



# How to Navigate Answers

This guide demonstrates how to use the filters and organization options to navigate the Answers feature.

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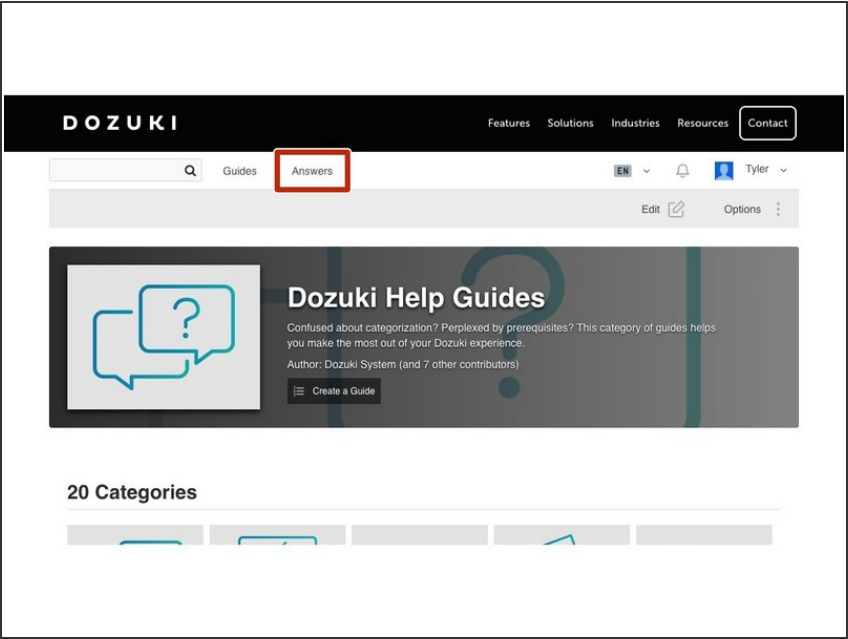


## INTRODUCTION

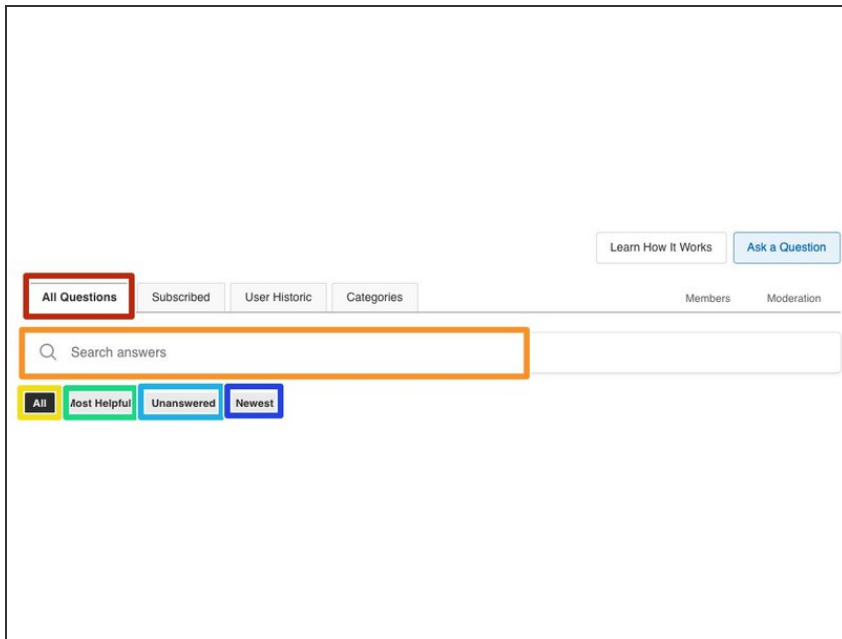
This guide demonstrates how to use the filters and organization options to navigate the Answers feature.

Step 1 — How to Navigate Answers

- Click on the **Answers** button.

