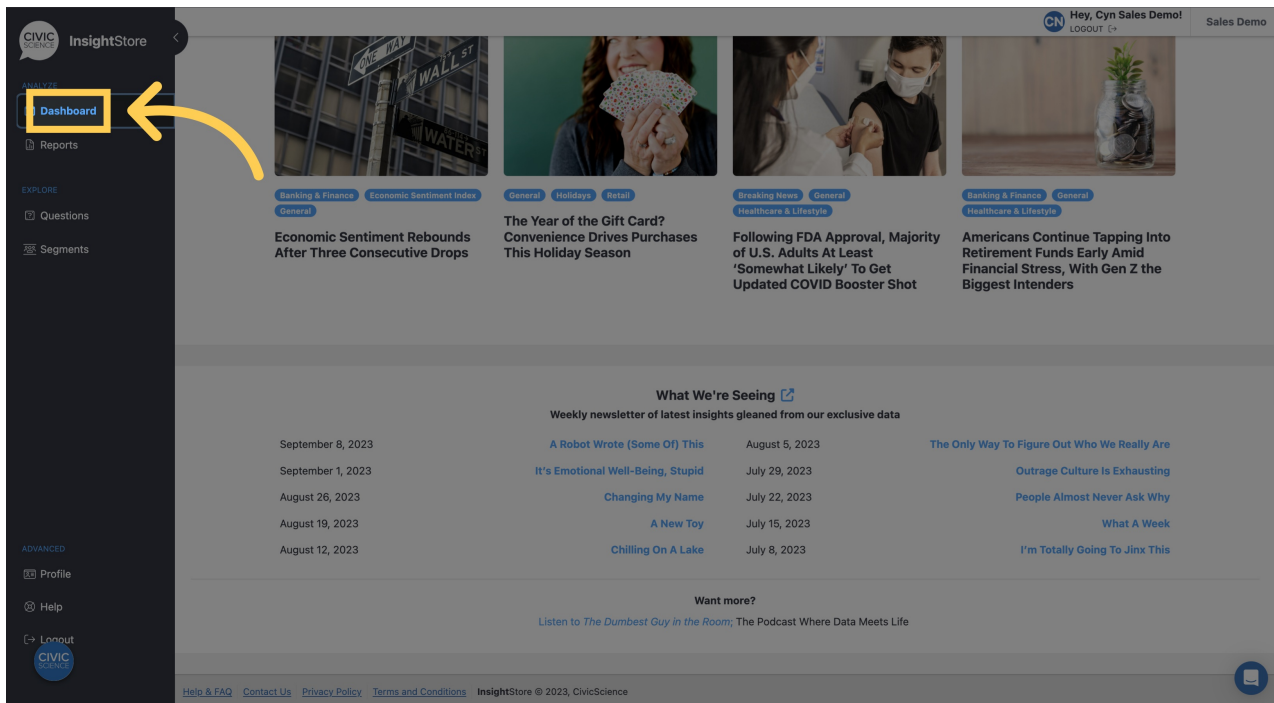# Video: Adding a question compare list dashlet

