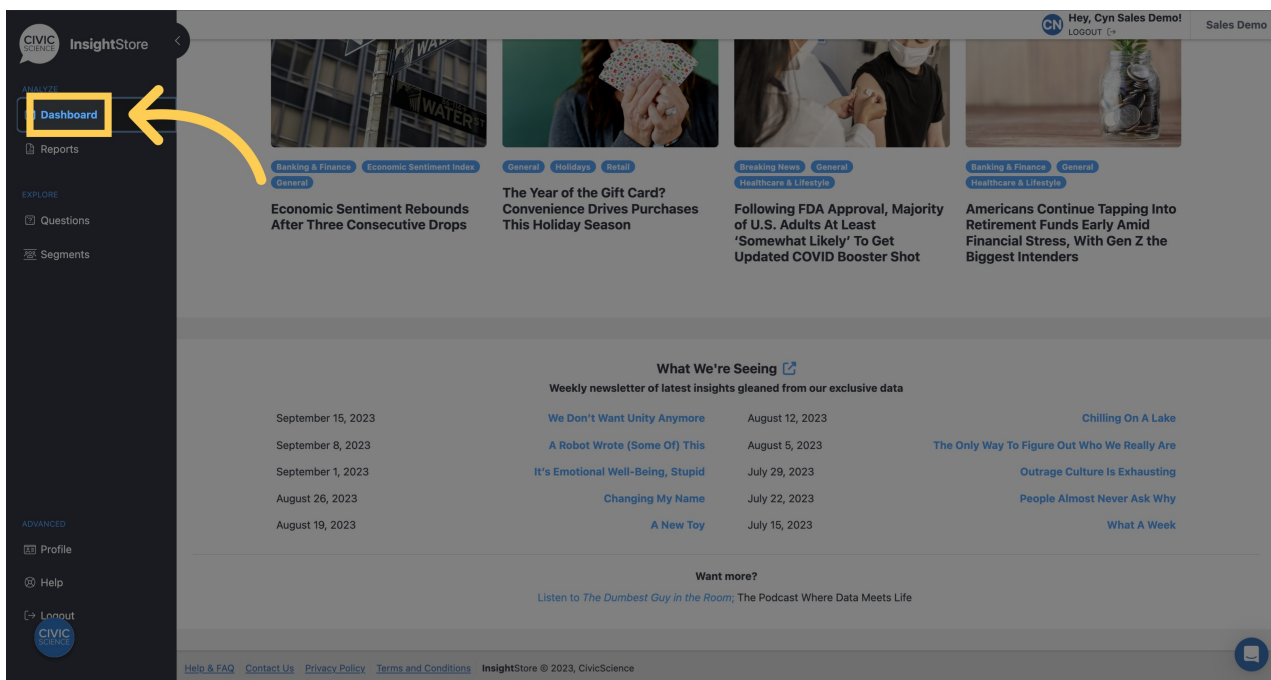# Video: Adding a question list dashlet
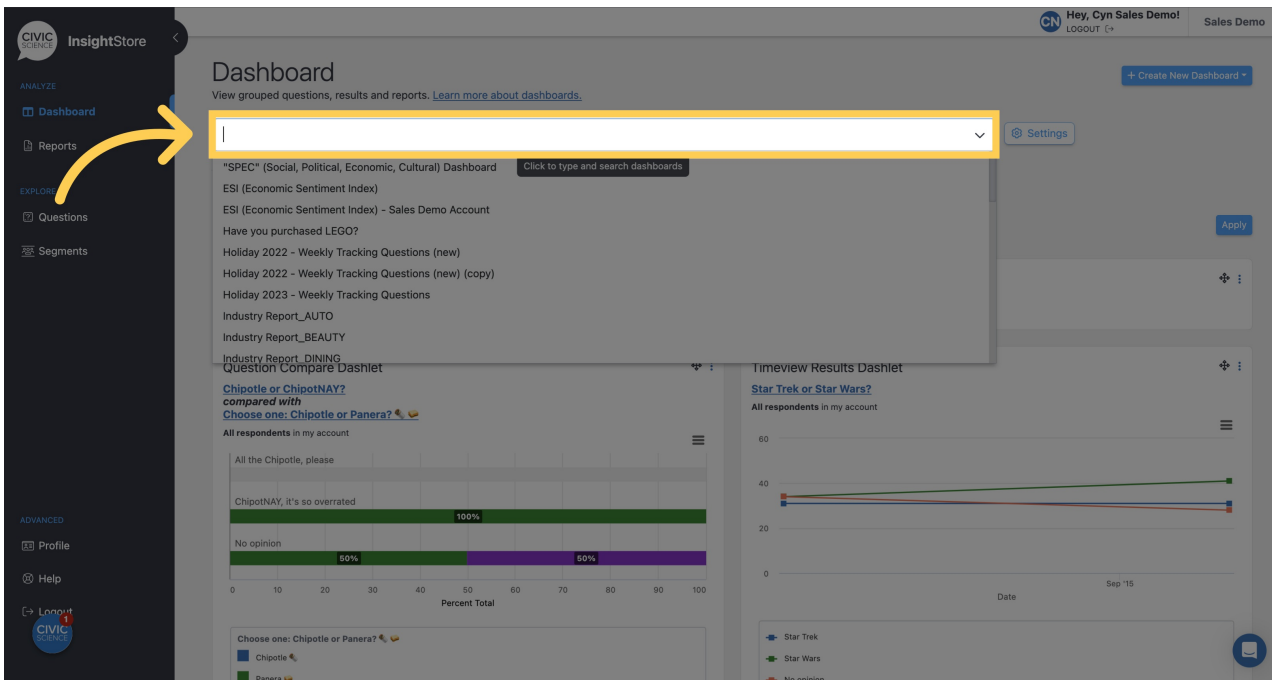
01/31/2024 1:29 pm EST

This guide will walk you through the process of adding a question list dashlet to a dashboard. Follow the instructions below to create a customized and informative dashlet.

