

# Video: adding a question results dashlet

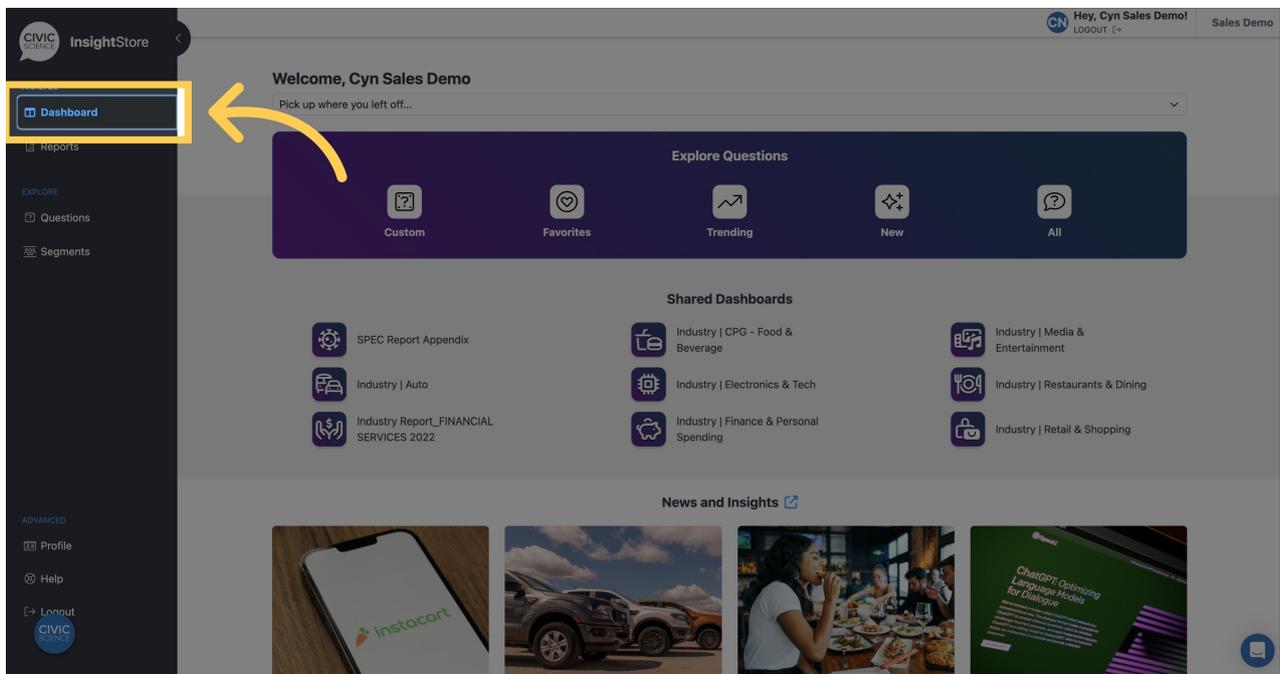
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This guide will teach you how to add a question results dashlet to your dashboard.