01/31/2024 1:29 pm EST

In this guide, you will learn to add a question compare list dashlet to a dashboard. Follow the steps below to customize your dashboard and gain valuable insights.
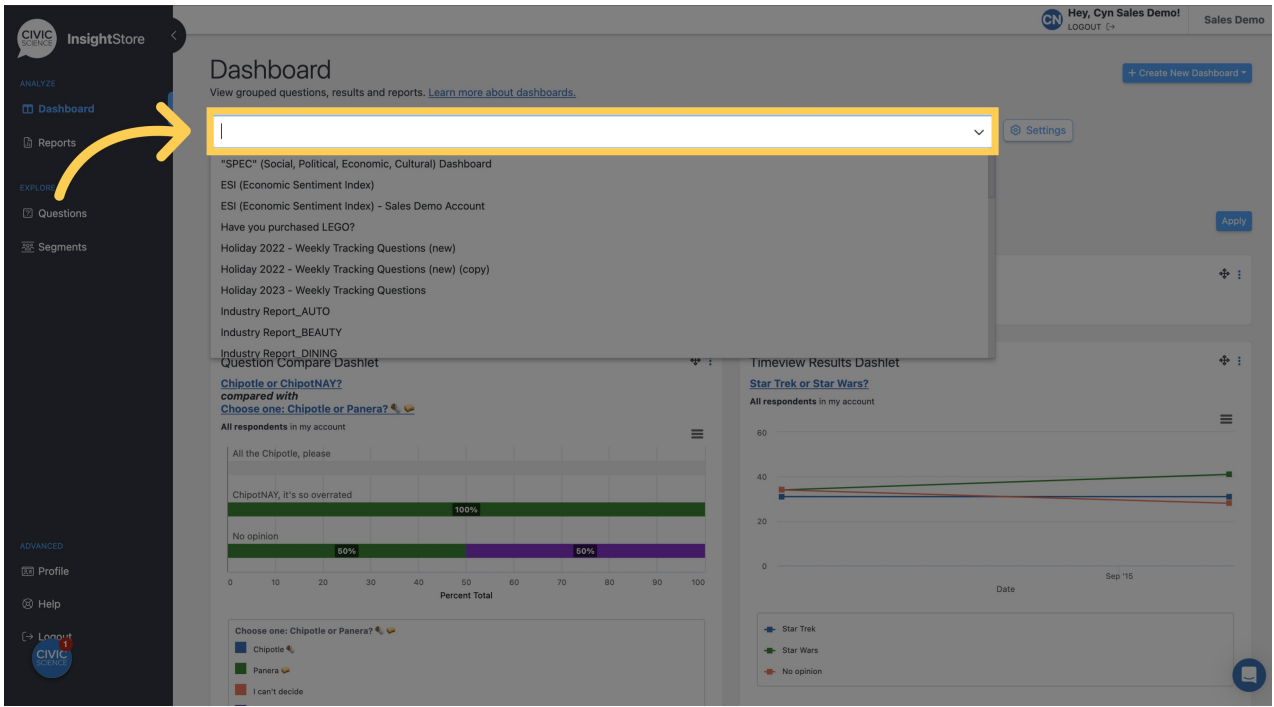
Your browser does not support HTML5 video.
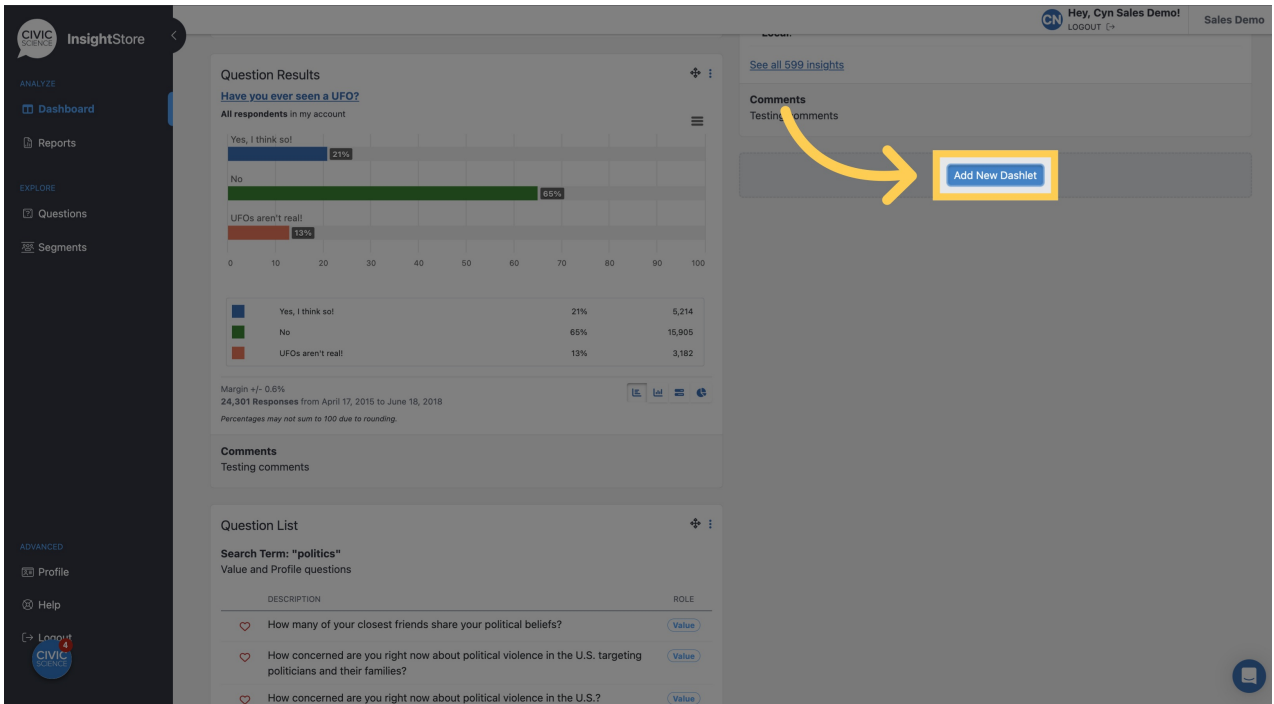
1. Go to insightstore.civicscience.com.

