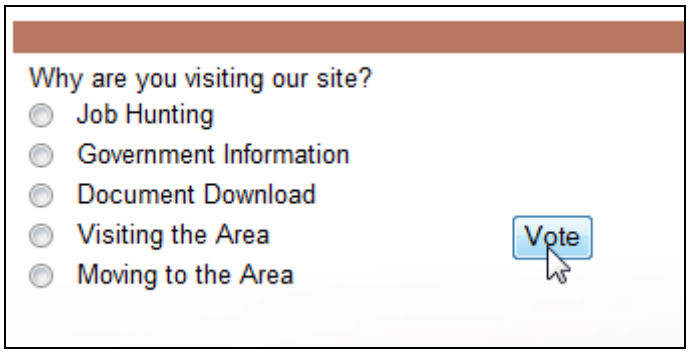
Opinion Poll



Opinion Poll Item

With the Opinion Poll Module You Can:

- Add questions that will allow users to vote
- Create an interactive area on the website to encourage return users
- Allow end users to view the poll results

Section 1: Adding an Opinion Poll Category

Note: Only System/Module Administrators can add Opinion Poll Categories.

Access Opinion Polls

1. Login to the admin side of your website
2. Go to **Modules > Opinion Polls**
3. Select **Add Category** and the next screen will look similar to Figure 1-1

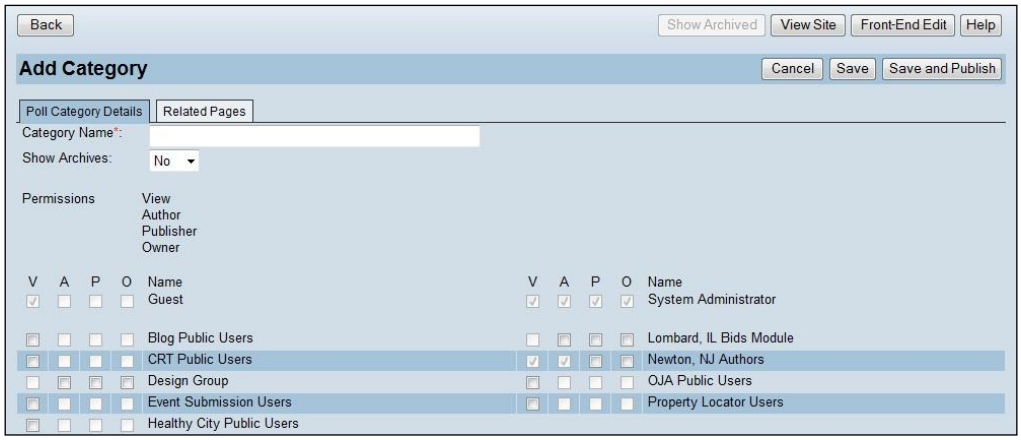


Fig. 1-1

4. Use the following information to complete the data fields. Mandatory fields are noted with a red asterisk.
   - **Category Name** – A red asterisk indicates this is a mandatory field.
   - **Show Archives** – The default will show as **Yes** or **No**; leave the setting at default.
   - **Permissions** – Setting permissions at the category level is suggested.
     - **View** - May view the live side only
     - **Author** – Submit new items, modify/delete unpublished items
     - **Publisher** – Publish new items, modify/delete unpublished items, modify/delete published items, accept/reject submitted items
     - **Owner** – Publish new items, modify/delete unpublished items, modify/delete published items, accept/reject submitted items, create/modify categories, assign category permissions
     - **System Administrator** – Automatically has rights to all of the above.
   - You may choose to save your work at this point; however, the Opinion Poll category will not be visible on a specific page of the live side until steps 5-9 are completed and an item is added.

5. Select the **Related Pages** tab next to **Poll Category Details**. To relate a page is to choose the page(s) which Opinion Poll Category will appear on. Once you select the related pages tab the page will be similar to Fig 1-2.

