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KNOWLEDGE BASE ARTICLE

Discussions Web Part Settings Reference



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Overview

This article lists every setting of the two web parts of Discussions - **Discussions** and **Discussions Activity** - with its values, default and effect, in the order of the property pane. Use it as a lookup; the walk-through for a first setup is KB10391. How to Add and Configure the Discussions Web Part, and the display settings are discussed with recommendations in KB10422. Views, Paging, Search and Counters: Display Settings of the Discussions Web Part.

To open the property pane, edit the page, select the **web part** and click the pencil (**Edit web part**). Both panes have three groups: **Board**, **Appearance** and **About**. Settings belong to the web part instance on the page; the board itself (its name, mode, categories and approval rule) is stored in the **Discussions Boards list**, is shared by every web part that shows it and is changed by moderators in the **Board settings** panel. The version described is 26.10.3.

The Discussions web part

The Not Configured screen

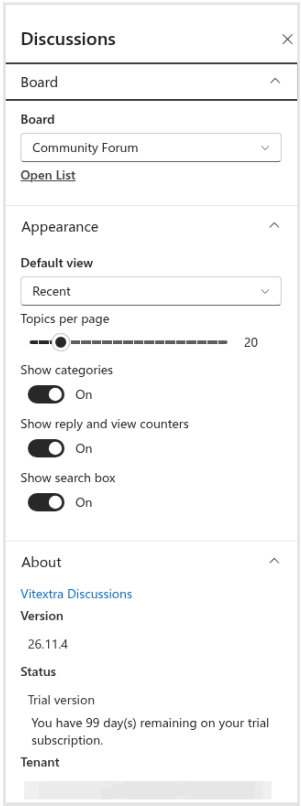
A web part without a selected board shows **Not Configured** in place of the content with the text *or pick an existing one.* and a **Board** choice:

Choice	Fields	Effect
New board	**Board name** (required, up to 255 characters), **Mode**, **Categories (one per line)**, **Require approval of new posts** (Yes / No, default No), **Create board**	Creates four site lists and an assets library if the site does not have them yet, adds a board item and connects the web part to it. Creating the lists requires the **Manage Lists** permission; without it the web part shows *You do not have permission to create lists on this site. Ask the site owner to set up the board.*
Existing board	**Board** drop-down, **Use board**	Connects the web part to a board that already exists on the site. Offered and preselected when the site

Choice	Fields	Effect
		has boards.

The **Mode** drop-down has three values: *Discussions and questions* (the default), *Discussions only* and *Questions and answers only*. The form is explained in KB10392. Creating Your First Board: Modes, Categories and Approval.

Readers who open a published page with an unconfigured web part see *Not Configured* and *The web part still needs to be configured. Please open the page in edit mode and provide the necessary information.*



The property pane of the Discussions web part

Board

Setting	Values	Default	Effect
Board	The boards of the site, by title	The board chosen on the Not Configured screen	Switches the web part to another board of the same site. The list is loaded when the pane opens; the

Setting	Values	Default	Effect
			drop-down is disabled until a board has been selected on the Not Configured screen.
Open List	Link	-	Opens the **Discussions Topics** list in a new tab. The same action is available as the **Open List** button in the toolbar of the web part in edit mode.

The identifiers of the four lists and the assets library and of the board are stored in the web part properties when the board is selected. If the lists are later found to be incomplete (a board configured before the subscriptions list and the assets library existed), the web part creates the missing lists and columns automatically as soon as a user with **Manage Lists** opens the page; **Create board** and **Use board** also bring the lists up to date, so columns added by later versions appear without a manual step.

Appearance

Setting	Values	Default	Effect
view	Recent / Unanswered / Answered / Featured / My topics - **Unanswered** and **Answered** are listed only when the selected board is not in the *Discussions only* mode	Recent	The view tab that is active when the page opens. If the saved value is not available for the board - for example after its mode was changed in **Board settings** - the list opens on **Recent**.

Setting	Values	Default	Effect
Topics per page	5 … 100, step 5	20	How many topics are loaded per request; a **Load more** button loads the next portion.
Show categories	On / Off	On	Shows the category drop-down above the list (when the board has categories) and the category name in each row.
Show reply and view counters	On / Off	On	Shows *N replies* and *N views* on the right of each row.
Show search box	On / Off	On	Shows the **Search topics** box; the search matches the topic title within the current view and category.

About

Field	Meaning
Product name	**Vitextra Discussions**, a link to the product page on vitextra.com
Version	The installed version of the package; a note *There is a new version of this app. Get it now.* and a **Download** link appear when a newer version is available
Status	The license status: *Trial version* (with *You have N day(s) remaining on your trial subscription.*), *Active*, *Expired* or

Field	Meaning
	Suspended
Tenant	The ID of your **Microsoft 365** tenant, needed to assign a license

The version scheme (`YY.M.build`) is explained in KB10319. Vitextra Product Versioning: How to Read Version Numbers.