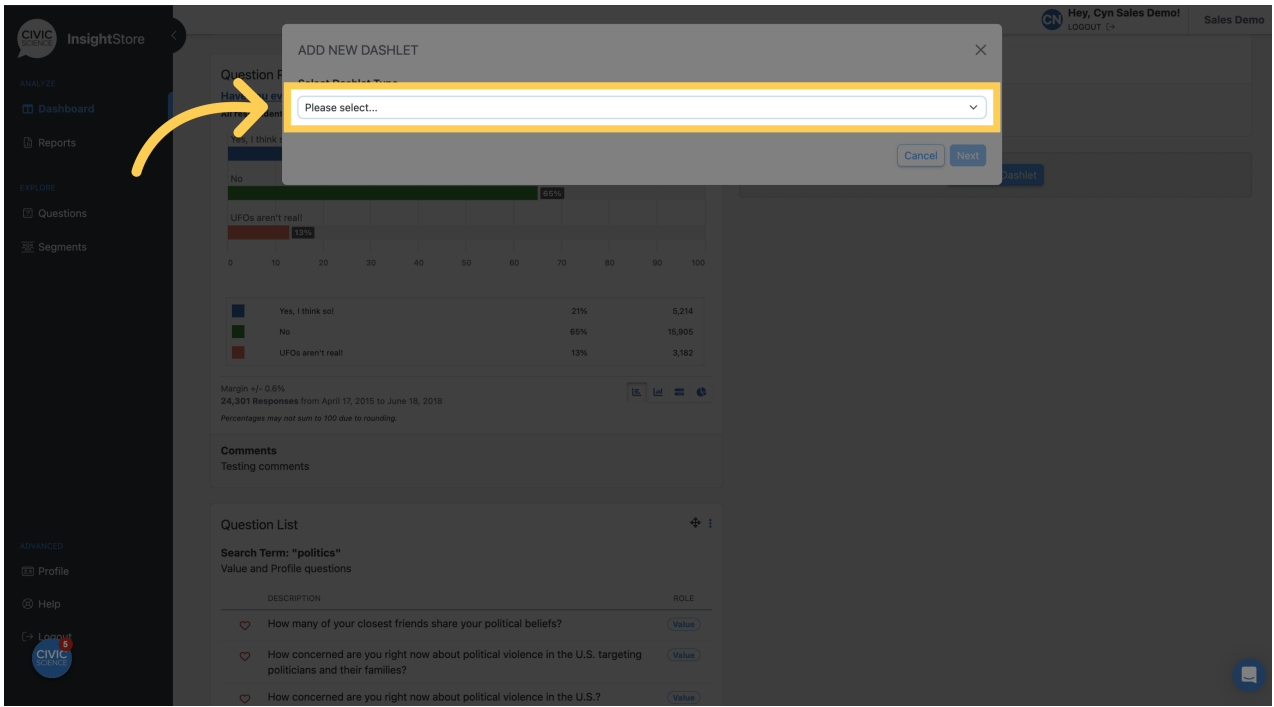## 2. From the landing page, click *Dashboard* in the left navigation pane.
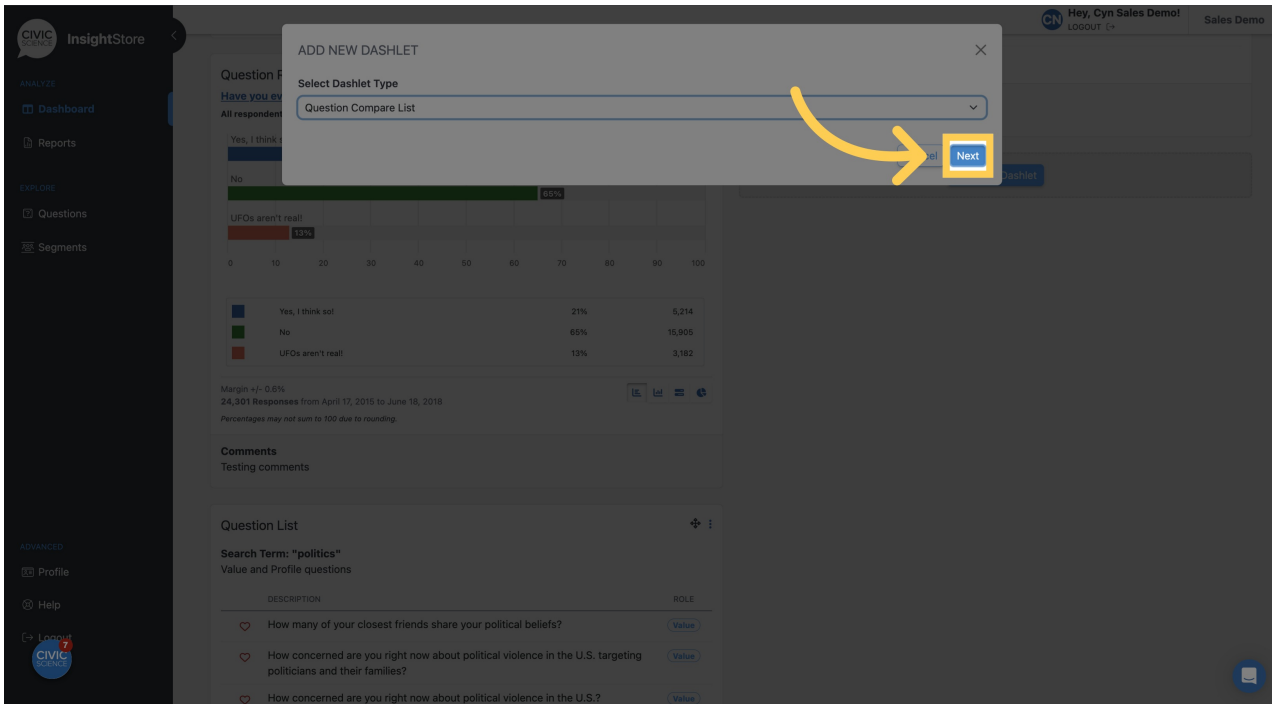

3. Select your dashboard from the dropdown list.

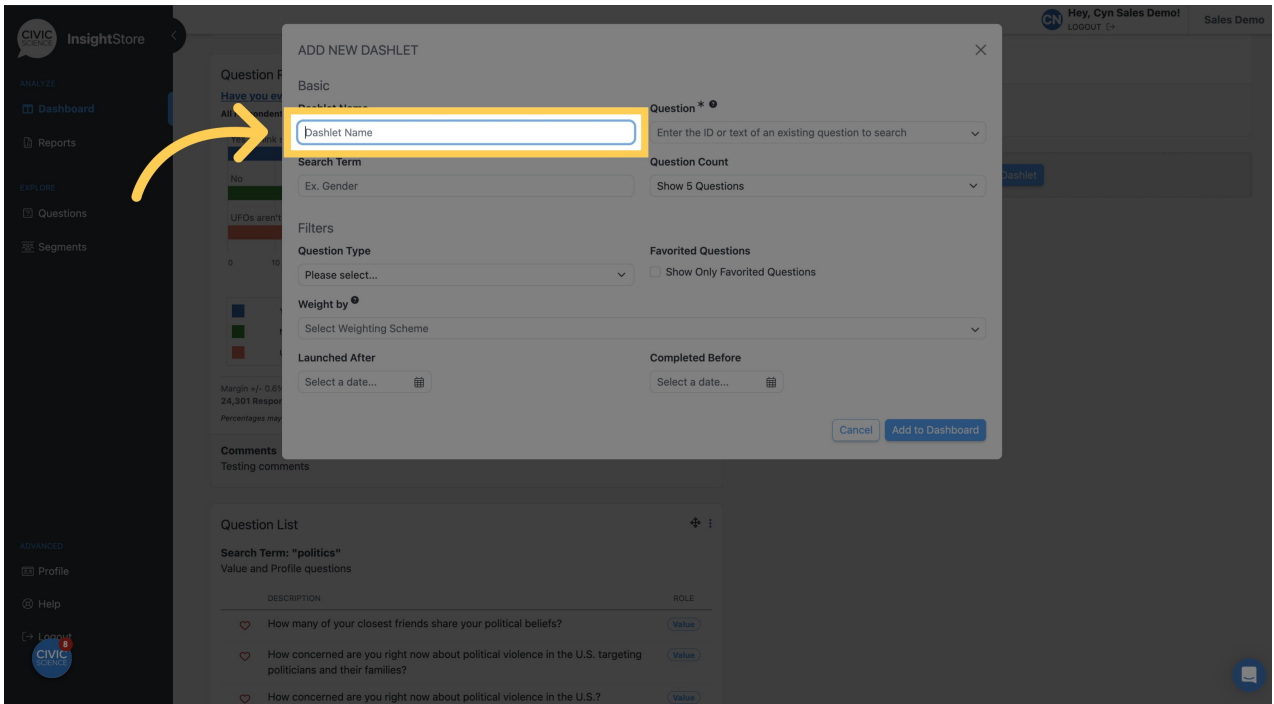## 4. Go to the bottom of the dashboard and click *Add New Dashlet*.