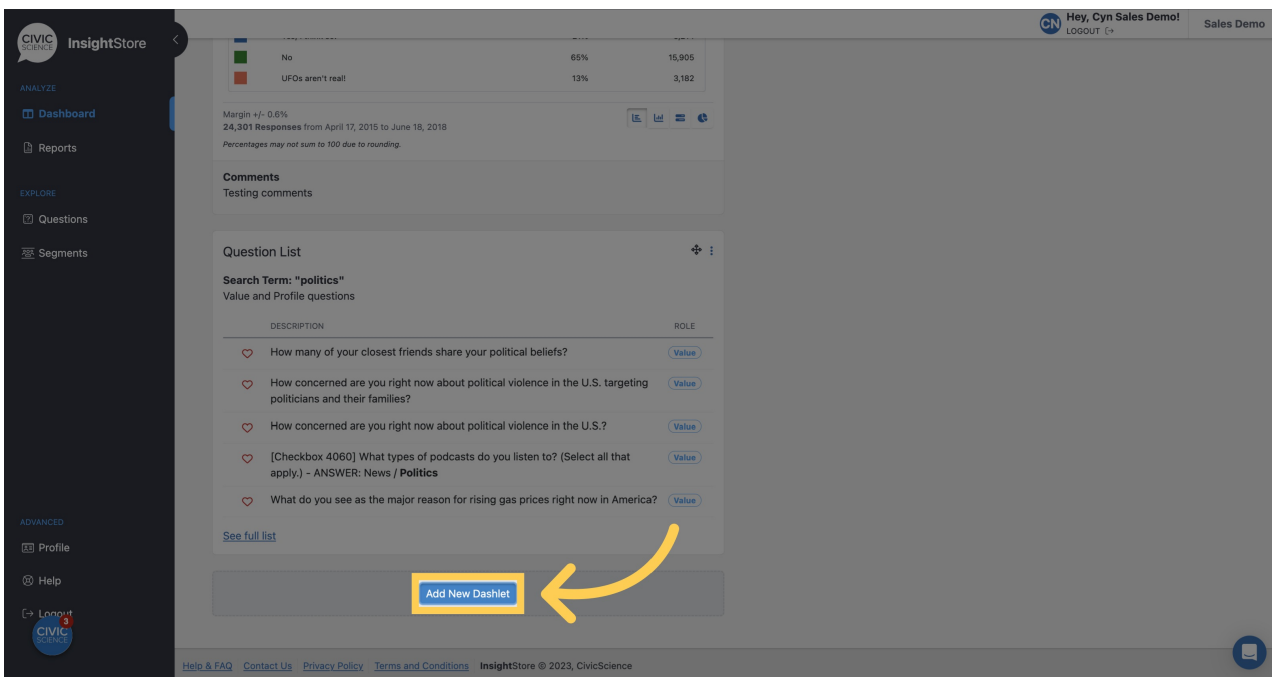Your browser does not support HTML5 video.

1. Go to insightstore.civicscience.com.

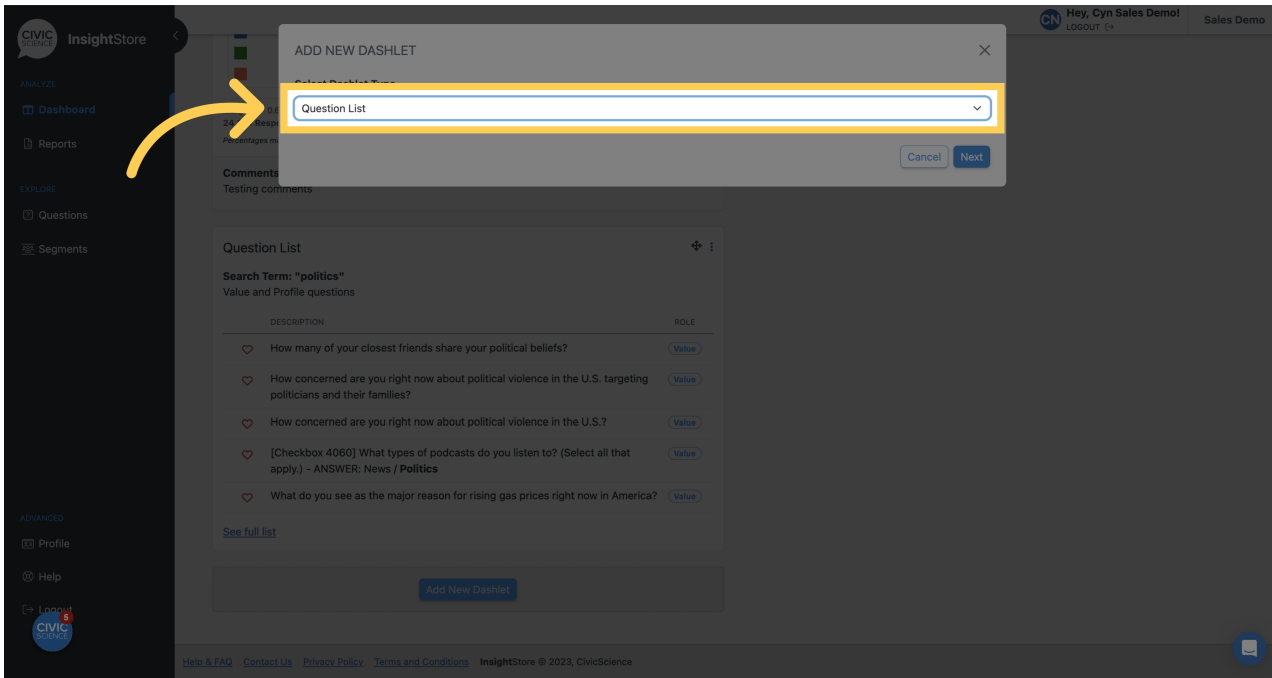## 2. From the landing page, click *Dashboard*.