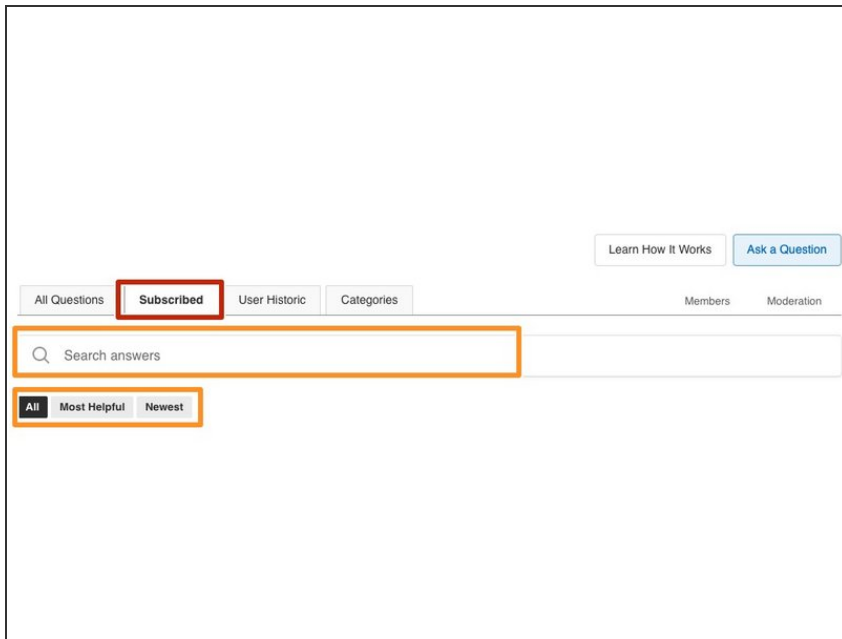


## Step 2 — All Questions



- The **All Questions** tab opens by default on Answers.
  - ⓘ This tab shows you all of the questions that are currently active.
- Use the **Search answers** field to easily search through the question archives.
- To view every question, use the **All** filter.
- Use the **Most Helpful** filter to view the questions with the most user votes for helpfulness.
- To view all of the unanswered questions, use the **Unanswered** filter.
  - ★ Help contribute to the site by providing answers to questions and topics with which you are familiar!
- Use the **Newest** filter to see questions that are ranked by the most recent posting date.

## Step 3 — Subscribed



- The **Subscribed** tab is the second tab in Answers, and it allows you to view all of the questions to which you are subscribed.
- ⓘ By subscribing to a question, you are electing to receive notifications when new answers are posted for that question. See the [How to Subscribe to a Question](#) guide for more information.
- To narrow down the results, use the filters and the **Search answers** field.

Step 4 — Categories

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Carl

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Learn How It Works

Ask a Question

All Questions

Subscribed

User Historic

Categories

Members

Moderation

Maintenance

2 × Maintenance

Safety

1 × Safety

Training

1 × Training

Learn How It Works

Ask a Question

All Questions

Subscribed

User Historic

Categories

Members

Moderation

Maintenance

2 Maintenance questions

CLEAR

Q


Search Maintenance answers

All

Most Helpful

Unanswered

Newest



0

ANSWERS


Wrong place for this

UNANSWERED

Maintenance

Carl Roberts 103

Edited March 12



0

ANSWERS

How do I find the right Guide?

UNANSWERED

Maintenance

Carl Roberts 31

Answer unaccepted March 10

- To find questions that are grouped by category, use the **Categories** tab.
- Select a category from the listed options to see the list of questions relating to that category.
- Use the filters or the **Search answers** field to narrow your results.
- To deselect your chosen category and start over, click on the **Clear** button.

