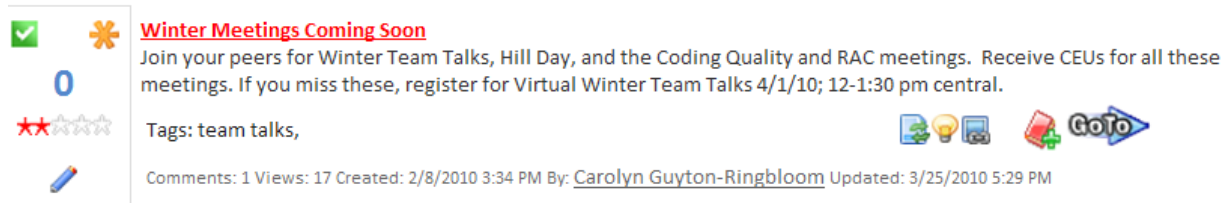


The stars indicate the rating. Members rate topics, and the combined rating of all members becomes the rating shown on the page. In this case, this topic has two stars. Click on the left to add one star or the right to add five.



The pencil indicates you can edit this topic. This is available if you started or "own" the topic or if you are a community facilitator. Even if you don't see this, you can still add documents, links, and comments to a topic to your communities.

Under each topic description, you have the number of comments and views, the date created, who created it, and the date it was last updated.



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On the right side, there are other icons you'll see associated with topics.



This indicates an event is associated with this topic.



This indicates a collaborative document resides within the topic.



This indicates a workspace (or virtual whiteboard).



This indicates a resource is included within the topic, such as a link or a document.



This indicates your ability to bookmark (or save) topics you want to view in the future. Select the bookmark icon on the right side. Store it in your Bookmark folder. View bookmarked topics by selecting **Bookmarks** on the top toolbar on your Personal Page.



This indicates the community where the topic is posted. For example, if you see a topic of interest from **My Pages, What's New**. When you mouse over this icon, you can see it is posted in the CoP feedback community. From this pop-up, you can navigate directly to the CoP Feedback community. In the future, you can cross-post documents to several communities, allowing you to see where else the document is posted and relevant.

## Search—Search for Members

Under **Search for Members**, you will see another icon to the right of the member's name.



Click on this icon and the member's profile will appear. On the right, an e-mail message box will appear, allowing you to e-mail this member.