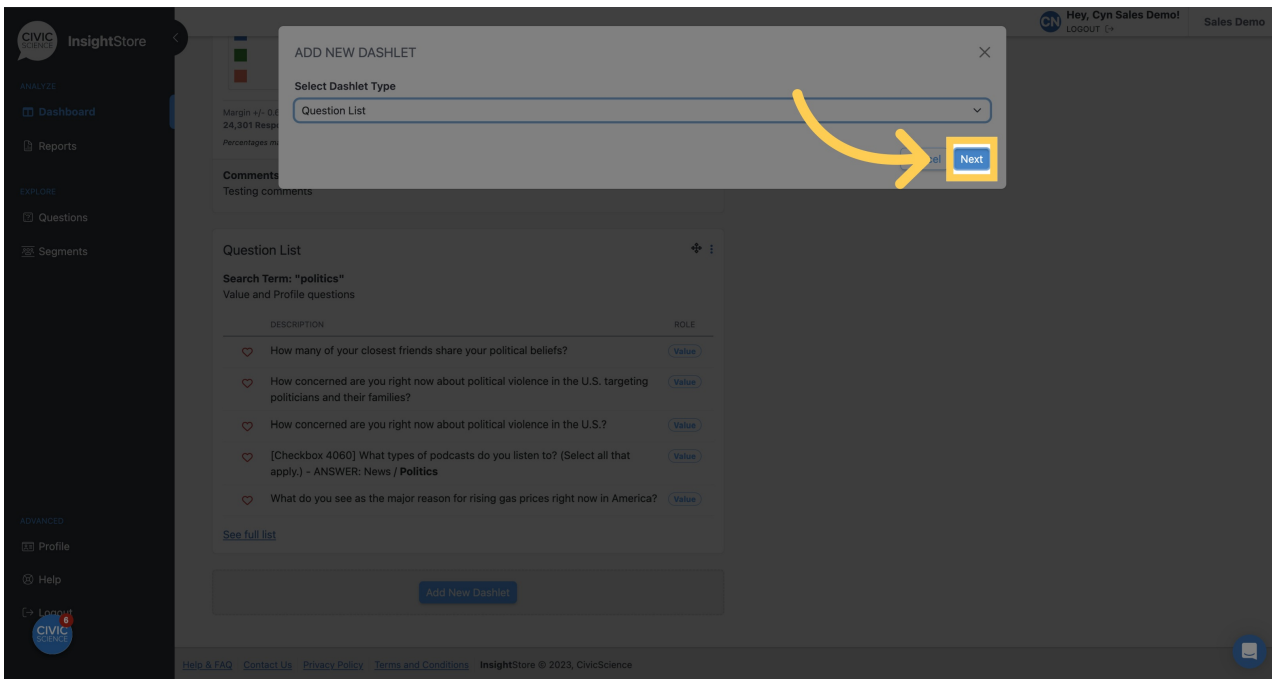## 3. Select your dashboard from the dropdown menu.

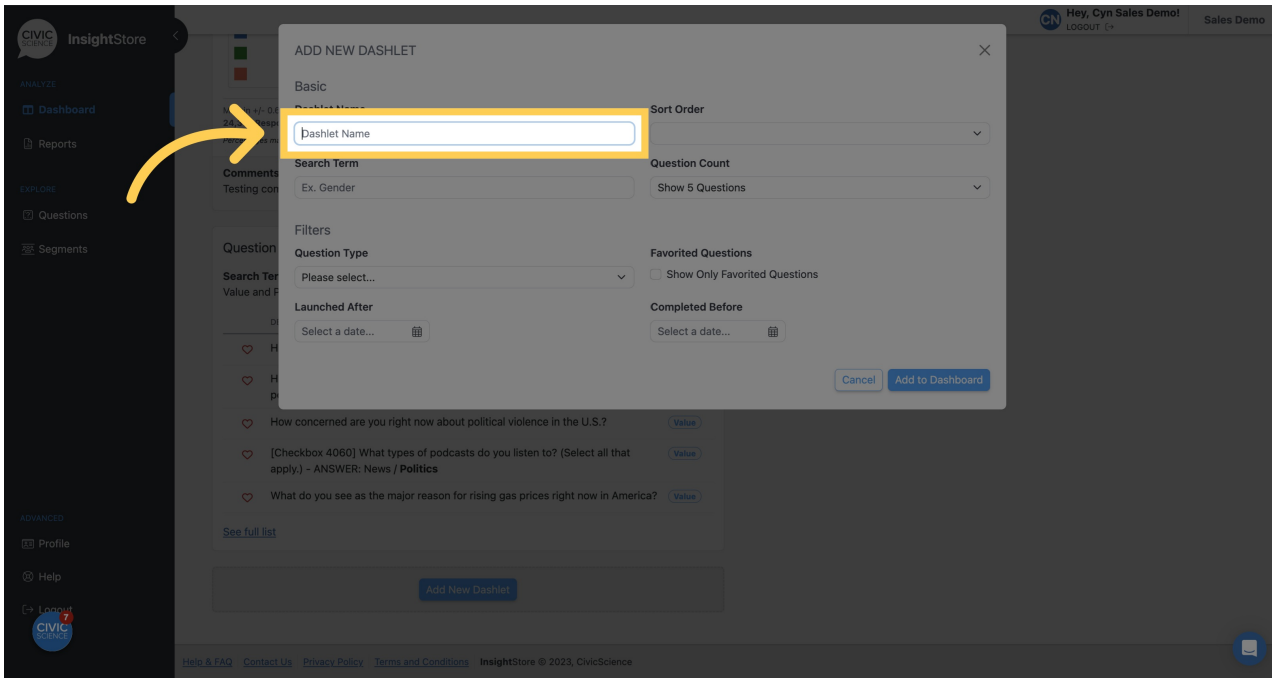## 4. Navigate to the bottom of the dashboard and click *Add New Dashlet*.
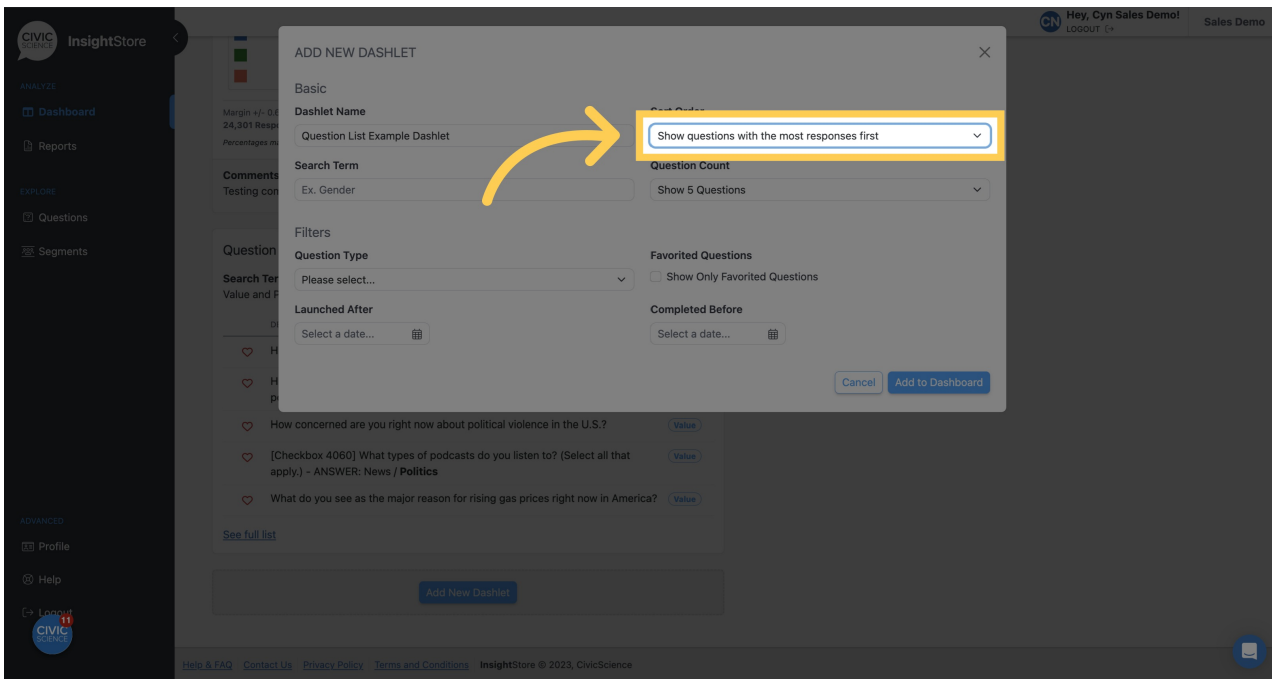