Commands on the web part

These are not property pane settings but depend on the user's permissions and the page mode:

Command	Shown when	Effect
New topic	The user can add items to the lists (Contribute or Edit)	Opens the new-topic form
Follow / **Following**	The user can add items and the subscriptions list exists	Subscribes to the board with a frequency (*Immediately*, *Daily digest*, *Weekly digest*)
Moderation	The user has **Manage Lists**	Opens the moderation queue
Board settings	The user has **Manage Lists**	Opens the **Board settings** panel with **Board name**, **Description**, **Mode**, **Categories (one per line)** and **Require approval of new posts**; **Save** writes the changes to the board item
Import classic board	The user has **Manage Lists** and the page is in edit mode	Opens the classic Discussion Board importer
Open List (toolbar of the web part)	Edit mode, a board is configured	Opens the **Discussions Topics** list in a new tab

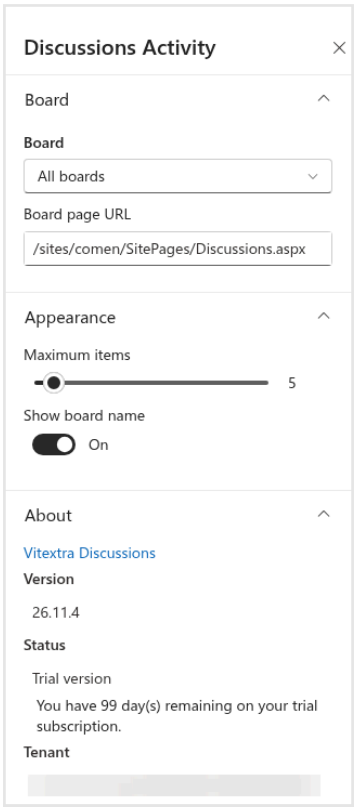
Command	Shown when	Effect
Edit (topic view)	The author of the topic while it is not locked, or a moderator	Edits the title, the category (when the board has categories) and the body of the topic in place; **Save** / **Cancel**
Delete (topic view)	The author of the topic or a moderator	Deletes the topic with all its replies and their inline images after a confirmation prompt

Permissions are detailed in KB10408. Permissions in Discussions: Who Can Read, Post and Moderate.

Deleting a topic attempts to remove its inline images from the assets library; this cleanup is best effort and can leave files behind if it fails.

The Discussions Activity web part

The **Discussions Activity** web part shows the latest topics of the site's boards with a link to each topic. It needs no configuration beyond the page it links to; it finds the lists of the site by itself.



The property pane of the Discussions Activity web part

Board

Setting	Values	Default	Effect
Board	**All boards** / one board of the site	All boards	Limits the feed to one board or shows every board of the site together
Board page URL	Text	Empty	The address of the page that hosts the **Discussions** web part (site-relative or absolute). Each topic becomes a link to that page with `?topic=ID`. With an empty value the titles are shown as plain text.

Appearance

Setting	Values	Default	Effect
Maximum items	1 … 50, step 1	5	How many topics are shown, newest activity first
Show board name	On / Off	On	Shows the board title in the metadata line of each topic, before the author

About

The same group as in the Discussions web part - product link, **Version**, **Status**, **Tenant** - for the same package.

Behaviour that is not a setting

- Only **approved** topics are listed; pending and rejected items never appear in the feed.
- The default title is **Recent discussions**; it can be replaced or cleared on the web part in edit mode.
- When the site has no Discussions lists, or the selected board has no topics, the web part hides itself completely on the published page (in edit mode it shows *The web part needs a board to show...* or *No topics yet. Start the first one.* instead).
- Each row shows the type icon, the title, the *Answered* badge where applicable, the board name, the author, the relative time of the last activity and the reply count.

The scenarios for this web part are described in KB10415. Showing Recent Discussions on Any Page with the Discussions Activity Web Part.

Settings outside the property pane

Where	Setting	Effect
On the web part, in edit mode	**Web Part Title**	The heading above the content; empty by default for **Discussions**, *Recent discussions* for **Discussions**

Where	Setting	Effect
		Activity
Section settings of the page	Background, full width	Both web parts follow the section's theme variant; **Discussions** also supports full-width sections. See KB10424. Theming: How Discussions Follows Your Site Theme and Fonts
Board settings panel (the **Board settings** command, moderators) or the board item in the **Discussions Boards** list	**Board name**, **Description**, **Mode**, **Categories (one per line)**, **Require approval of new posts**	The board name shown in the **Board** drop-downs, its description, mode and category list, and whether posts of members wait for approval. Changed in the panel; the list form remains an alternative. See KB10423. Organizing Topics with Categories
List permissions of the four lists and the assets library	Permission levels	Who can read, post (Add Items) and moderate (Manage Lists); see KB10408. Permissions in Discussions: Who Can Read, Post and Moderate
Page URL	`?topic=ID`	Opens the topic with that ID directly; see KB10407. Sharing a Link to a Topic in Discussions (Deep Links)

Warning

The board selected in the **Board** group is remembered by its ID. If the board item is deleted from the **Discussions Boards** list, the web part shows *The selected board was not found. Open the page in edit mode and pick another one.* Restore the item from the recycle bin or select another board; see KB10429. Troubleshooting Discussions: Not Configured, Board Not Found and Permission Errors.

Hosts and defaults from the package

Property	Discussions	Discussions Activity
Supported hosts	**SharePoint** page, SharePoint full-page app, Teams channel tab, Teams personal app	SharePoint page, Teams channel tab
Theme variants (section backgrounds)	Yes	Yes
Full-width sections	Yes	No
Classic pages	Not available	Not available
Web part gallery group	Communication and collaboration	Communication and collaboration
Defaults set by the package	Topics per page 20, Default view Recent, all three toggles on	Maximum items 5, Board: All boards, Show board name on

Note

The package requests no API permissions, so nothing has to be approved on the **API access** page of the **SharePoint admin center**; the approval procedure in KB10360. How to Approve Microsoft Graph API Permissions for Vitextra Solutions in the SharePoint Admin Center does not apply. Installation is described in KB10035. How to Install a Vitextra Product in SharePoint Online.

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.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Admin Center
The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

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.

Web Part Gallery
The Web Part Gallery is a central repository in SharePoint where users can discover, access, and manage pre-built components, known as web parts, that extend and customize their SharePoint sites. It offers a range of tools and widgets developed by Microsoft and third-party developers, allowing users to extend their SharePoint experience to meet specific business needs without extensive coding or development.