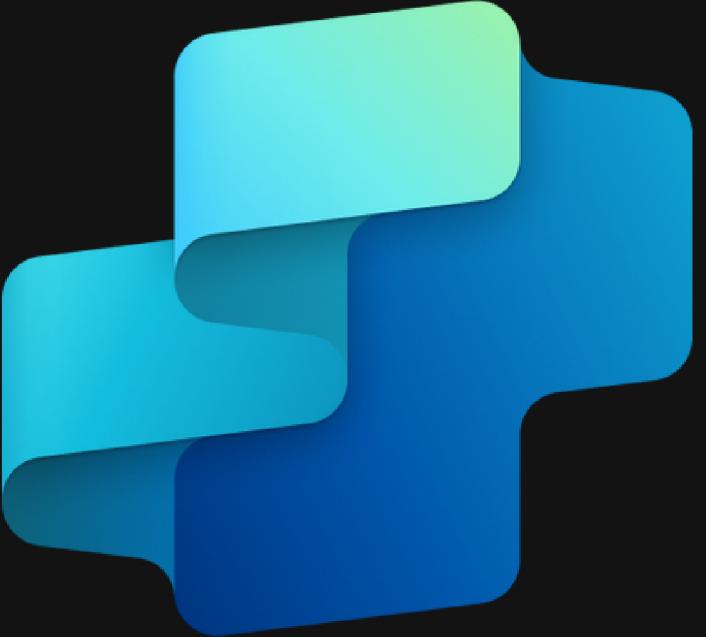


- 26 -

Topic Management



MONTHLY MASTERY

# FEATURE-A-DAY

with Copilot Studio



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# Topic Management Overview

In Copilot Studio, topic management is a breeze with a few clever tricks up its sleeve.

There's a [handy topic checker](#) to spot any sneaky errors.

Need to [hide a topic](#) from your copilot's audience?

Just flip it on or off like a light switch.

And when you feel creative, [duplicate](#) existing topics to quickly cook up new ones. It's like having a magic wand for your copilot's conversations!



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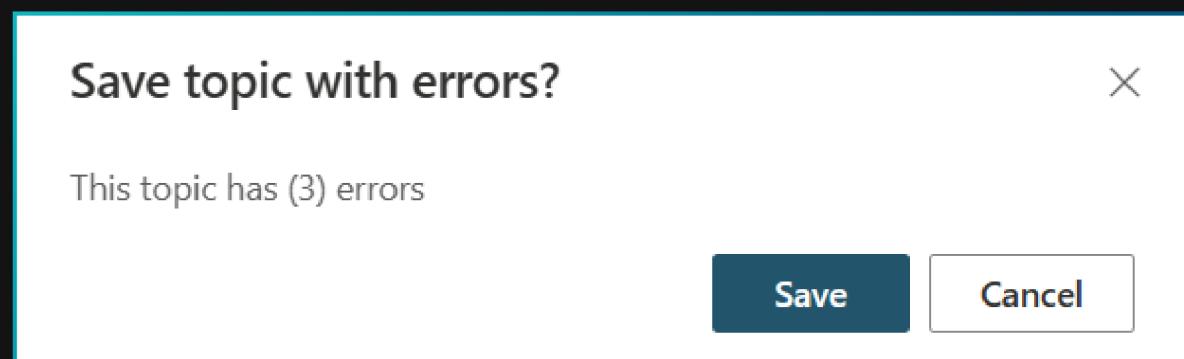
# Troubleshooting Topics

## Handling Topic Errors

In Copilot Studio, keeping your topics error-free is a bit like fine-tuning a high-performance engine.

When you save a topic, the studio is like a skilled mechanic, pointing out if there's a problem (an error) or a potential hiccup (a warning).

Picture a [notification popping up](#), alerting you to errors that need your attention. These errors are roadblocks, preventing your copilot from running smoothly. You've got to address them before hitting the publish button.



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# Troubleshooting Topics

## Investigate Topic Errors

In the cockpit (the Topics page), errors are clearly marked in the **Errors** column.

This section focuses on errors because they're the showstoppers.