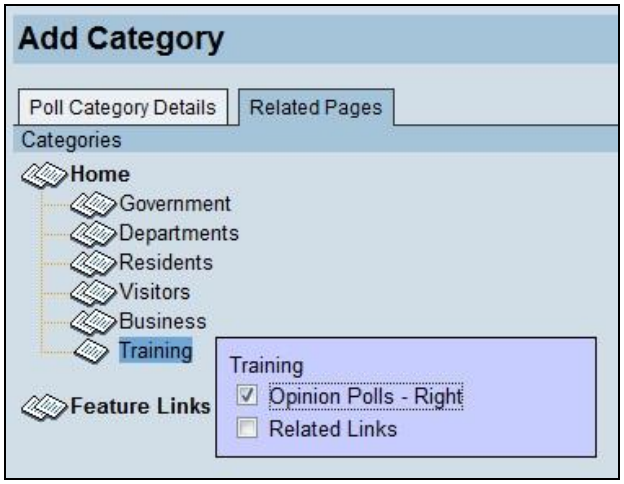


Fig. 1-2

6. To the left of the word Home is a double-page icon; often called a double-icon. When Home is selected, additional double (and/or single) icons appear beneath. Both icons represent a titled page on the admin side which is a reflection of the first level of navigation on the live side. Double-icons indicate that additional subpages exist, which also create additional sublevels of navigation.
7. Select double-icons, if necessary, to find the appropriate subpage.
8. Mouse over the page you want to relate Opinion Poll to and a blue option box will appear
9. Check the dialog box option that places Opinion Poll in a location consistent with your site's design (typically Opinion Poll – Right). See Fig. 1-2
10. Select Options to complete Adding/Creating a category.
    - **Cancel** – Will delete what you've done
    - **Save** – Will save the work as an unpublished draft
    - **Save & Submit** – Will save the work as an unpublished draft and notify a publisher that it is ready for review (Option is viewable by Authors only)
    - **Save & Publish** – Will save the work and publish it for viewing

Section 2: Publishing an Opinion Poll Category

Access Opinion Polls

1. Login to the admin side of the website
2. Go to **Modules > Opinion Polls**
3. Find the unpublished category you wish to publish
4. Select **Choose an Action > Publish**

Note: In order to show on the live side, both the category and at least one item in the category must be published. Still doesn't show up? Be sure the category is related to the proper page and the feature column for the page is turned on.

Section 3: Unpublishing an Opinion Poll Category

Access Opinion Polls

1. Login to the admin side of the website
2. Go to **Modules > Opinion Polls**
3. Find the published category you wish to unpublish
4. Select **Choose an Action > Unpublish**

Section 4: Modifying an Opinion Poll Category

Access Opinion Polls

1. Login to the admin side of the website
2. Go to **Modules > Opinion Polls**
3. Find the category you wish to modify
4. Select **Choose an Action > Properties**
5. Refer to Section 1, Steps 4-9 to complete modifying a category, making the necessary changes

Section 5: Deleting an Opinion Poll Category

Note: All items in a category must be unpublished and deleted before deleting the category.

Access Opinion Polls

1. Login to the admin side of the website
2. Go to **Modules > Opinion Polls**
3. Find the category you wish to delete
4. Select **Choose an Action > Unpublish**, category will move to Unpublished Categories
5. Select **Choose an Action > Delete**. A dialog box will appear with the question, "Are you sure you want to delete this category?"
6. Select **Ok**

Section 6: Creating a Link to an Opinion Poll Category

Access Opinion Polls

1. Login to the admin side of your website
2. Go to **Modules > Opinion Poll**
3. Find the Opinion Poll category you wish to create a link to
4. Select **Choose an Action > Copy Link**. (Fig. 6-1)

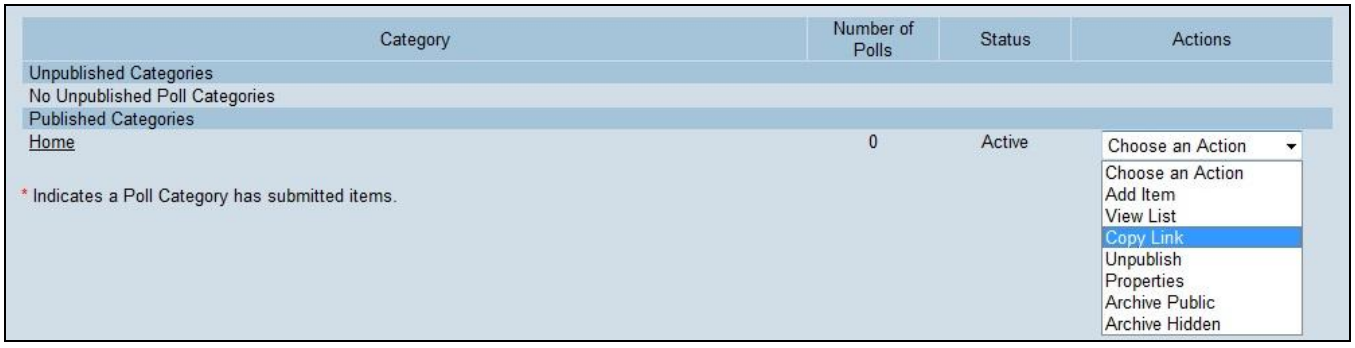


Fig. 6-1

5. A popup will inform you the link has been copied to your clipboard
6. Paste the link where it may be used as a hyperlink or an alternate URL