5. Select *Question List* from the dropdown menu.
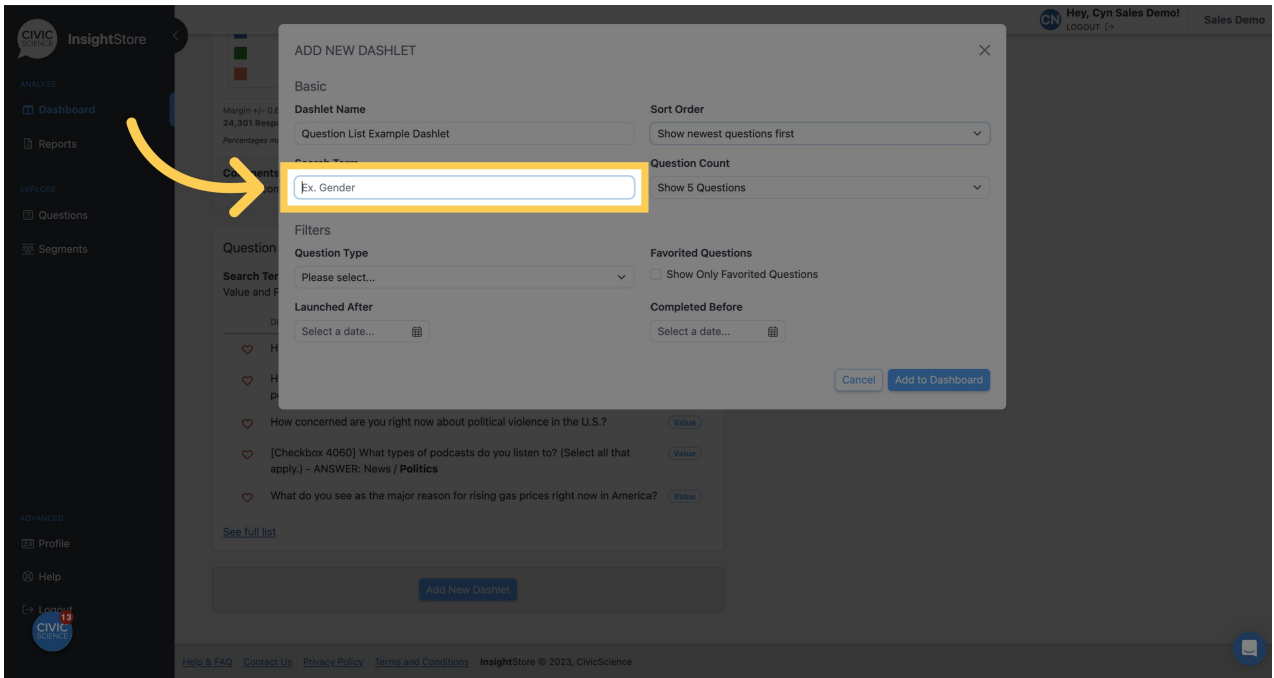
6. Click *Next*.

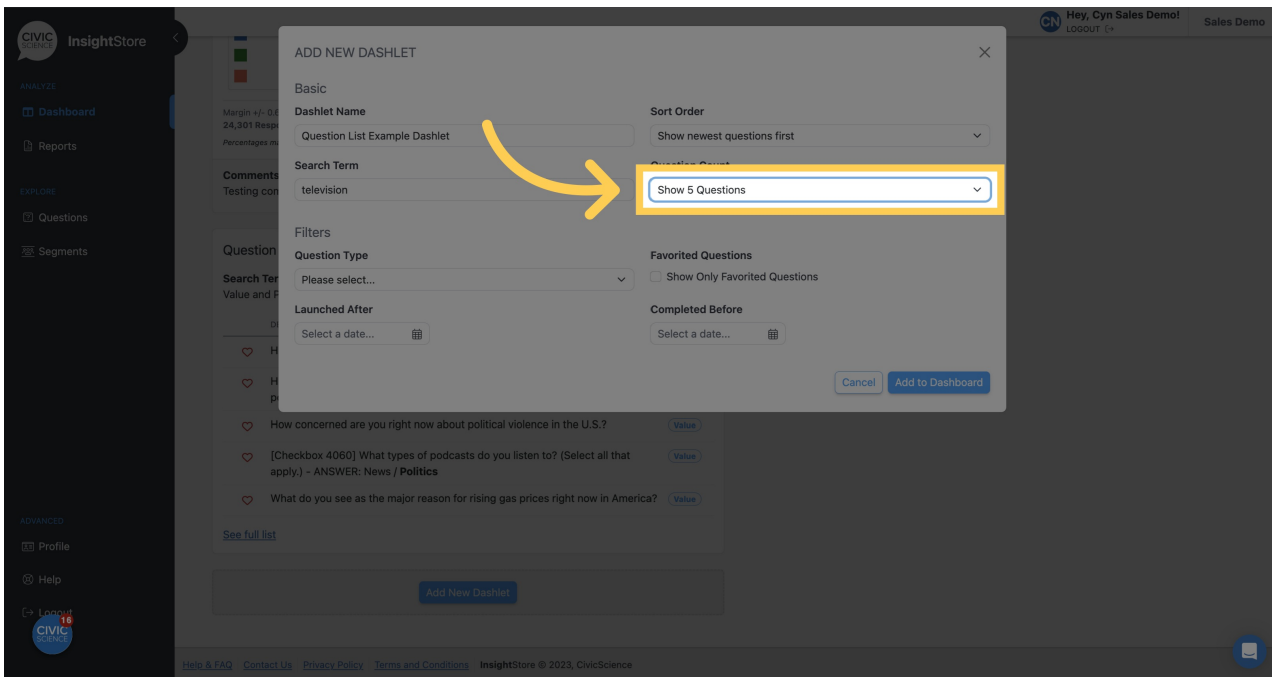## 7. Give your dashlet a descriptive name.