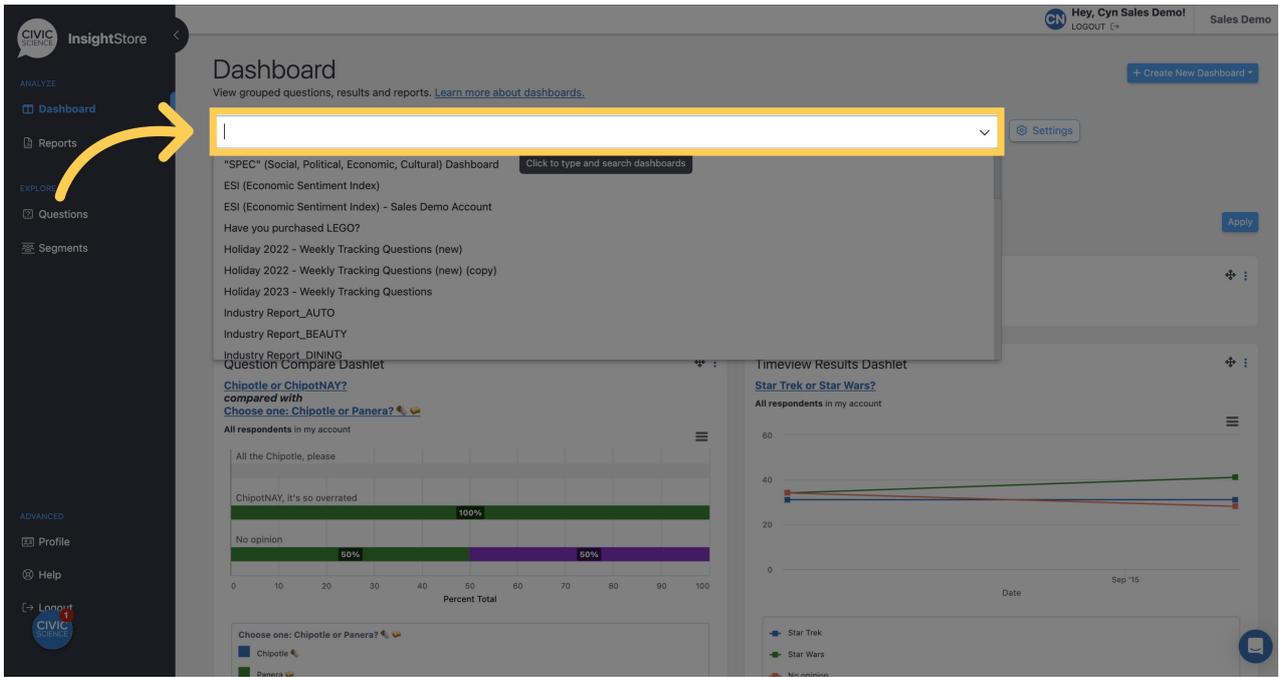
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1. Go to [insightstore.civicscience.com](https://insightstore.civicscience.com)