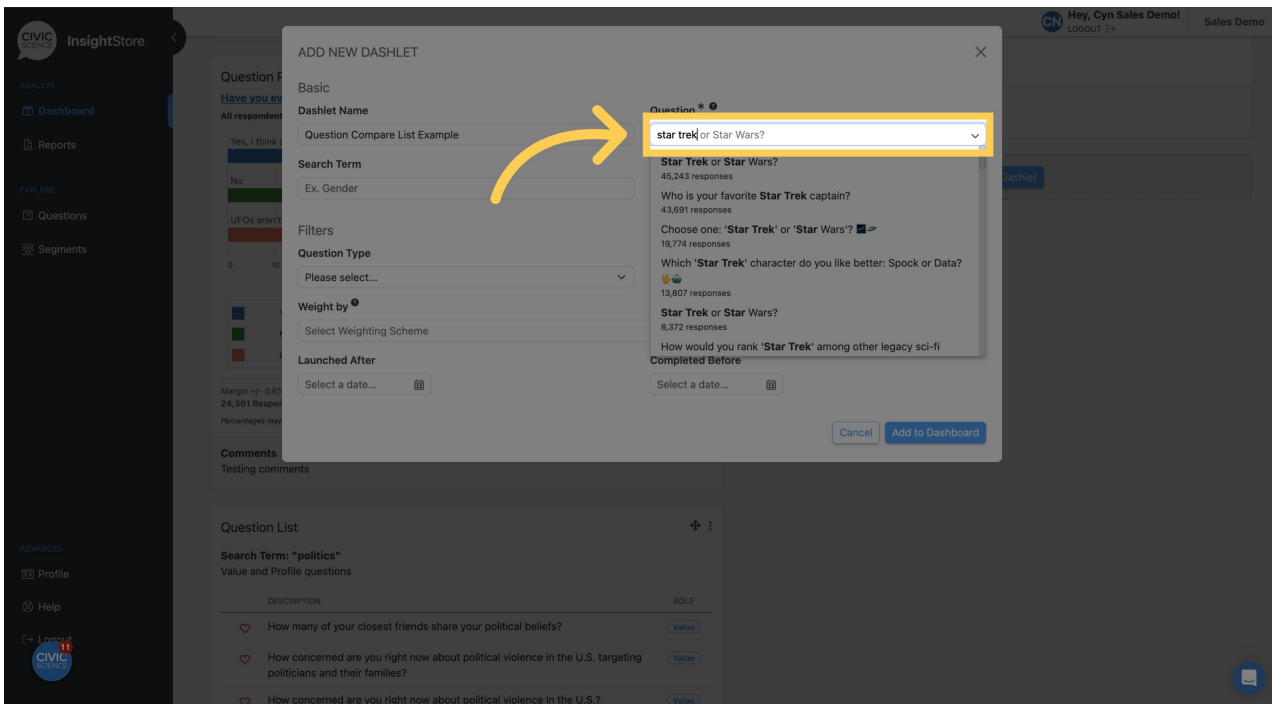## 5. Select *Question Compare List* from the dropdown menu.
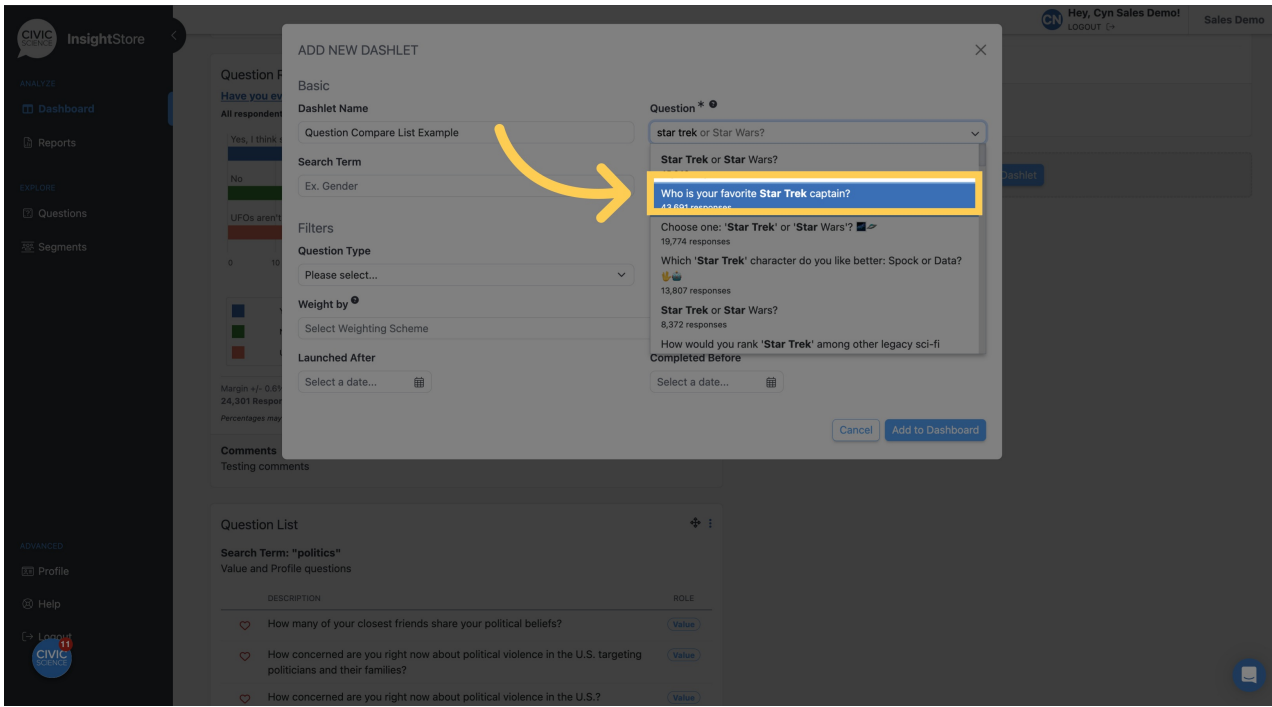
6. Click *Next*.