Topics & Plugins					
	Topics (20)	Plugin actions (preview) (7)	System (9)		
Icon	Name	Trigger	Description	Errors	Editing
	Greeting	Phrases	This topic is triggered whe...	3	
	HTTP demo	Phrases			
	Lesson 1 - A simple topic	Phrases			



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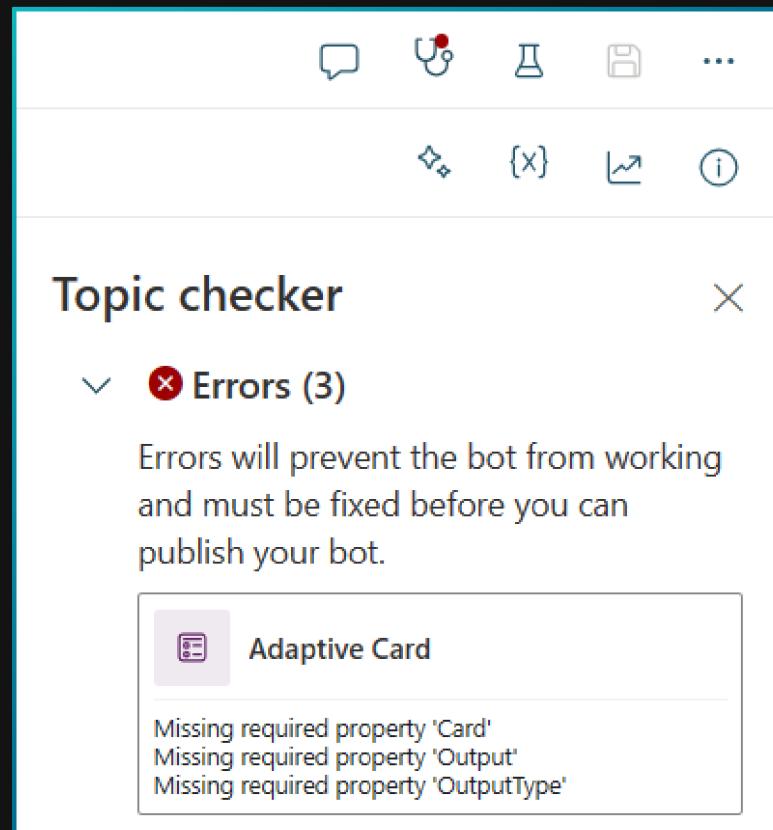


# Troubleshooting Topics

## Investigate Topic Errors

To investigate topic errors:

1. Go to your topic from the [Topics & Plugins](#) page.
2. Select the [Topic checker](#) – your diagnostic tool.
3. A pane opens up, listing all the errors and warnings in the topic.



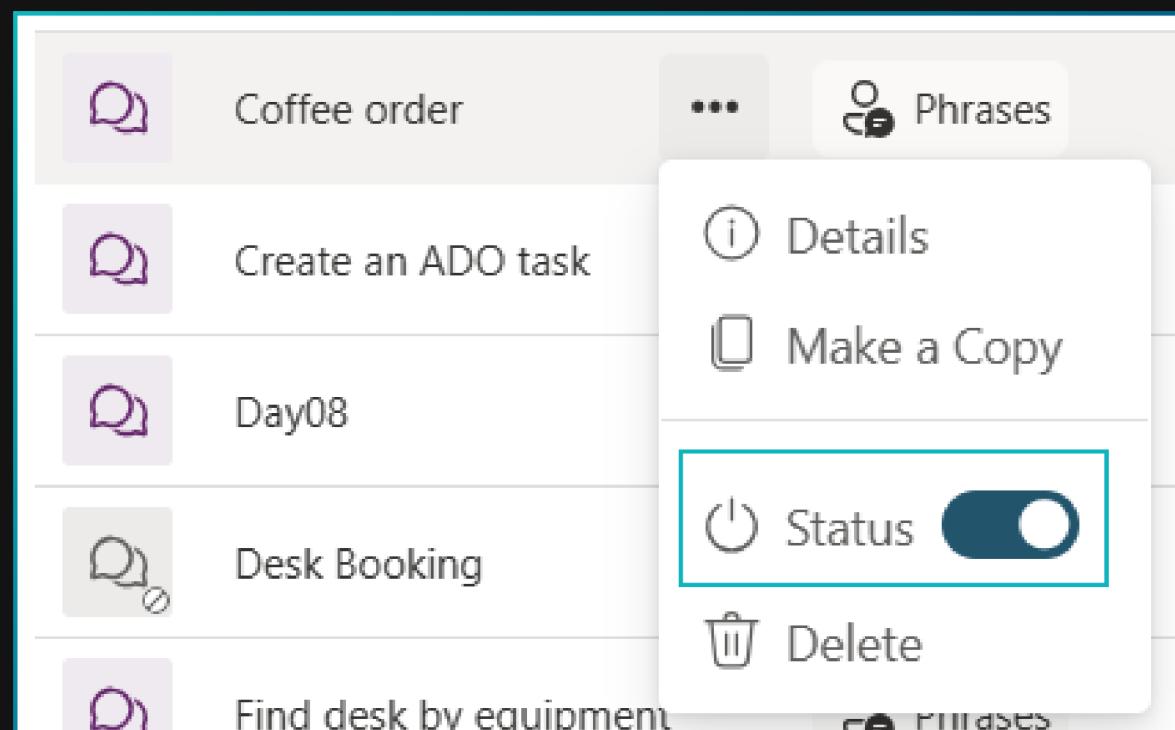
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# Topic Management

