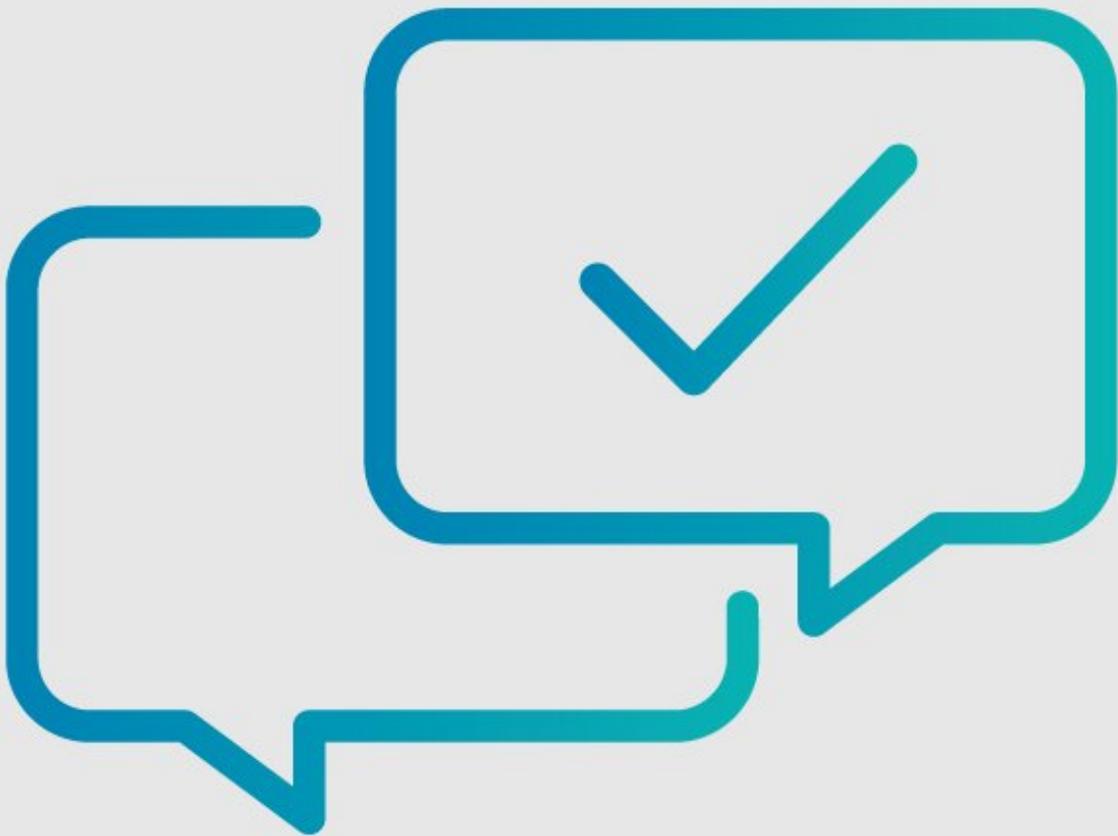




# How to Navigate Answers

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

Written By: Dozuki System

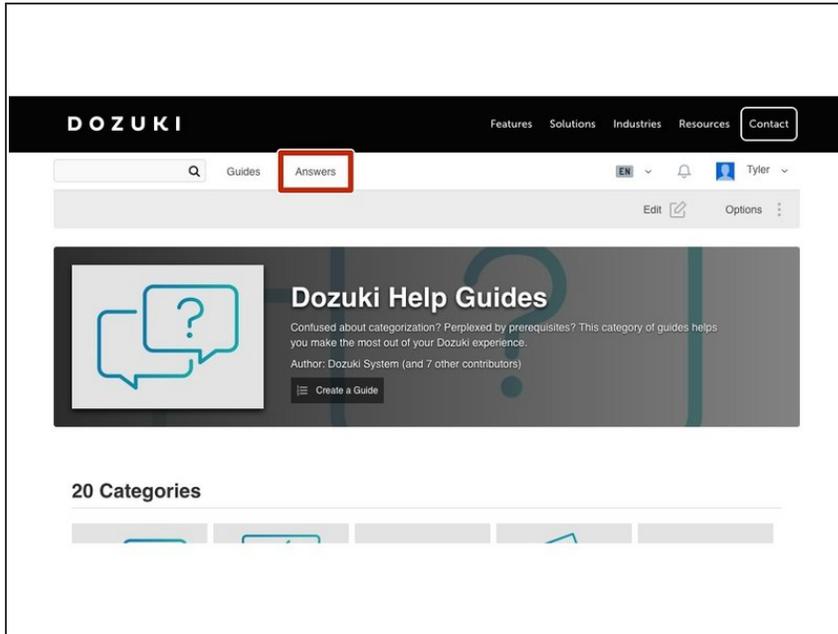


## INTRODUCTION

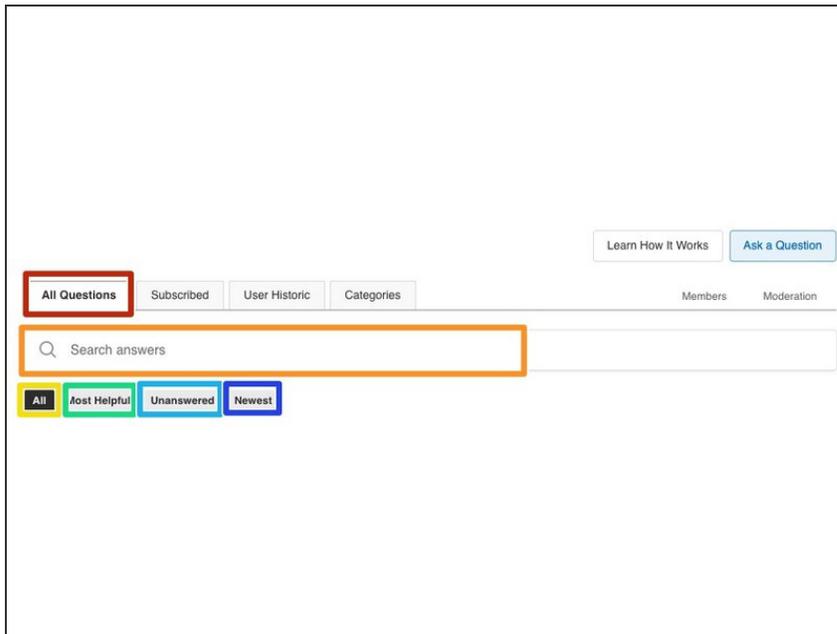
This guide demonstrates how to use the filters and