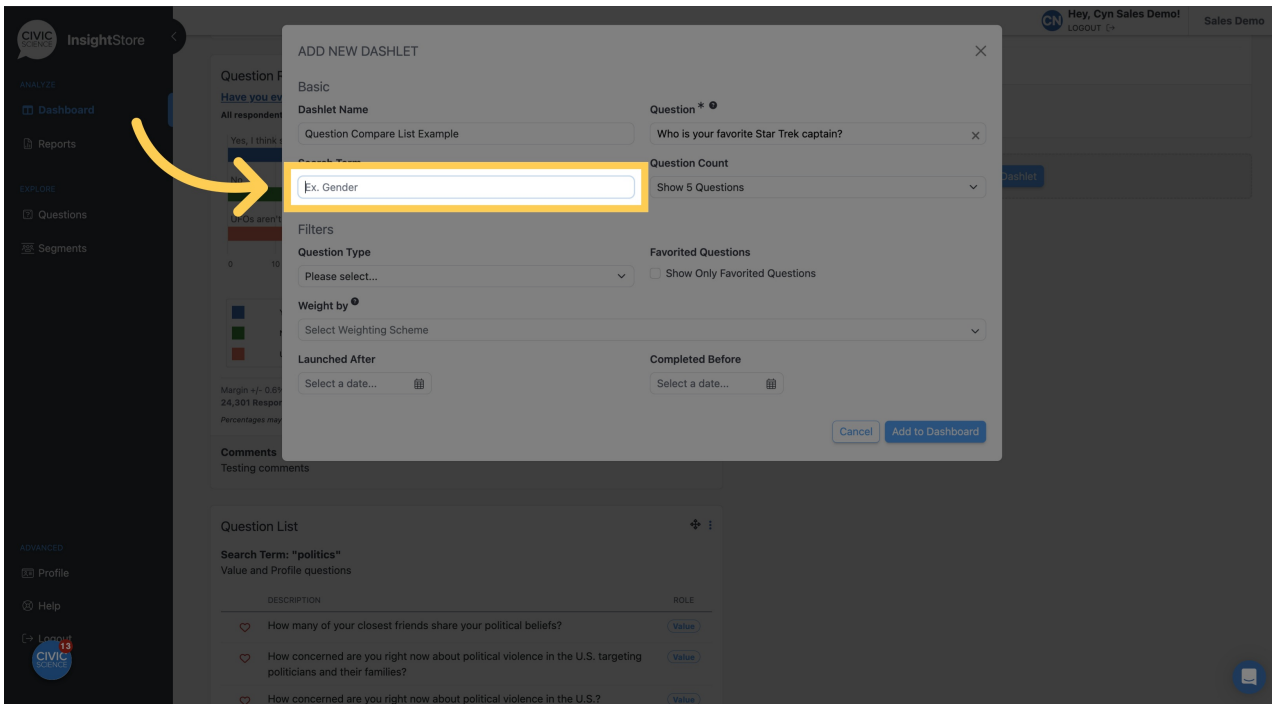## 7. Give your new dashlet a descriptive name.