## Managing On/Off Status

In the realm of Copilot Studio, topics come with their very own **On/Off** switch, indicating whether they're ready to jump into a chat or take a little nap. By default, every new topic is wide awake (set to **On**), but you can easily flip the switch in the **Status** column on the **Topics & Plugins** page.



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# Topic Management

## Managing On/Off Status

- When a topic is **On**, it's game time – it springs into action as expected, either through its trigger phrases or when it's tagged in by another topic.
- But when you switch a topic to **Off**:
  - It's like it's on a coffee break; it **won't trigger** at all.
  - It turns a deaf ear to trigger phrases and **ignores** any redirects from other topics.
  - If another topic tries to pass the baton to an **Off** topic, the topic checker waves a **red flag** – error alert!



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# Topic Management

## Managing On/Off Status

Think of turning a topic **Off** as putting it in draft mode.

It's like putting a **Do Not Disturb** sign on a topic while you're tweaking it. Even when you're publishing your shiny new copilot, topics in **Off** mode stay backstage, out of the spotlight.



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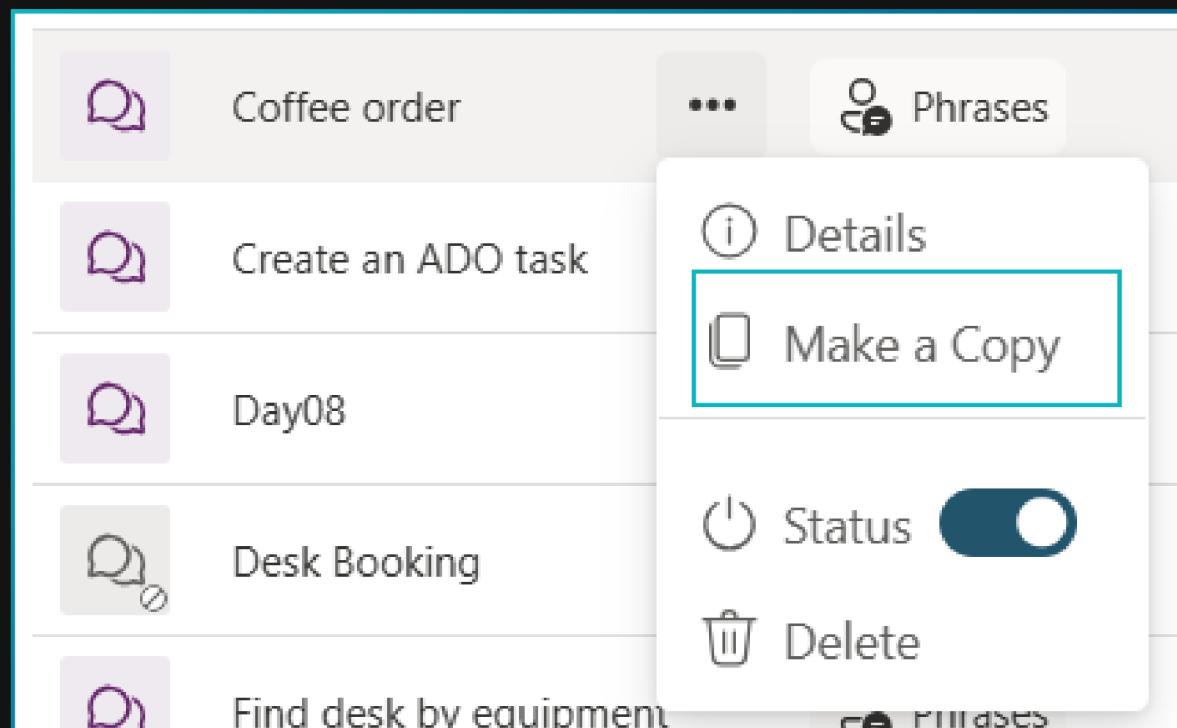