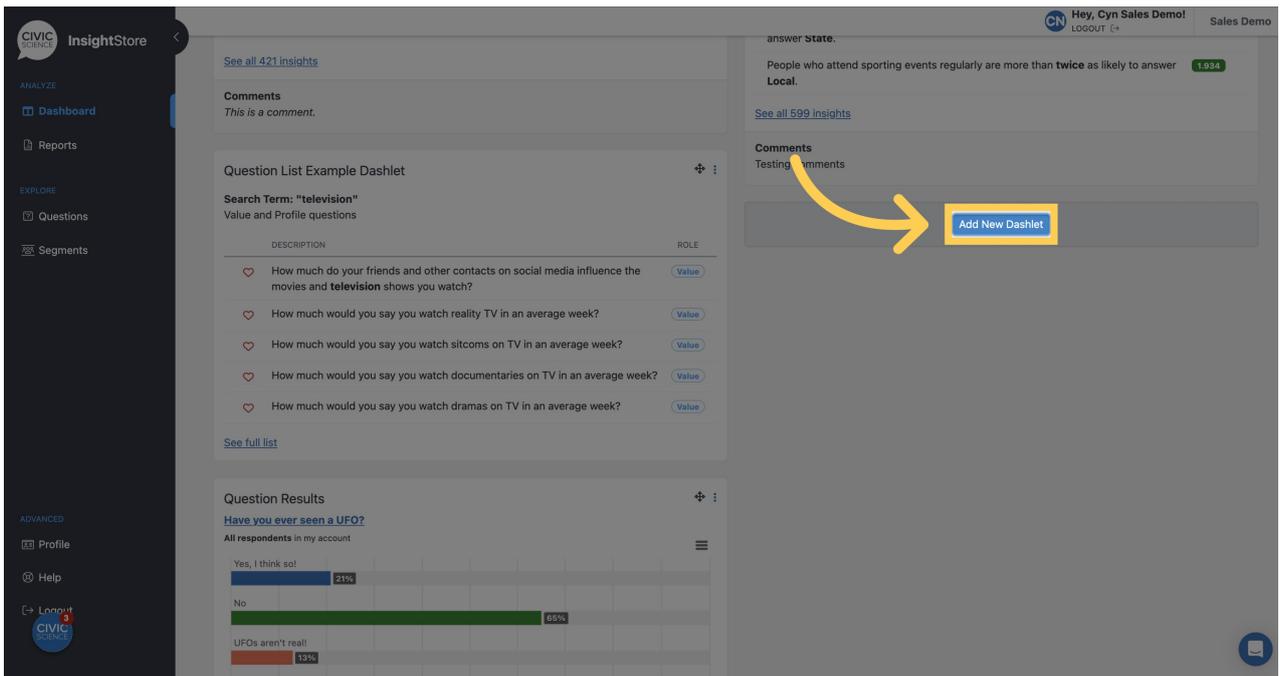
2. From the landing page, click on *Dashboard* in the left navigation pane.