8. Enter a question ID or search criteria.
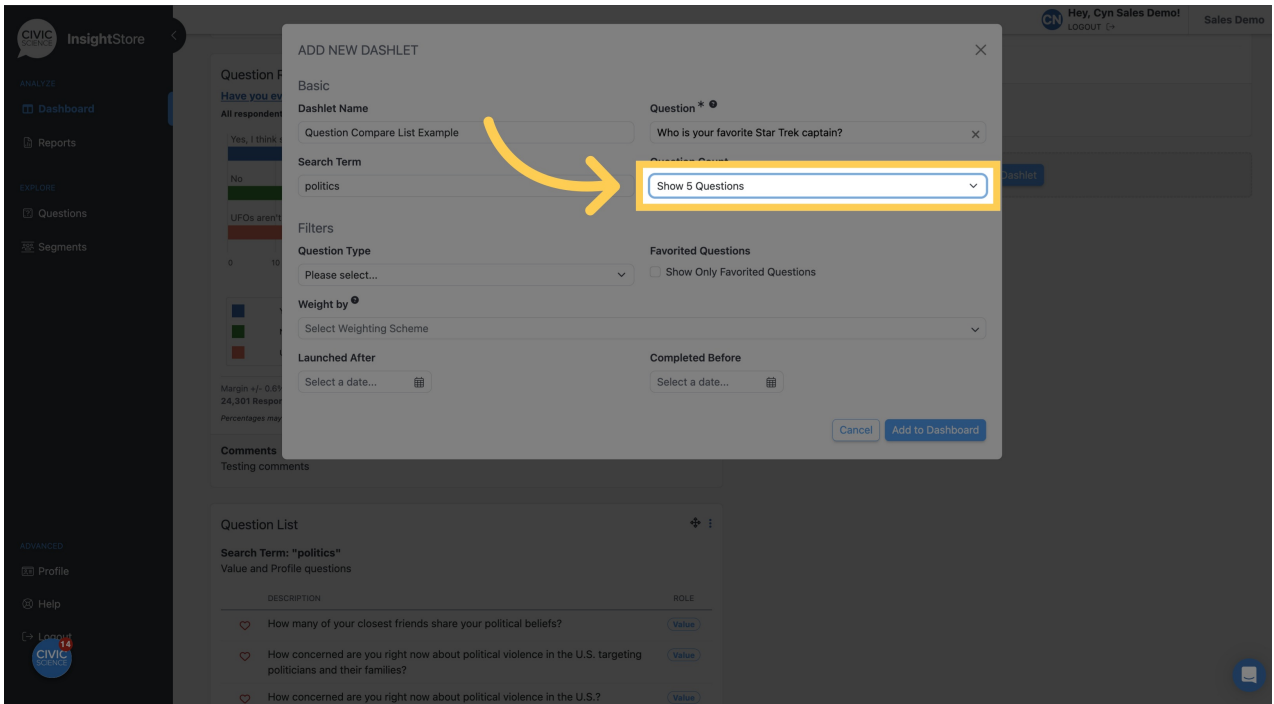

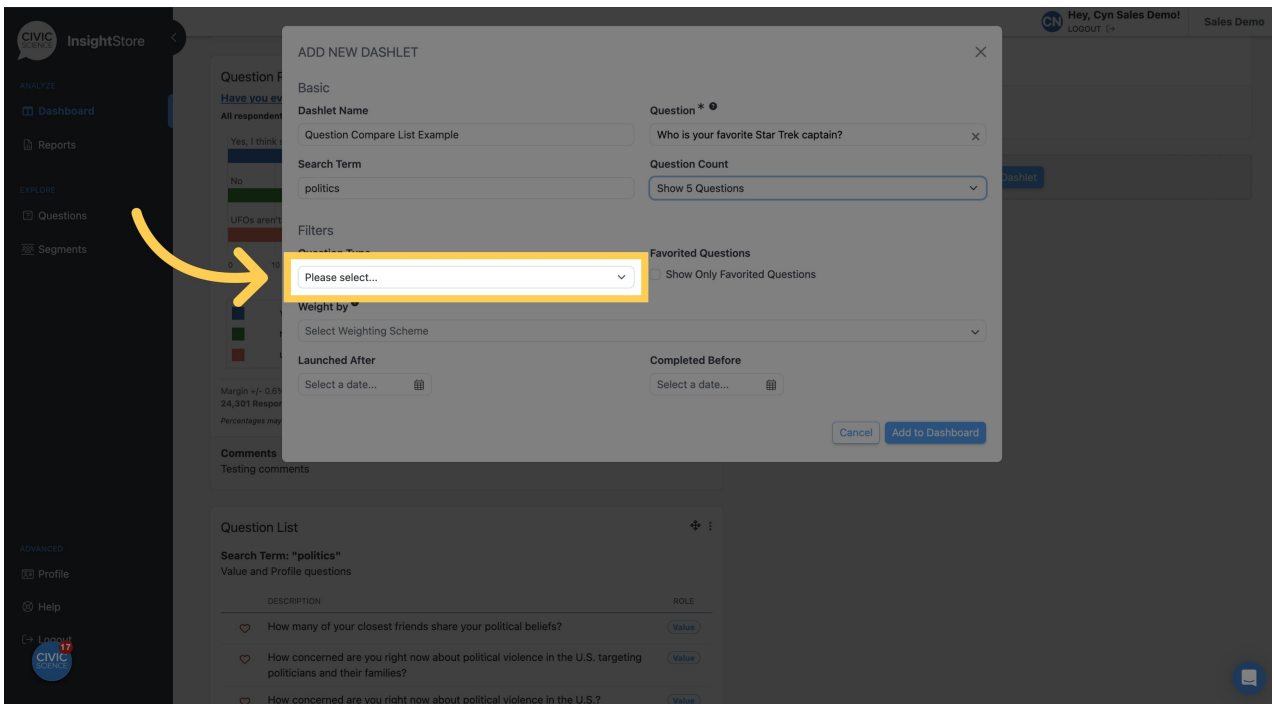## 9. Select your desired question from the results list.