# Topic Management

## Topic Replication

Have you ever wished you could **clone** a successful topic to jumpstart a new one?

In Copilot Studio, it's almost that easy. After you've crafted a few topics, you can use one as a blueprint for new creations.



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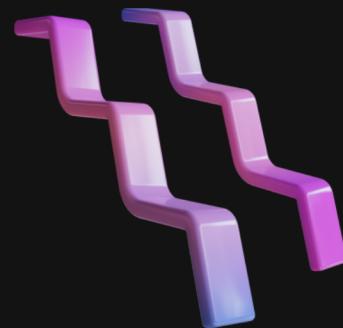
# Topic Management

## Topic Replication

This nifty feature creates a twin of your selected topic, appending **(Copy)** to its name. It's like having a topic doppelgänger – it mirrors everything from the description to the trigger phrases and the full conversation flow.

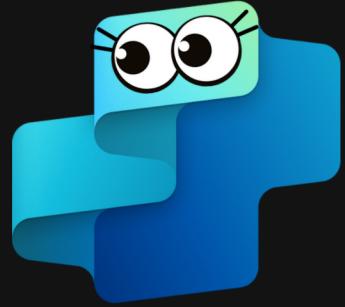
⌚ The cloned topic is **Off** by default, keeping it out of the limelight and avoiding any mix-up with its twin, especially since they share the same trigger phrases.

When your new topic is all dressed up and ready, flip it **On** and take it for a spin. Once it's showtime-ready, go ahead and publish it.



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# Today's Task: Streamlining Your Copilot's Topics

## 1. Utilize the Topic Checker

Kick off by running your existing topics through the Topic Checker.

## 2. Clone an Existing Topic

Next, choose a topic that's been performing well and duplicate it, giving you a solid foundation for creating a new topic.

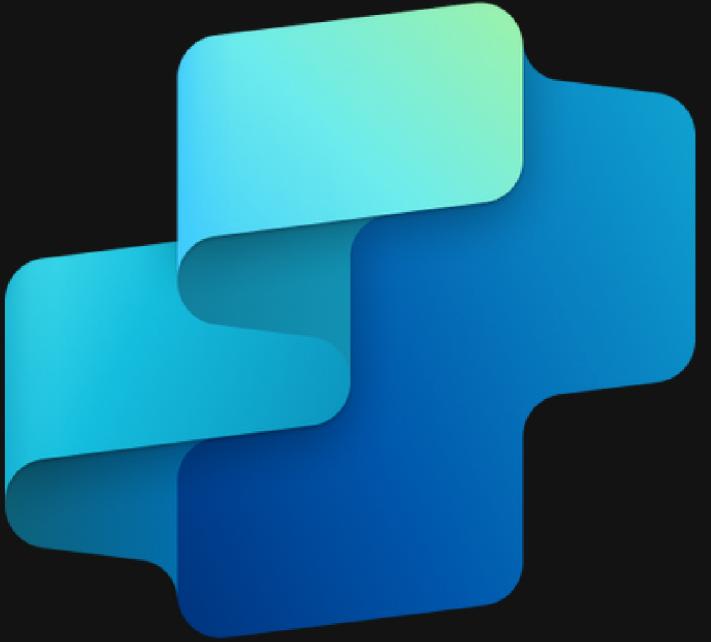
## 3. Activate Your New Topic

After customizing your cloned topic, flip its status from 'Off' to 'On'. Test it to make sure it's working as expected.



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