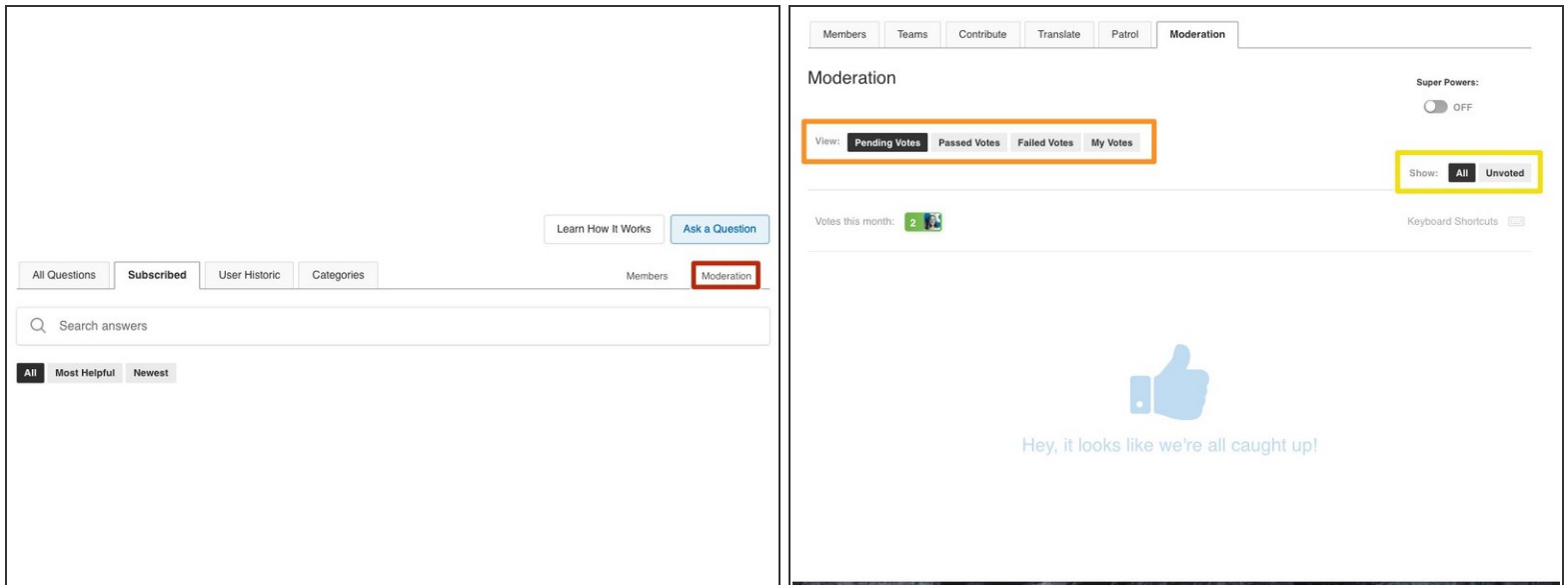
## Step 5 — Members

The screenshot shows the Answers website interface. On the left, the 'Members' button is highlighted with a red box. On the right, the 'Leaderboard' is displayed for the period of December 11 - December 18. The 'View' filters are set to 'Answers', and the 'Sort by' is set to 'Week'. The leaderboard table lists users by rank, name, and points, with a 'Recent Badges' column. A tooltip for the 'Great Answer' badge is shown, indicating it is earned 3 times.

Rank	User	Recent Badges	Points
1	jayeff	[Badges]	1,418
2	mayer	[Badges]	1,402
3	oldturkey03	[Badges]	1,338
4	Dan	[Badges]	1,002
5	L Pfaff	[Badges]	772
6	Minho	[Badges]	764

- Click on the **Members** button in the upper-right of the page to open the site **Leaderboard**.
- ① The **Leaderboard** provides a ranking of all the site users by the highest reputation.
  - Use the **View** filters to see sorted results specific to the Guides or the Answers portion of the site.
  - Use the **Time** filters to see a historical record of the site user rankings.
  - Users can earn badges as honorable rewards for their activity on the site.
  - Hover your mouse pointer over a badge icon to see more information about the badge earned.

## Step 6 — Moderation



- To open the **Moderation** page, click on the **Moderation** button in the upper-right of the page.
- ① Users with at least 100 reputation points may flag questionable answers, comments, or questions and send them to the **Moderation** page. Once posts are flagged, the community may vote on what action should be taken with the content.
- Use the **View** filters in the upper-left of the page to narrow the flagged questions by status.
- To sort by vote status, use the **Voting** filters.
- ① To learn about moderating users and content for Answers, see our [Guidelines for Moderating Answers](#).