KNOWLEDGE BASE ARTICLE

Pinning, Featuring and Locking Topics

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

Overview 4

Where the switches are 4

Pinned topics 4

Featured topics 5

Locked topics 5

The same flags in the list 6

Overview

Three switches let a moderator shape a board without touching its content. **Pinned** keeps a topic at the top of the list — house rules, a schedule, the link to the knowledge base. **Featured** marks a topic as worth reading and collects it in the **Featured** view. **Locked** closes a topic for new replies while keeping it readable — a question that has been answered conclusively, a thread that has drifted off topic.

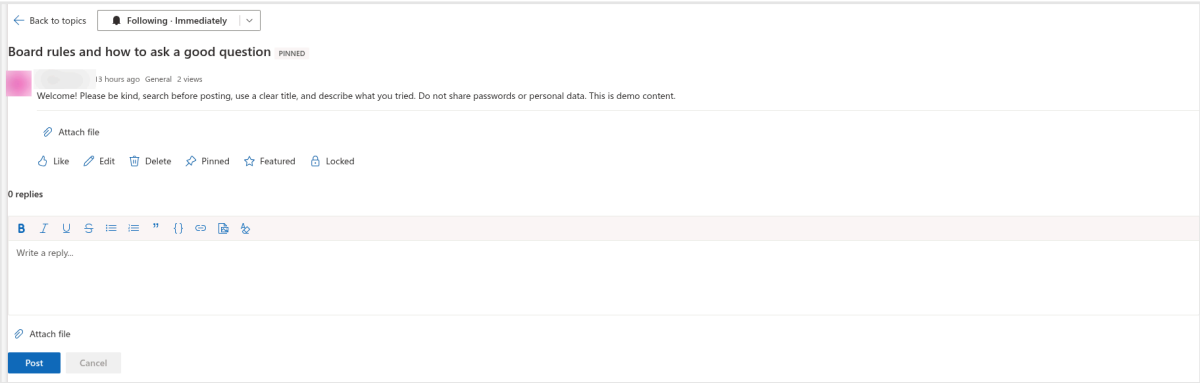
All three are available to users with the **Manage Lists** permission on the site (see KB10408. Permissions in Discussions: Who Can Read, Post and Moderate) and are set from the topic view of Discussions.

Where the switches are

1. Open the topic from the list.

2. Under the topic body, next to **Like**, **Edit** and **Delete**, a moderator sees three further buttons: **Pinned**, **Featured** and **Locked**. Each click toggles the flag on or off; the change is saved immediately, and the matching badge appears in or disappears from the topic heading.

3. Click **Back to topics**. The list reloads with the new order and badges.



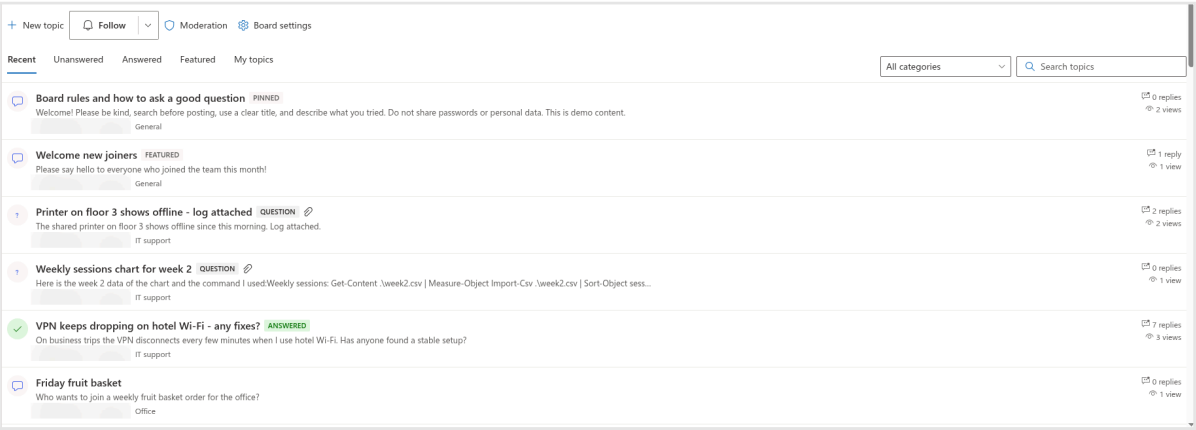
The Pinned, Featured and Locked buttons in the topic view