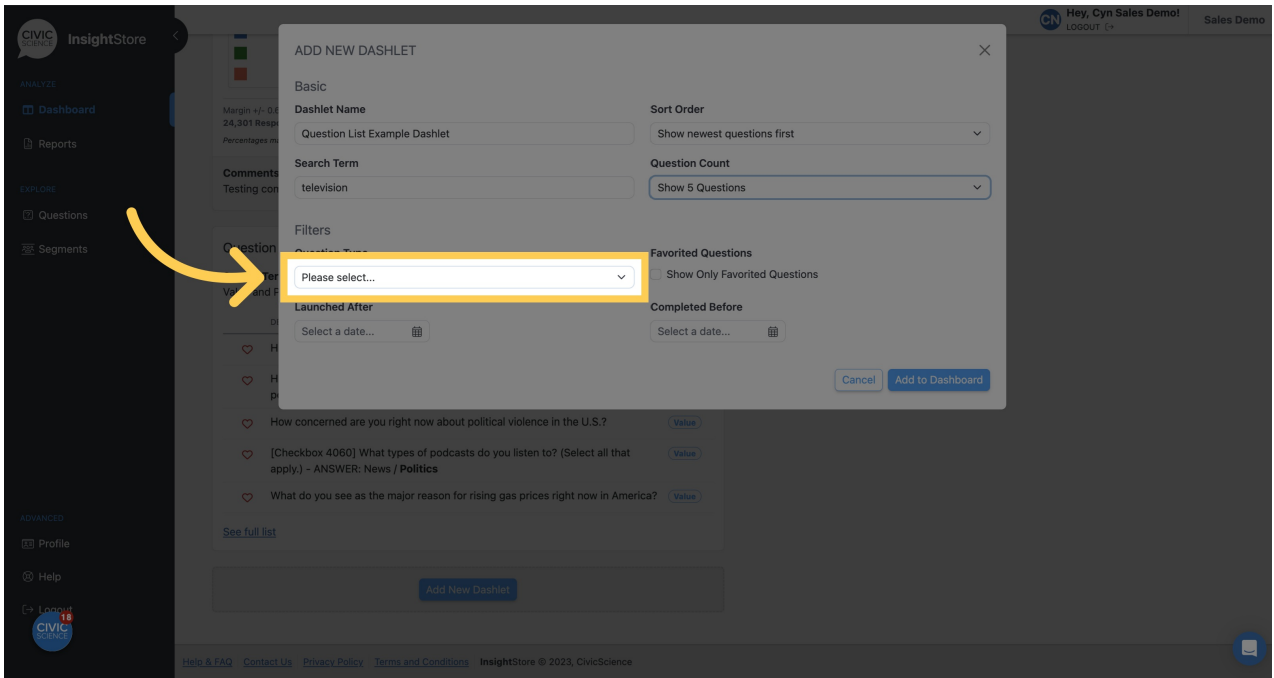## 8. Choose a sort order for your search results.
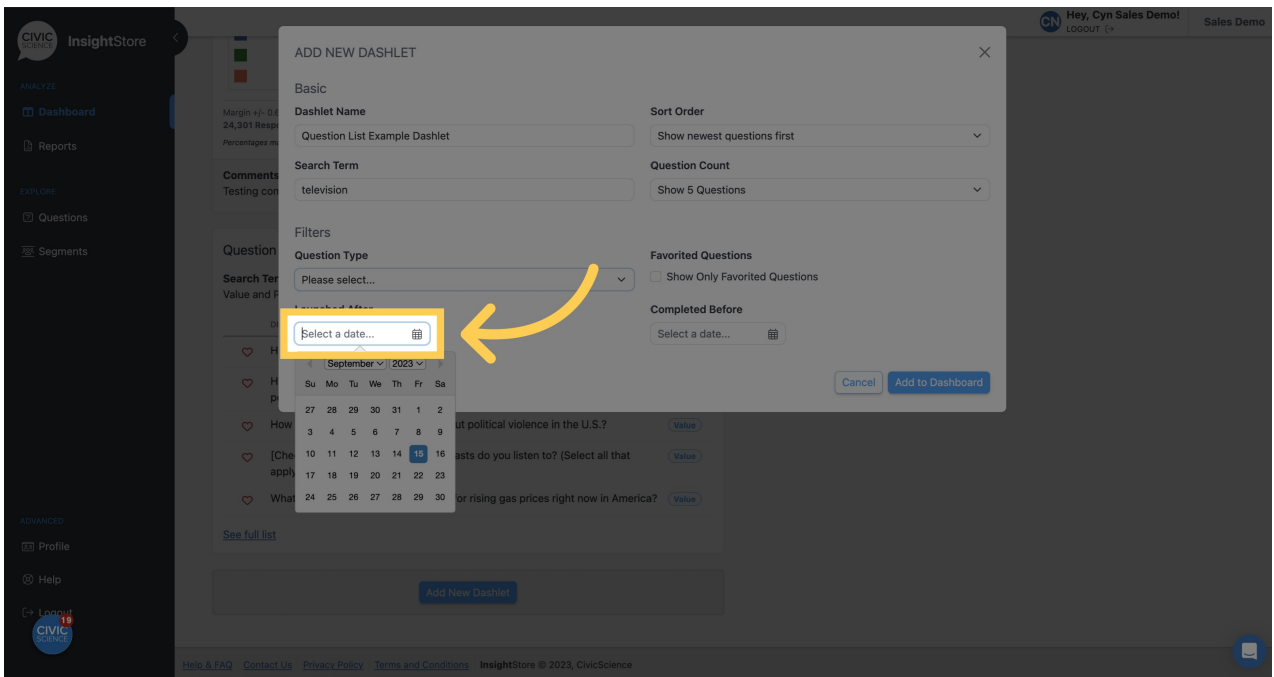

