Answers

What is the Answers component?

Answers, or Questions and Answers in the front end, is a place to exchange knowledge about things that are not found in the Knowledge Base. Ask a question that's relevant to your community or help other users by providing an answer to their questions.

Note: You must be logged in on the backend in order to perform the tasks below.

Deleting an Answer

- 1. In the backend, navigate to **Answers** under the **Components** tab.
- 2. Go to the **Answers** tab and find the answer to be deleted.
- 3. Click on the check box for the answer to select it.
- 4. Click the **Delete** button symbolized by a trash can. The answer will be fully deleted.

Submitting a Question

- 1. In the backend, navigate to **Answers** under the Components tab.
- 2. While on the **Questions** tab, click the **New** button symbolized by a plus sign.
- 3. Fill in the details of the question being submitted. Check the box for **Anonymous** to remove your name from the question. Select the **Notify of responses** box to get emailed about new responses to the question. Fill in the title and the description of the question. Add tags to the question using the tag box.
- 4. Click Save & Close to save the new question to the hub.