The buttons do not change their label to show the current state — only the icon of **Locked** switches between a lock and an unlock symbol; look at the badges in the heading — **Pinned**, **Featured**, **Locked** — to see which flags are set. The same badges are shown in the topic list for every user.

Pinned topics

A pinned topic is placed before all other topics in every view of the board — **Recent**, **Unanswered**, **Answered**, **Featured** and **My topics** — and within the results of the

category filter and the search. Several pinned topics are ordered among themselves by last activity, newest first, like the rest of the list. Pinning does not change the topic itself: replies, likes and the **Answered** status work as usual.



Pinned, Featured and Locked badges in the topic list

Note

Pinning affects the topic list of the board only. The **Discussions Activity** web part orders topics by last activity and ignores the flag; see KB10415. Showing Recent Discussions on Any Page with the Discussions Activity Web Part.

Featured topics

A featured topic gets the **Featured** badge and is included in the **Featured** view of the topic list, which shows featured topics only. Featuring does not change the order of the other views. Use it to curate a reading list for newcomers: the best answered questions, the threads that explain a process, the announcements that matter.

If a board is meant to open on that list, set **Default view** to **Featured** in the **Appearance** group of the property pane; users can still switch to the other views. The display settings are described in KB10422. Views, Paging, Search and Counters: Display Settings of the Discussions Web Part.

Locked topics

Locking sets the topic's **Status** to *Locked*. The topic shows the **Locked** badge and the message *This topic is locked. New replies are not accepted.* at the end of the thread. In a locked topic:

- the reply box under the thread and the **Reply** button on every reply are hidden for everybody, moderators included;

- **Like**, **Report**, **Follow** and the deep link keep working, and the topic remains in search and in the views;
- authors can still **Edit** and **Delete** their own replies, and moderators any reply; the author can no longer edit the locked topic itself (moderators can), while **Delete** on the topic stays available to the author and to moderators;
- **Mark as answer** and **Unmark answer** are hidden for everybody, so the accepted answer stays as it is until the topic is unlocked.

To reopen the topic, click **Locked** again. The status returns to *Answered* if the topic has an accepted answer, and to *Open* otherwise.

Warning

The accepted answer is independent of the lock. The **Answered** badge, the check-mark icon in the list and the place in the **Answered** view are derived from the accepted answer, not from the **Status** column, so a locked question keeps all of them, and a locked question without an accepted answer stays in the **Unanswered** view. In the **Discussions Topics** list a locked topic has the **Status** *Locked* whether it is answered or not; the answer itself is recorded in the **Accepted post** column.

The same flags in the list

The three switches are columns of the `Discussions Topics` list: **Pinned** (Yes/No), **Featured** (Yes/No) and **Status** (*Open*, *Answered*, *Locked*). A site owner can change them there as well — for example to pin or lock many topics at once with **Edit in grid view** — and the web part picks the change up on the next load. **Status** controls the lock only: the answered state comes from the **Accepted post** column, so an answered topic shows **Answered** and stays in the **Answered** view whichever of *Open*, *Answered* or *Locked* you set. For consistency, give an answered topic *Answered* back when you unlock it in the list, not *Open*. The full column reference is in KB10426. Discussions Lists and Columns Reference.

Tip

A pinned and locked topic is the usual way to publish board rules: it stays first in every view and collects no replies. For a question-and-answer board, feature the topics with the best accepted answers and make **Featured** the default view, so that the first screen is a curated FAQ and the live stream of new questions is one click away.