organization options to navigate the Answers feature.

## Step 1 — How to Navigate Answers

- Click on the **Answers** button.

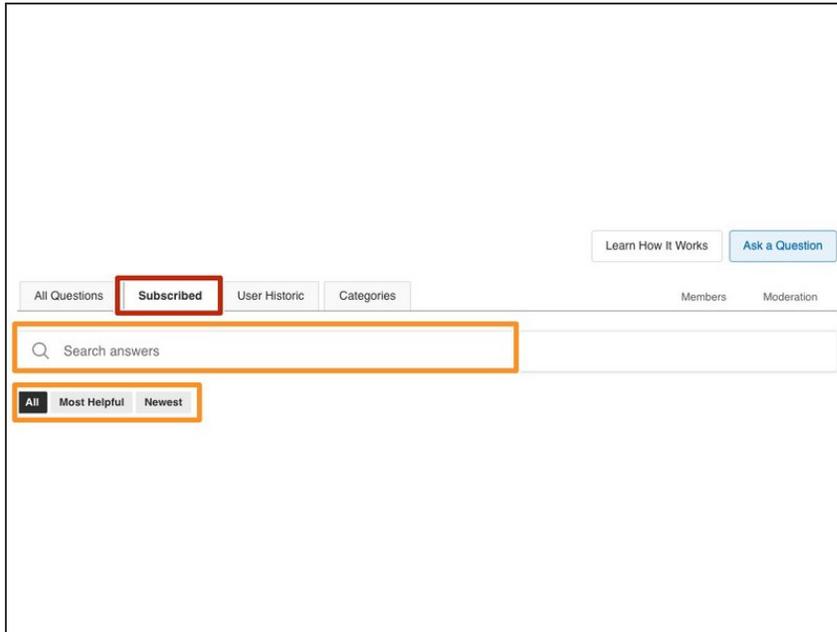


## Step 2 — All Questions



- 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.
- ① 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