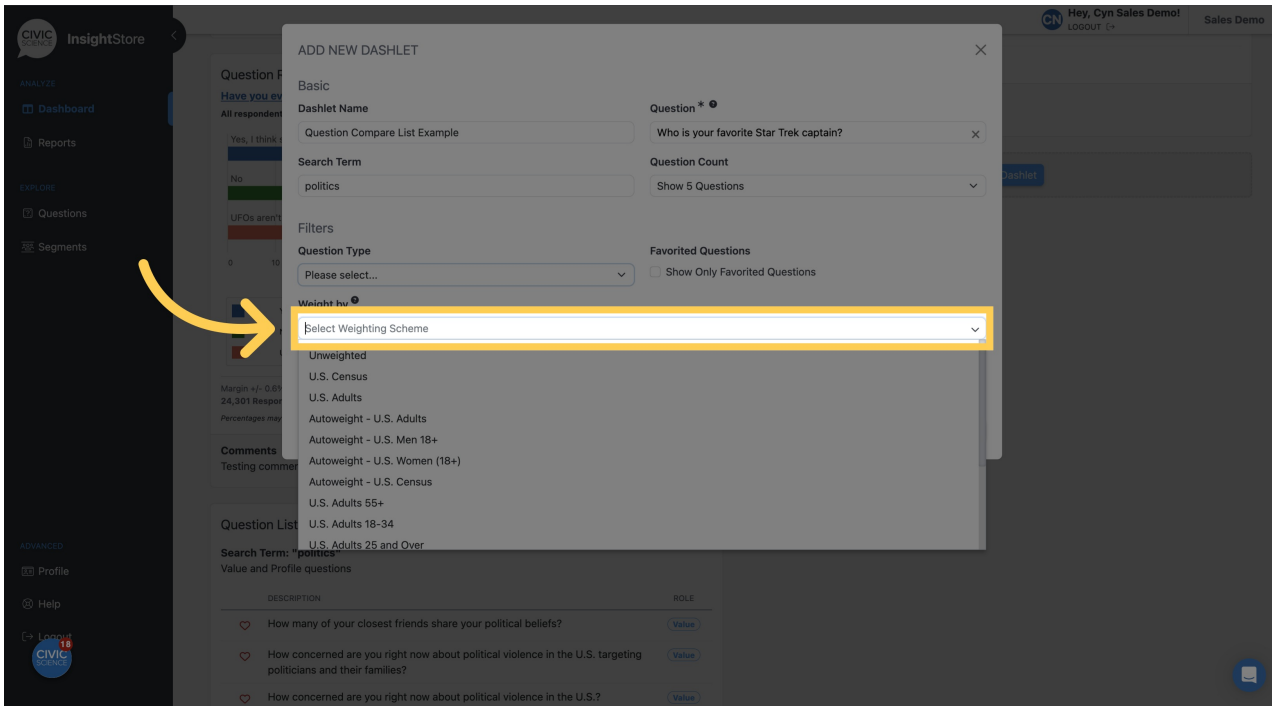## 10. Enter the search criteria for questions to compare to the first question.

11. Choose the number of questions to show in the compare list - five, ten, fifteen, or twenty.
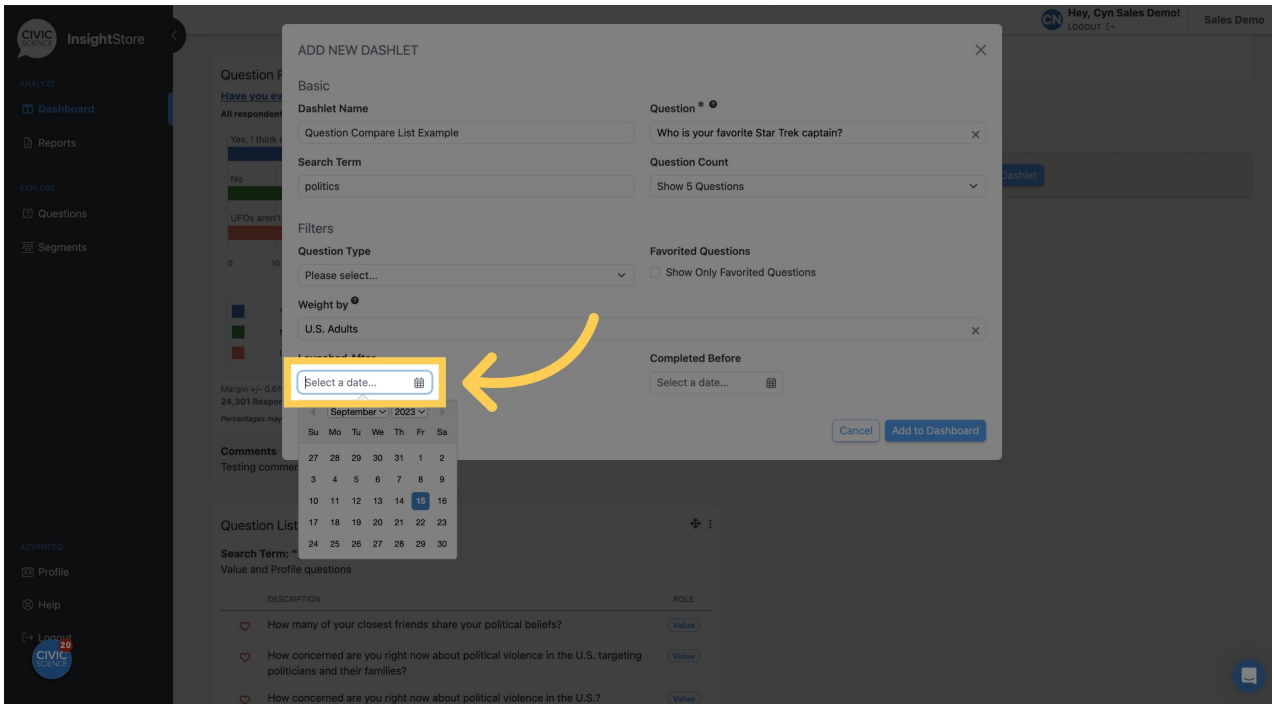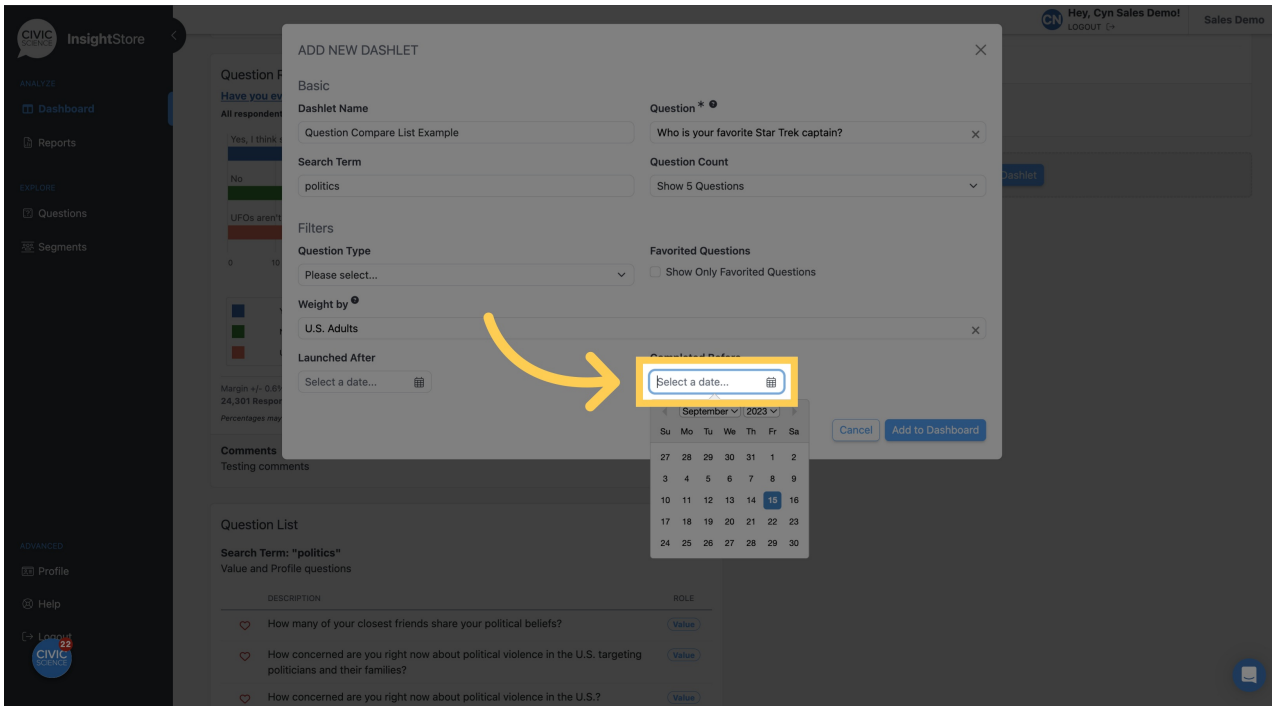
12. If needed, select a question type filter.