9. Enter your search criteria.

10. Select the number of questions you want to display.

11. Choose a question type filter if desired.

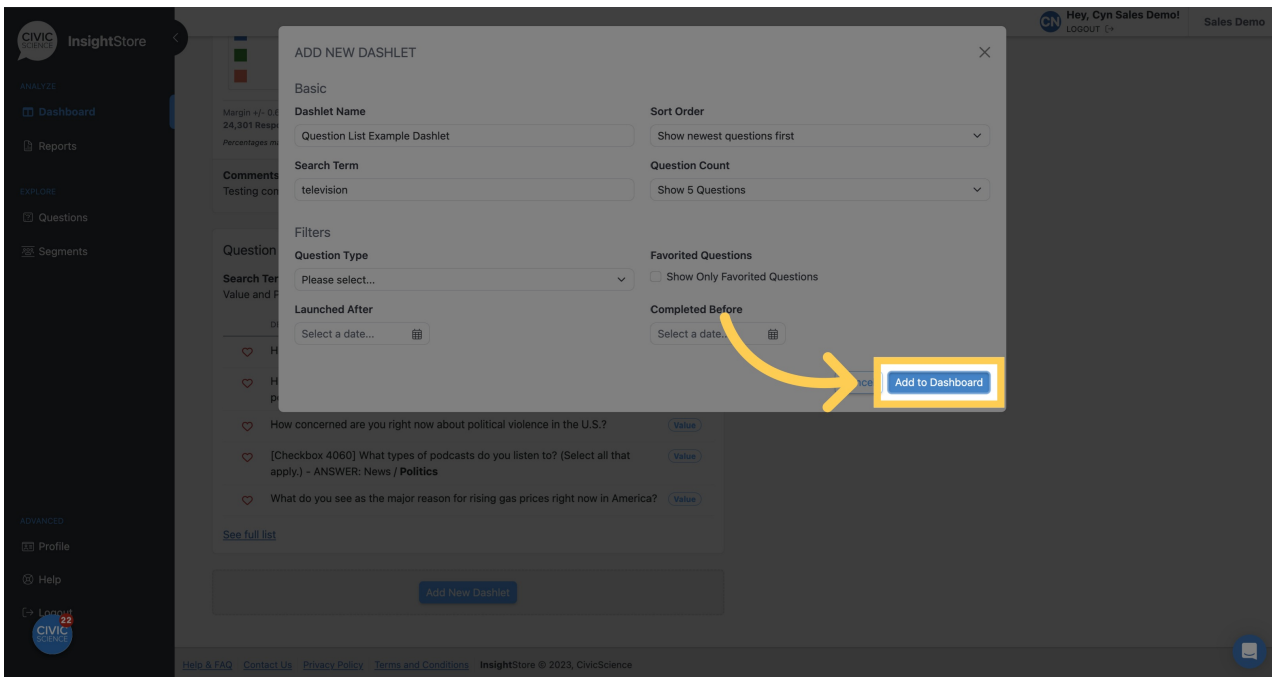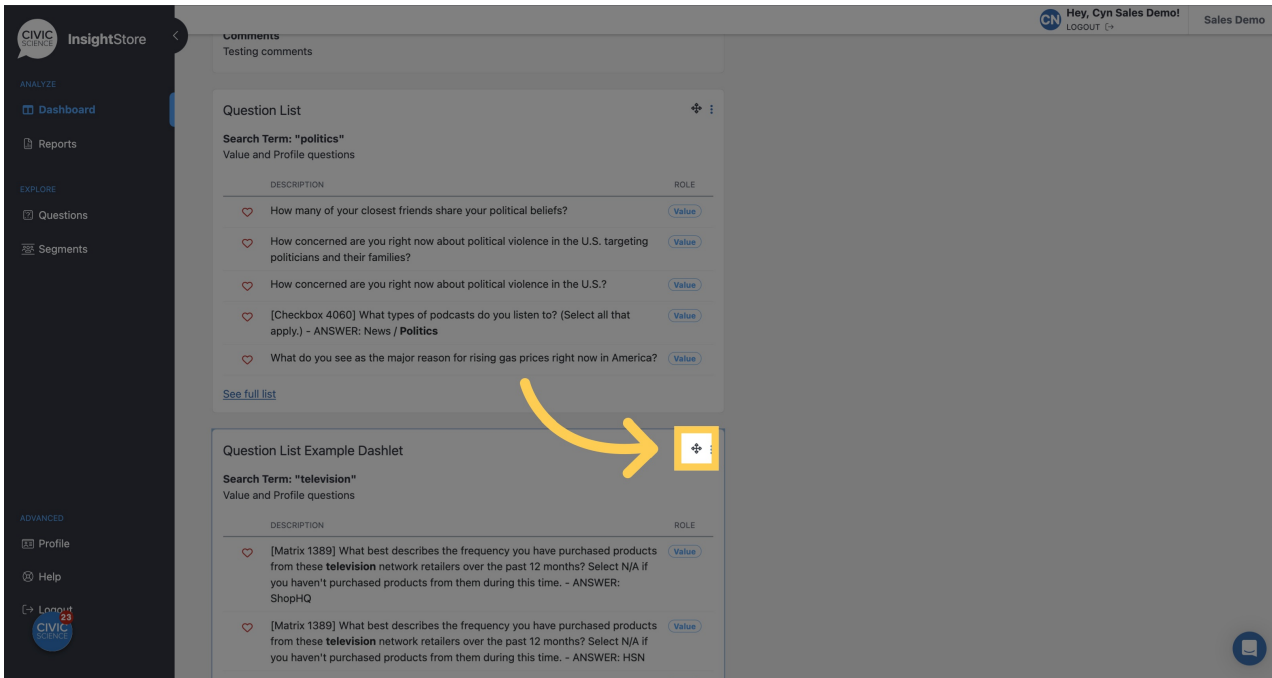## 12. Choose a *Launched After* date.
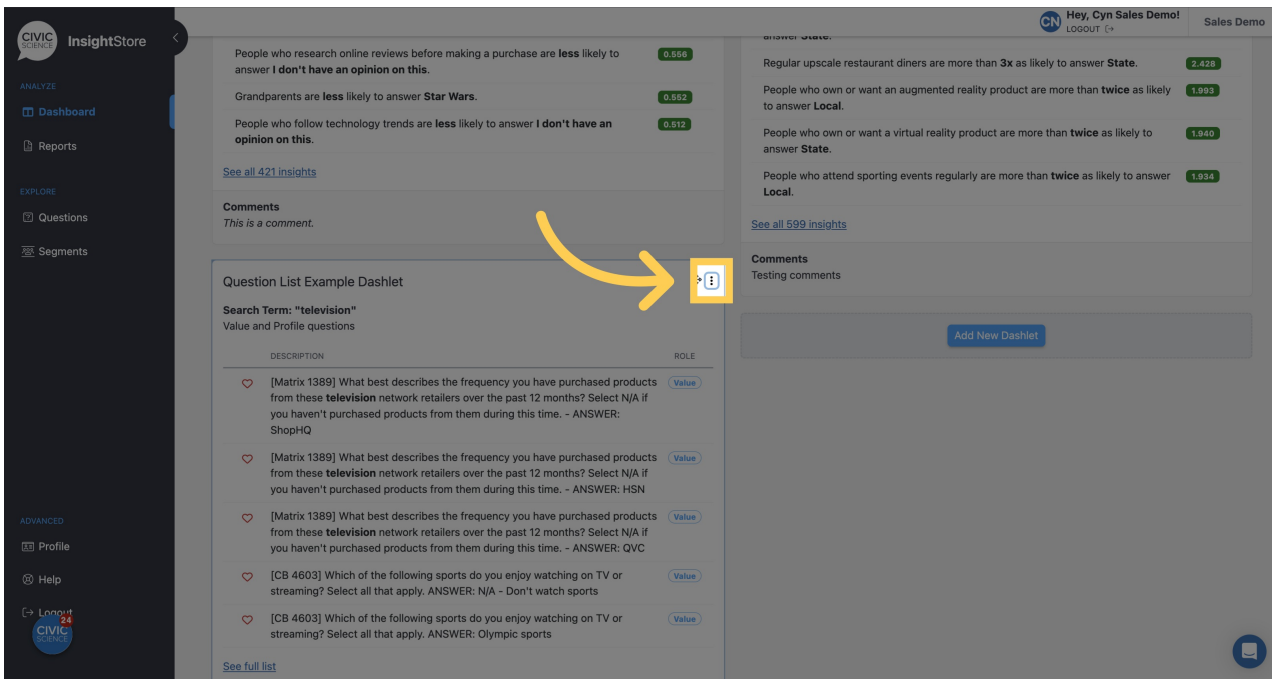