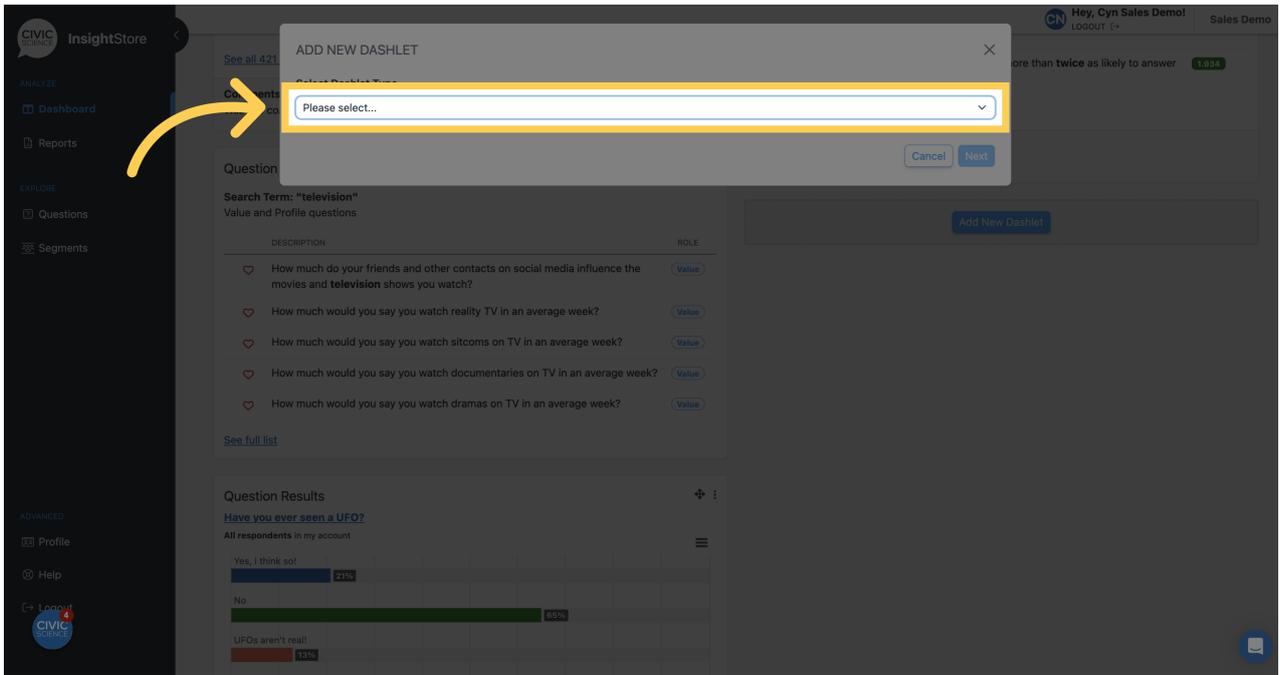
3. Choose your dashboard from the dropdown list.



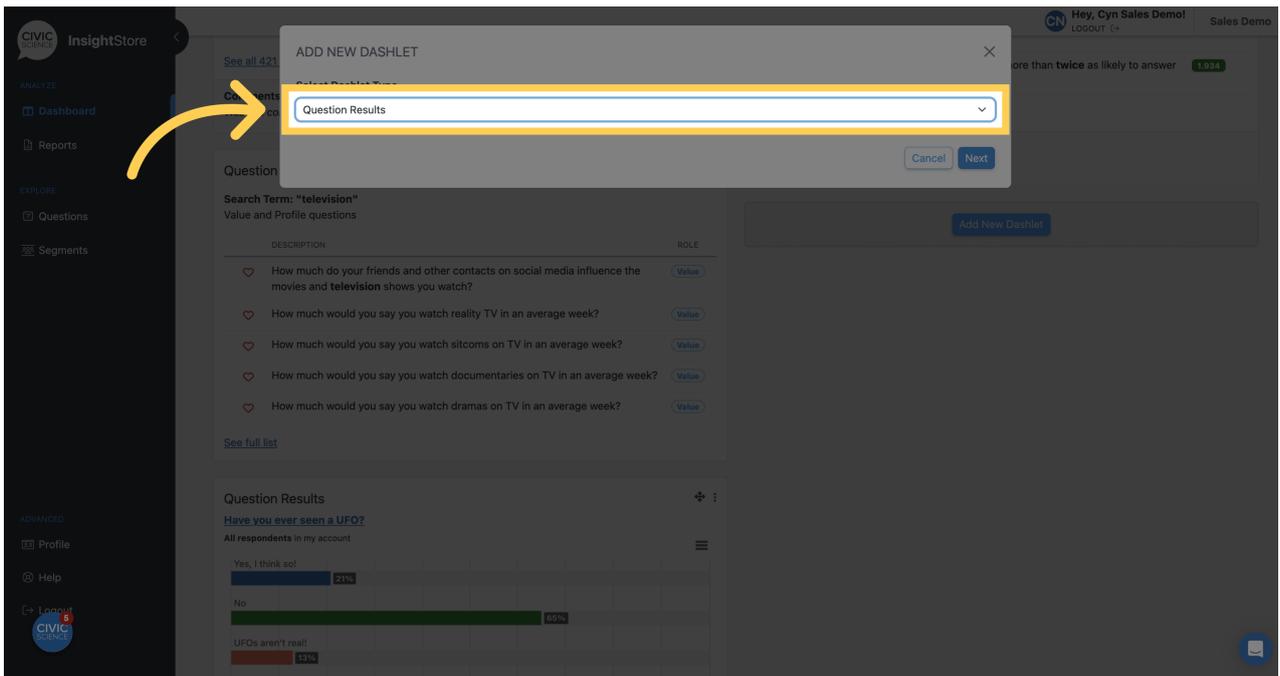