Section 7: Adding a Poll Item

Access Opinion Polls

1. Login to the admin side of your website
2. Go to **Modules > Opinion Poll**
3. Find the category you wish to add a poll to
4. Select **Choose an Action > Add Item**
5. The next screen will look similar to Fig. 7-1

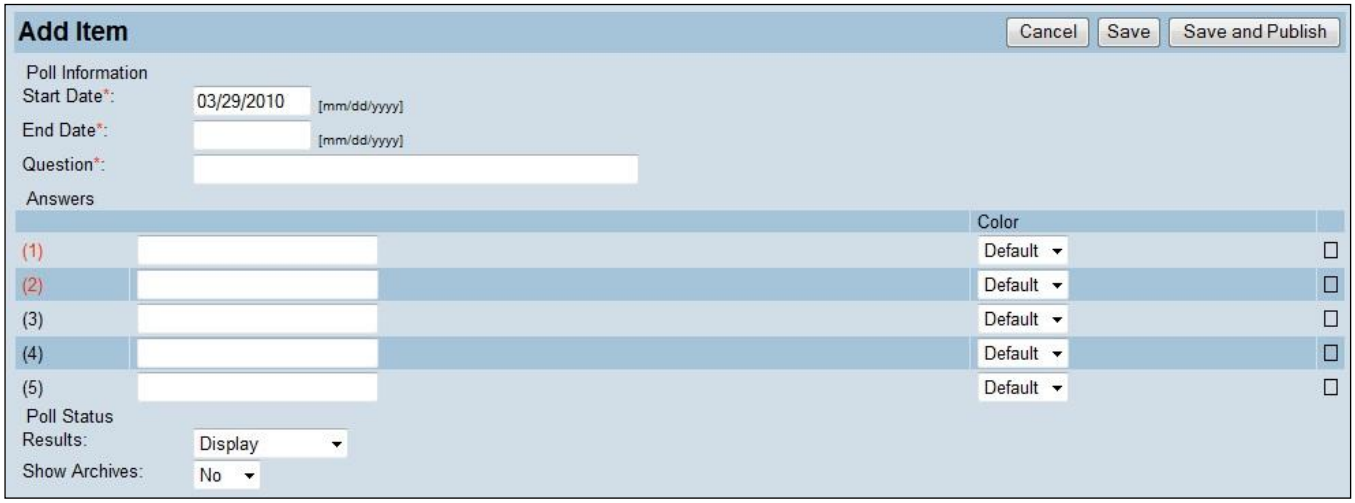


Fig. 7-1

6. Complete the following fields (Mandatory fields are noted with a red asterisk)
   - **Start Date** - Default is today's date. Enter a different start date for the poll to auto-publish on another date
   - **End Date** – Enter the date you want the item to expire and auto-unpublish
   - **Question** – Enter a brief question
   - **Answers** – Enter brief answers
     - Minimum two answers (yes/no or true/false)
     - Maximum five answers
   - **Color** – Default is black, change color as desired to display results (Fig 7-2)

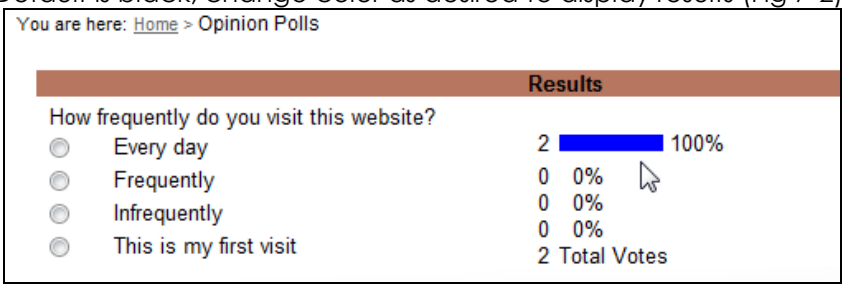


Fig. 7-2

- **Results** – Choose from one of the following:
  - Display – After voting the end user can view Poll results (Recommended)
  - Do Not Display – After voting the live side displays "Thank you! Voting Results Not Displayed."
- **Show Archives** – Leave at default

- Select Options to complete Adding/Creating an item.
    - **Cancel** – Will delete what you've done
    - **Save** – Will save the work as an unpublished draft
    - **Save & Submit** – Will save the work as an unpublished draft and notify a publisher that it is ready for review (Authors only)
    - **Save & Publish** – Will save the work and publish it for viewing

Section 8: Publishing a Poll Item

Note: A red asterisk will appear beside a category name that contains submitted, unpublished items.

