KNOWLEDGE BASE ARTICLE

Reporting Inappropriate Posts in Discussions



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Overview

Not every post belongs on a board. When a member of your **site** finds a topic or a reply that is offensive, off-topic or breaks the rules of the community, Discussions lets them flag it with one click, and the moderators of the board see the flagged items in a dedicated section of the moderation queue. The post is not hidden by the report - a moderator decides what to do with it. This article describes the member's side and the moderator's side of that workflow.

Who can report

The **Report** button is shown to users who can post on the board - users with the **Add items** permission on the site (the **Contribute** and **Edit** levels), including guests with that permission - and only under posts written by **other people**. You cannot report your own topic or reply, and visitors with the **Read** permission do not see the button at all. Moderators (users with **Manage Lists**) see the button too, but they usually act on a post directly instead.

Reports are handled by the moderators of the board: users with the **Manage Lists** permission on the site. See KB10408. Permissions in Discussions: Who Can Read, Post and Moderate.

How to report a topic or a reply

1 Open the topic.
2 Find the post you want to report - the topic itself at the top of the page or one of the replies in the thread.
3 In the row of buttons under the post, click **Report** (the flag icon).

The button immediately changes to **Reported** and becomes disabled. There is no form to fill in: the report carries no text, only the fact that you flagged the post.

What happens after you report

- **One report per person.** The **web part** remembers who reported each post. You can report a given topic or reply only once; the button stays **Reported** for you even after you reload the page, until a moderator dismisses the reports.
- **The post stays visible.** A report does not hide or remove the post and does not change its approval status. Other members see nothing - the **Reported** label is shown only to the people who reported the post.
- **What is stored.** The item in the **Discussions Topics** or **Discussions Posts list** gets its **Reports** counter (`VtxReportCount`) increased by one and your name added to the **Reported by** column (`VtxReportedBy`). Nothing leaves your site.

- **No message is sent.** The web part does not notify the moderators; they see the reports when they open the moderation queue (see below).

Note

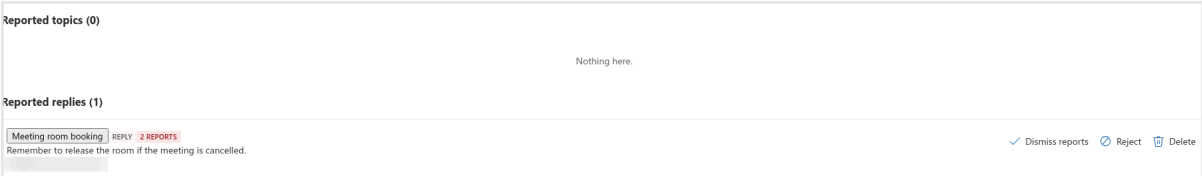
Like every other column of the lists, **Reports** and **Reported by** can be seen by anyone who opens the **Discussions Topics** or **Discussions Posts** list in **Site contents** with the **Read** permission. The web part itself never shows the names of the reporters to members.

What moderators see

A user with the **Manage Lists** permission has the **Moderation** button in the command bar of the board, next to **New topic** and **Follow**. The **Moderation** screen has four sections, each with the number of items in its heading:

- **Topics waiting for approval** and **Replies waiting for approval** - items held back by the *Require approval of new posts* setting of the board;
- **Reported topics** and **Reported replies** - every topic and reply of this board that has at least one report.

Each reported item shows its title (for a reply, the title of its topic), a **Topic** or **Reply** badge, a red badge with the number of reports - *2 reports* -, an excerpt of the text, the author and when it was posted. Click the title to open the topic and read the post in its context. Each section lists up to 200 items.



Reported replies in the moderation queue

Acting on a report

For a reported item the queue offers two actions:

Action	What it does
Dismiss reports	Resets the **Reports** counter to zero and clears the **Reported by** column. The item leaves the queue, and the people who reported it get their **Report** button back. Use it when the post is fine.

Action	What it does
Delete	Deletes the topic or the reply. A deleted reply is removed from the thread; replies that were nested under it are kept and are shown at the top level of the thread.

Two more options are available by opening the topic from the queue:

- **Edit** the post (a moderator can edit anyone's post), remove the offending part and then return to the queue and click **Dismiss reports**.
- For a topic that attracts abuse, use the **Locked** button on the topic page: the thread stays readable, but no new replies are accepted.

Warning

Delete in the queue removes the post immediately, without a confirmation prompt. If you want to keep a record, copy the text or note the item ID before deleting; a deleted list item can be restored from the site **Recycle bin** by its owner or a site administrator.

Getting notified about reports

Discussions keeps subscriptions and mentions for email delivery by a **Power Automate** flow, but reports are not part of that notification contract: nothing is sent when a post is reported. Moderators check the **Moderation** screen as part of their routine. If your moderators prefer an email, a site owner can build a flow on the **Discussions Topics** and **Discussions Posts** lists that triggers *when an item is modified* and the **Reports** column is greater than zero. See KB10414. How Notifications Work in Discussions: Subscriptions, Mentions and Power Automate.

Tip

On a board where the community is new or open to guests, combine reports with the *Require approval of new posts* setting: new topics and replies then wait in the same **Moderation** screen before they are published.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Power Automate
Microsoft Power Automate is a cloud-based service that allows users to create automated workflows between applications and services. It enables the automation of repetitive tasks and processes, such as data collection, notifications, and approvals, without the need for extensive coding knowledge.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.