4. Go to the bottom of the dashboard and click **Add New Dashlet**.



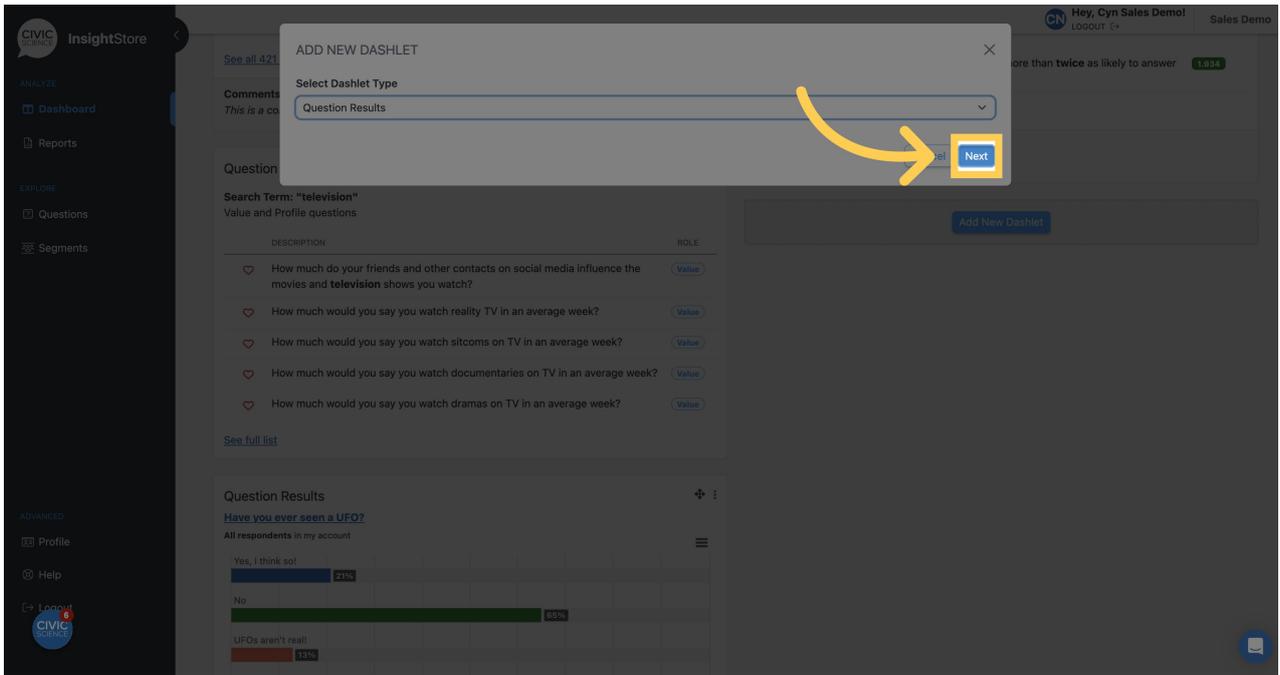
5. Click **Please select...**



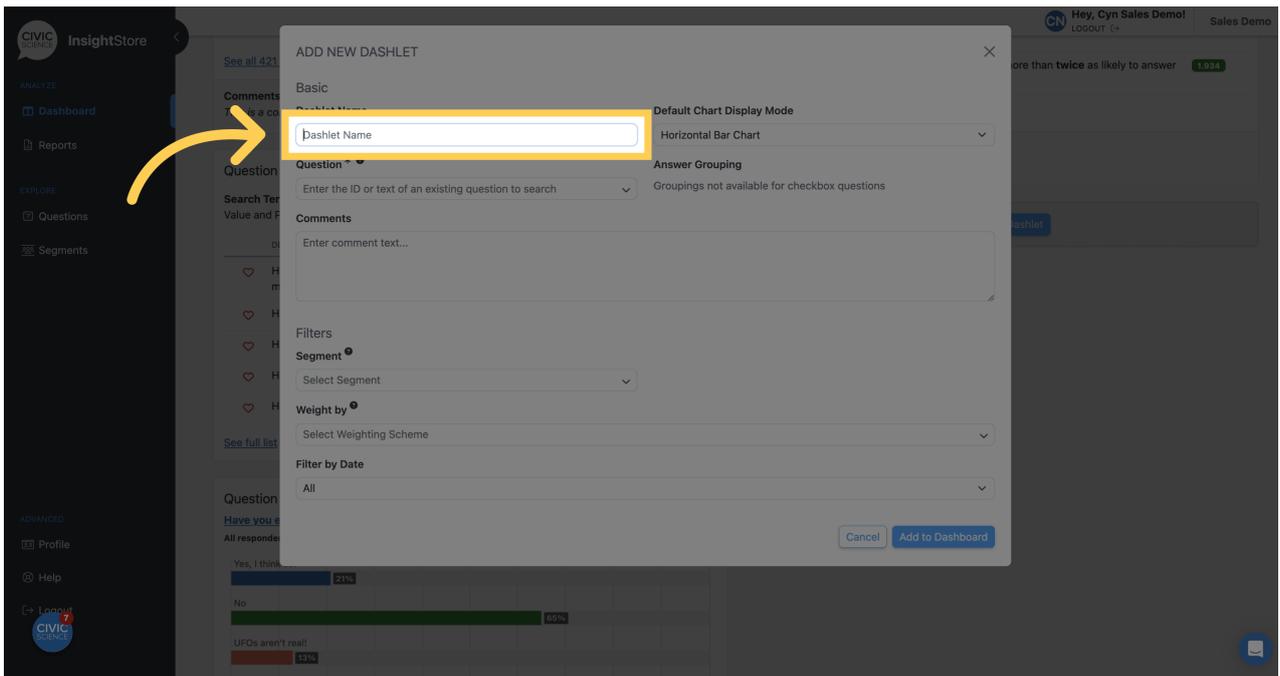