Access Opinion Polls

1. Login to the admin side of the website
2. Go to **Modules > Opinion Poll**
3. Find the category with the poll you wish to publish
4. Select **Choose an Action > View List**
5. Find the poll to be published
6. Select **Choose An Action > Publish**

Note: In order to show on the live side, both the category and at least one item in the category must be published. Still doesn't show? Be sure the category is related to the proper page and the page feature column is turned on.

Section 9: Unpublishing a Poll Item

Access Opinion Polls

1. Login to the admin side of the website
2. Go to **Modules > Opinion Poll**
3. Find the category with the poll to be unpublished
4. Select **Choose An Action > View List**
5. Find the poll to be unpublished
6. Select **Choose An Action > Unpublish**

Section 10: Modifying a Poll Item

Access Opinion Polls

1. Login to the admin side of the website
2. Go to **Modules > Opinion Poll**
3. Find the category with the poll to be modified
4. Select **Choose An Action > View List**
5. Find the poll to be modified
6. Select **Choose An Action > Modify**
7. Refer to Section 7 Adding a Poll, Steps 6-7 to complete modification

Section 11: Coping a Poll to Place in Additional Opinion Poll Category

Access Opinion Polls

1. Login to the admin side of your website
2. Go to **Modules > Opinion Poll**
3. Find the category with the poll to be copied
4. Select **Choose An Action > View List**
5. Find the poll you wish to copy
6. Select **Choose An Action > Copy**

An identical copy of the poll will be displayed. Choose from the following options:

1. New Category – Select another category from the dropdown list to place the poll in
2. Leave the poll in the same category and modify the content

Modifications may be made to any of the data fields before choosing a Save option.

7. Select Save options to complete the item.

Section 12: Creating a Link to an Opinion Poll

Access Opinion Polls

1. Login to the admin side of your website
2. Go to **Modules > Opinion Poll**
3. Find the category the poll to be linked to is in.
4. Select **Choose An Action > View List**
5. Find the poll to create a link to
6. Select **Choose An Action > Copy Link**. A popup will inform you the link has been copied to your clipboard
7. Paste the link anywhere it may be used as a hyperlink or an alternate URL.

Section 13: Changing the Order of Polls

Access Opinion Polls

1. Login to the admin side of your website
2. Got to **Modules > Opinion Poll**
3. Find the category the polls are in.
4. Select **Choose An Action > View List**
5. Find the poll to move up or down in the list
6. Select the up or down arrow to the left of the poll as many times as necessary to move it to the desired position.

Section 14: Deleting a Poll

Note: A poll must be unpublished before it can be deleted.

Access the Opinion Poll Module

1. Login to the admin side of your website
2. Go to **Modules > Opinion Polls**
3. Find the category with the poll to be deleted
4. Select **Choose An Action > View List**
5. Find the poll to be deleted
6. Select **Choose An Action > Delete**
   - A dialog box will appear with the question, "Are you sure you want to delete this poll?"
7. Select ok to delete selected poll.
8. Select the back button on the upper left to return to Opinion Poll categories.

Section 15: Deleting Multiple Opinion Polls

Note: Opinion Polls must be unpublished before they can be deleted.

Access the Opinion Poll Module

1. Login to the admin side of your website
2. Go to **Modules > Opinion Polls**
3. Find the category the polls to be deleted are in.
4. Select **Choose An Action > View List**
5. Find the polls to be deleted
6. Multiple polls may be deleted. To select all published polls:
   - Select the check box to the far right of Published Polls
7. To select multiple individual polls for action:
   - Select the check box to the right of the Choose An Action dropdown to mark multiple individual polls for action.
8. Select the Delete Marked button on the bottom middle.
   - A dialog box will appear with the question, "Are you sure you want to delete this poll?"
9. Select ok each time until all polls in the category have been deleted.
10. Select the back button on the upper left to return to the category.