13. Select a *Completed Before* date.
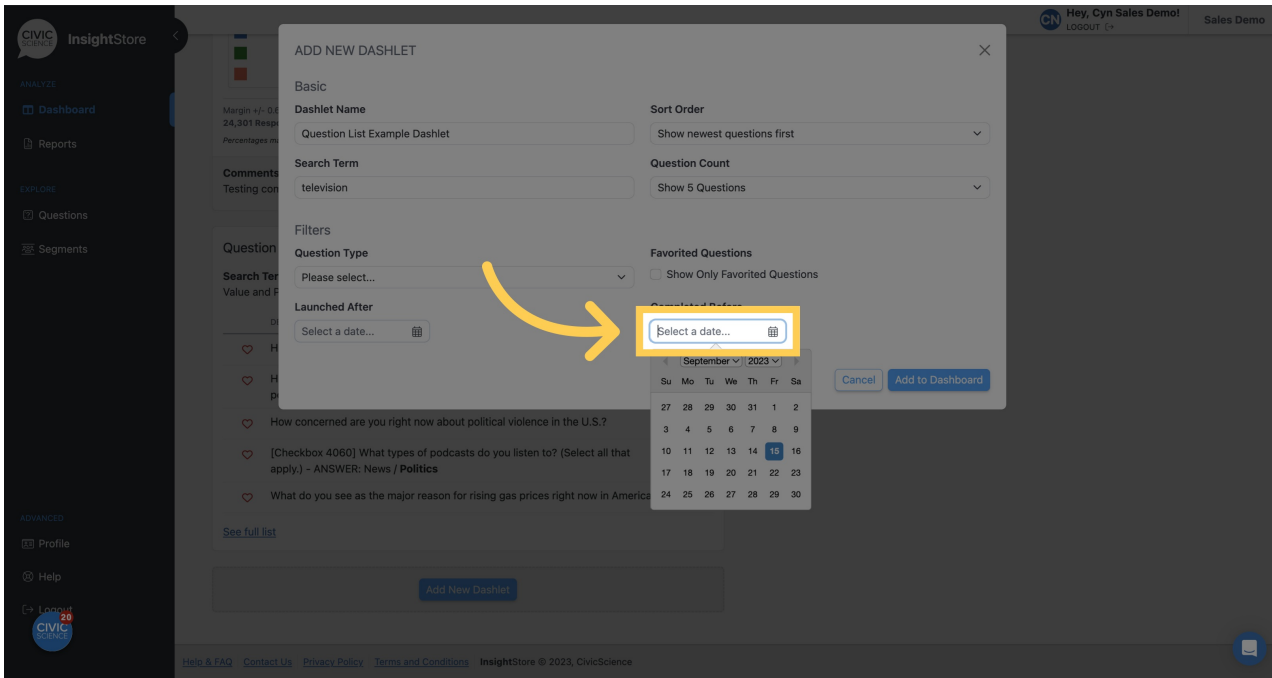
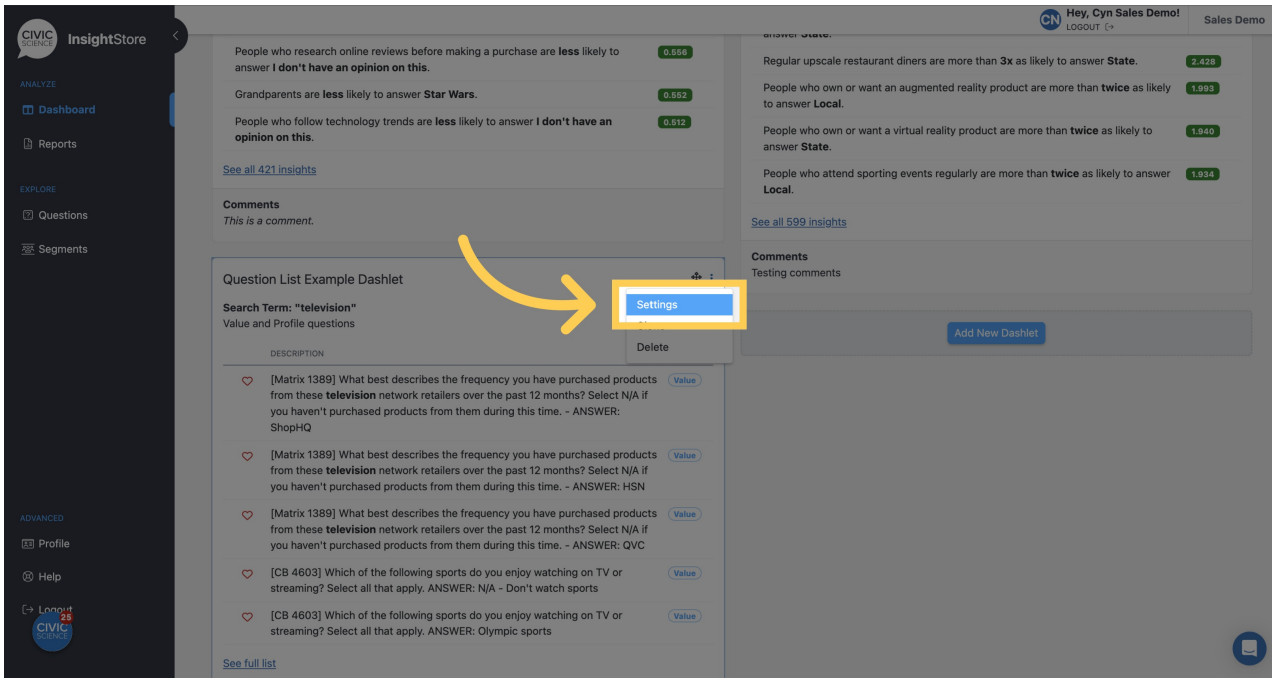## 14. Click *Add to Dashboard* and view your new dashlet.