**6. Choose *Question Results* from the list.**



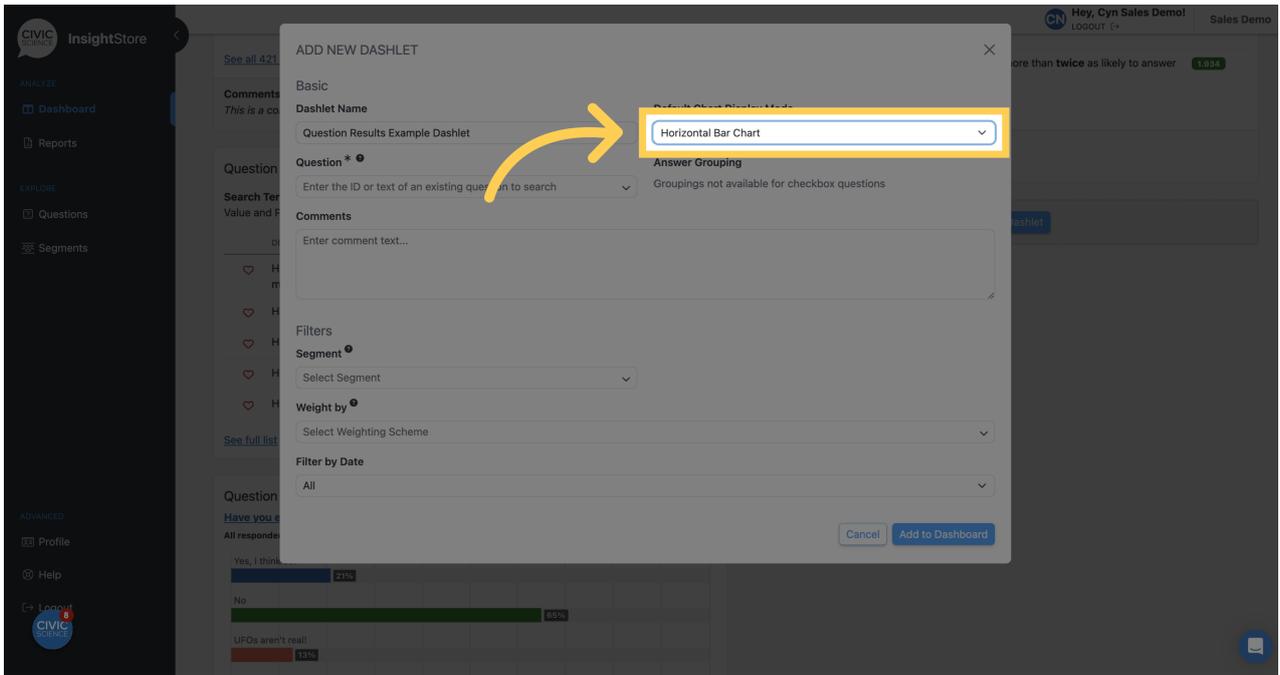
**7. Click *Next*.**



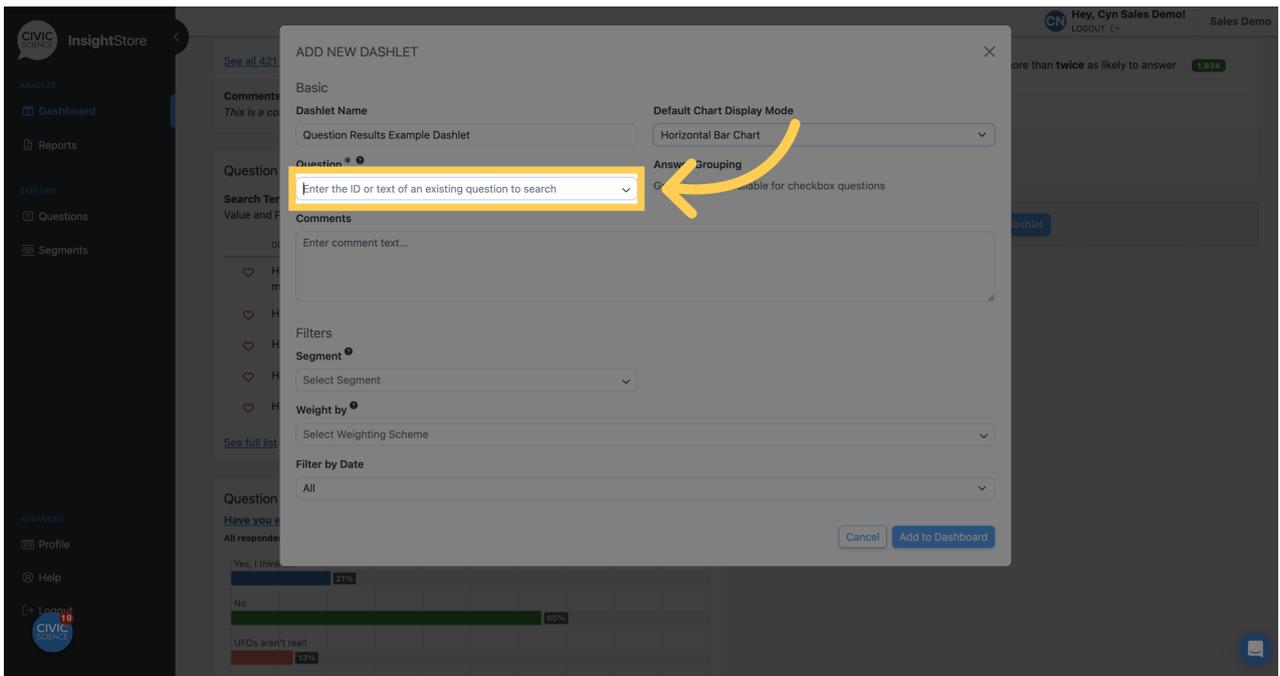