The screenshot displays the HANSAW website interface. On the left, the navigation menu includes 'All Questions', 'Subscribed', 'User Historic', and 'Categories' (highlighted with a red box). Below the menu, the 'Maintenance' category is selected (highlighted with an orange box), showing '2 x Maintenance' questions. Other categories listed are 'Safety' (1 x Safety) and 'Training' (1 x Training). On the right, the 'Maintenance' category is selected, and the search bar for 'Search Maintenance answers' is highlighted in yellow. Below the search bar are filters for 'All', 'Most Helpful', 'Unanswered', and 'Newest'. Two questions are listed: 'Wrong place for this' (0 answers, UNANSWERED) and 'How do I find the right Guide?' (31 answers, Answer unaccepted).

- 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.

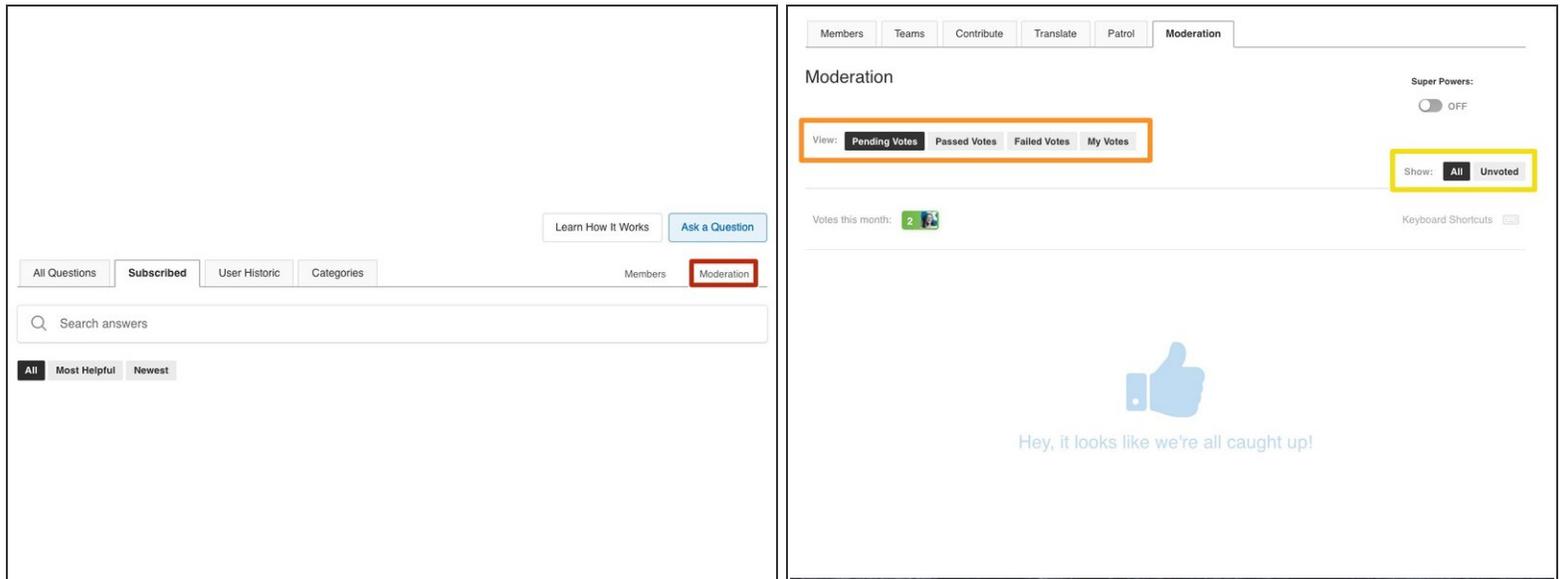
## Step 5 — Members

The screenshot shows the navigation menu on the left and the Leaderboard page on the right. The navigation menu includes buttons for 'All Questions', 'Subscribed', 'User Historic', 'Categories', 'Members' (highlighted with a red box), and 'Moderation'. The Leaderboard page displays a table of users ranked by reputation, with filters for 'View' (Overall, Guides, Answers) and 'Sort by' (Today, Week, Month, All Time). A tooltip for the 'Great Answer' badge is shown over the user 'oldturkey03'.

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](#).