

Organise noticeboard folders

Create, order and configure folders while distinguishing immediate changes from settings that require Save.

10 min · Available · 2026-09-25

Before you begin

- ✓ Open Noticeboard in the correct scope.
- ✓ You need Manage noticeboard access to create, order or edit folders.
- ✓ Decide on short names, display order and channels for each folder before you begin.

1

STEP 1 OF 5 · 2 MIN

Open folder management

Open Noticeboard from the sidebar and stay in Folders. If you work in several scopes, select the correct one first.

Select Manage folders. The action requires Manage noticeboard access; read-only access lets you browse the noticeboard but not change its structure.

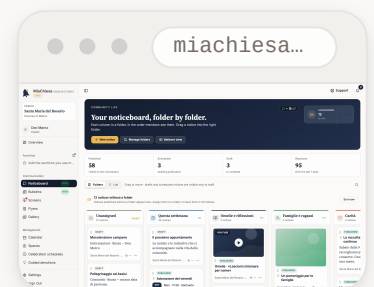


Fig. 1 The Folders view shows Manage folders for the active scope.

2

STEP 2 OF 5 · 2 MIN

Order and show existing folders

On Your noticeboard shelves, drag the handle or use Move earlier and Move later. The order is saved immediately and matches what members see.

Highlights is fixed, always stays first and cannot be reordered. The Show [name] switch immediately changes a folder between Visible and Hidden.

These changes are immediate

Dragging, arrow controls and the visibility switch save immediately. There is no Save button that reverses them together; restore the order or state manually if you make a mistake.

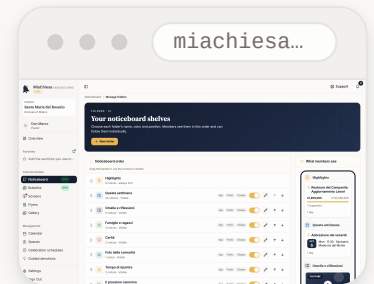


Fig. 2 Order and quick visibility change directly in the list; New folder opens a form that must be saved.

3

STEP 3 OF 5 · 2 MIN

Effect of the main choices

Permanent: The folder remains available until you hide or archive it; its dates are cleared.

Seasonal: The folder follows the specified interval; the end must be later than the start.

Folder only: Hides the folder while individual notices remain in All notices and direct links.

Folder and notices: Also hides the folder's notices according to the selected action.

On the public page: Allows the folder on that channel without making a restricted notice public.

4**STEP 4 OF 5 · 2 MIN**

Create or edit a folder

1

Open the form

Select New folder to create one, or Edit folder beside an existing row. These fields change only after the final New folder or Save action.

2

Set identity and duration

Enter a Name of up to 80 characters and an optional Description of up to 500. Choose Color and Icon. Permanent clears any dates; Seasonal enables Visible from and Visible until, with the end later than the start.

3

Choose notifications and channels

Default notifications offers All, Pinned or Mute to people who have not chosen yet: every new notice, pinned notices only or no notifications. Where it appears controls In the app, On the public page and On screens.

4

Set visibility and archive behaviour

Under Visibility and archive choose Visible, Hidden or Archived. For a non-visible state, What to hide distinguishes Folder only from Folder and notices; a Seasonal folder offers the same choice for expiry.

Also from the notice editor

You can also open the same form from a notice editor: beside the Folder choices, the New folder button appears for people with Manage noticeboard access. After saving, the new folder is already selected for that notice.

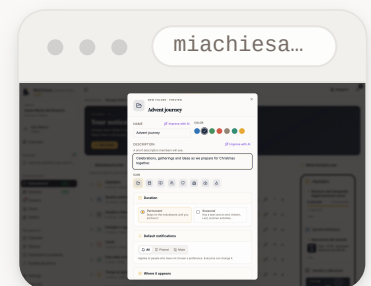


Fig. 3 The name and description are filled in; the new folder has not been created yet.

5

STEP 5 OF 5 · 2 MIN

Save and check the member view

Select New folder or Save. A new folder confirms the operation with Folder created successfully; an edit closes the form after saving finishes.

Check What members see or Believer view. Verify order, name, colour and which folders appear; then open a sample notice to confirm its visibility remains appropriate.

Folders and notices follow separate rules

Hiding or archiving a folder does not always hide its notices. Folder only keeps them in All notices and direct links; restoring a folder also does not change individual notice expiry dates.

What you have achieved

- ✓ Folders appear in the intended order.
- ✓ Each folder has reviewed identity, duration and channels.
- ✓ The effects on the folder and individual notices were chosen deliberately.

Troubleshooting

Manage folders is missing



Check the active scope and Manage noticeboard access. Read-only access lets you view the noticeboard but not organise it.

The end date is rejected



For Seasonal, Visible until must be later than Visible from. Switching to Permanent clears both dates.

I hid a folder but its notices are still reachable



That is the Folder only behaviour. Edit the folder and choose Folder and notices only if the action should also apply to individual notices.

I changed order or visibility by mistake



Those controls save immediately. Use the arrows or handle to restore the order, and turn Show [name] back on to make the folder visible.