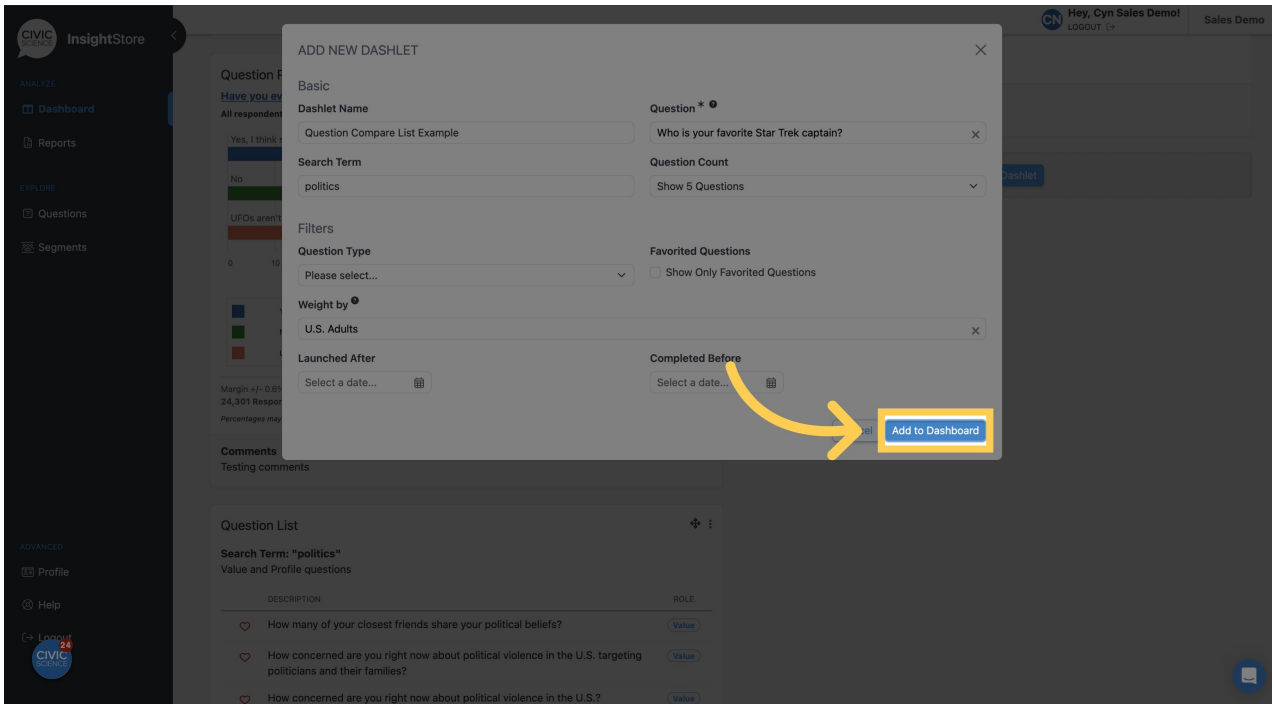## 13. Choose a weighting scheme.

14. Select a *Launched After* date if desired.

15. Choose a *Completed Before* date if needed.

16. Click *Add to Dashboard* and view your new dashlet.

17. Click this symbol and drag your dashlet to its desired position.

18. To edit the dashlet, click the kebab menu.

19. Select *Settings*.

20. Make any needed changes.

21. Click *Submit* to save your changes.

QUESTION COMPARE LIST

Basic

Dashlet Name

Question Compare List Example

Question *

Who is your favorite Star Trek captain?

Search Term

politics

Question Count

Show 10 Questions

Filters

Question Type

Please select...

Favorited Questions

☐ Show Only Favorited Questions

Weight by

U.S. Adults

Launched After

Select a date...

Completed Before

Select a date...

Submit