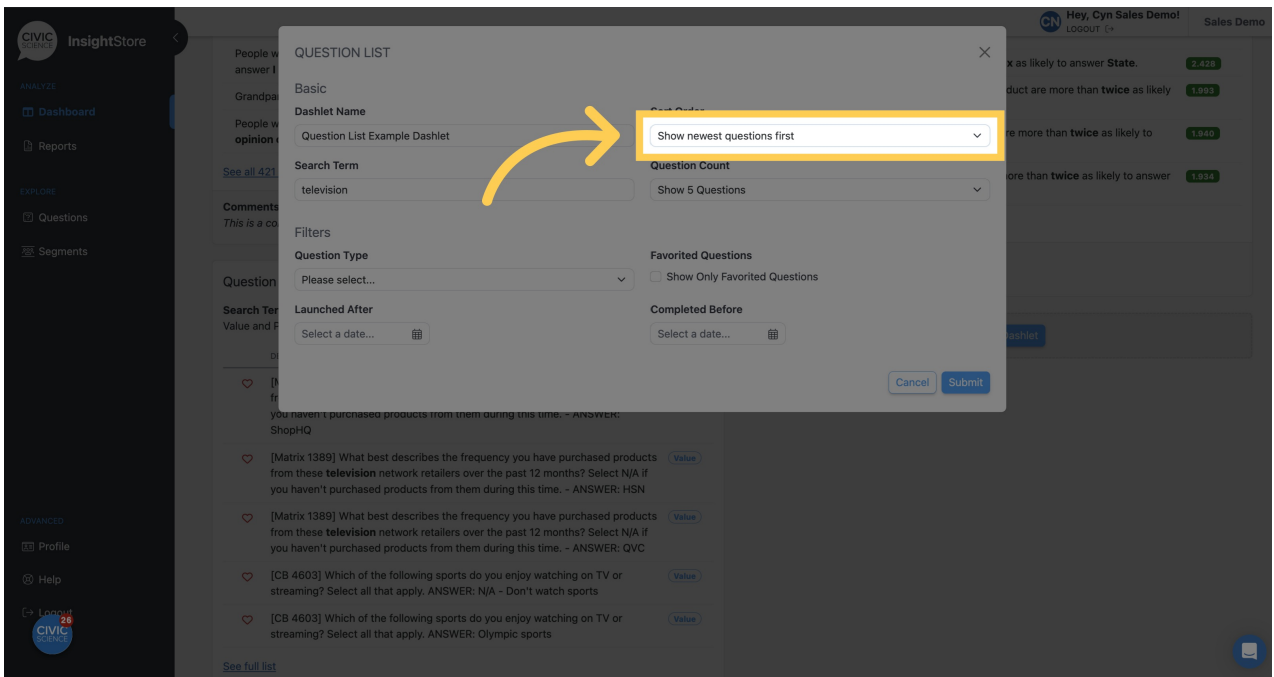## 15. To move the dashlet, click the move cursor symbol and drag the dashlet to its new position.

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

17. Click *Settings*.

18. Make any needed changes.

19. Click *Submit* to save the changes.

QUESTION LIST

Basic

Dashlet Name

Question List Example Dashlet

Sort Order

Show questions with the most responses first

Search Term

television

Question Count

Show 5 Questions

Filters

Question Type

Please select...

Favorited Questions

☐ Show Only Favorited Questions

Launched After

Select a date...

Completed Before

Select a date...

Submit

[M...
fr...
you haven't purchased products from them during this time. - ANSWER:
ShopHQ

[Matrix 1389] What best describes the frequency you have purchased products   Value
from these **television** network retailers over the past 12 months? Select N/A if
you haven't purchased products from them during this time. - ANSWER: HSN

[Matrix 1389] What best describes the frequency you have purchased products   Value
from these **television** network retailers over the past 12 months? Select N/A if
you haven't purchased products from them during this time. - ANSWER: QVC

[CB 4603] Which of the following sports do you enjoy watching on TV or   Value
streaming? Select all that apply. ANSWER: N/A - Don't watch sports

[CB 4603] Which of the following sports do you enjoy watching on TV or   Value
streaming? Select all that apply. ANSWER: Olympic sports

See full list