8. Provide a descriptive name for the new dashlet.



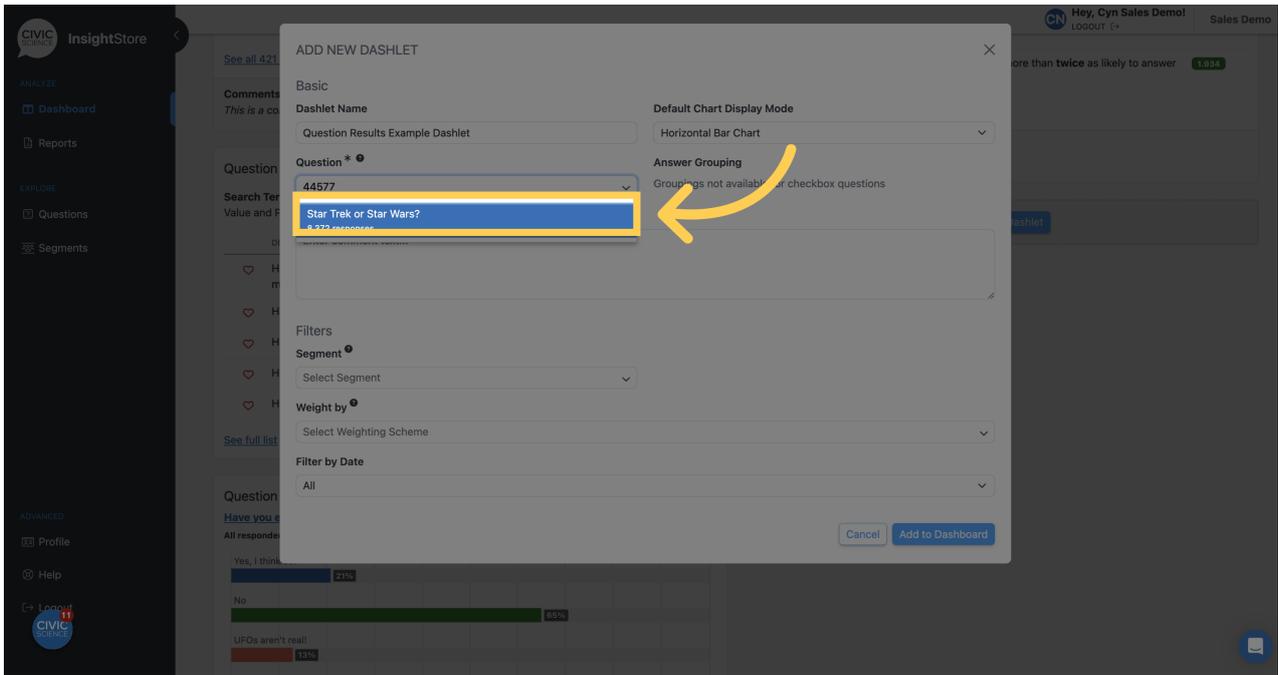
9. Choose the chart type to display.



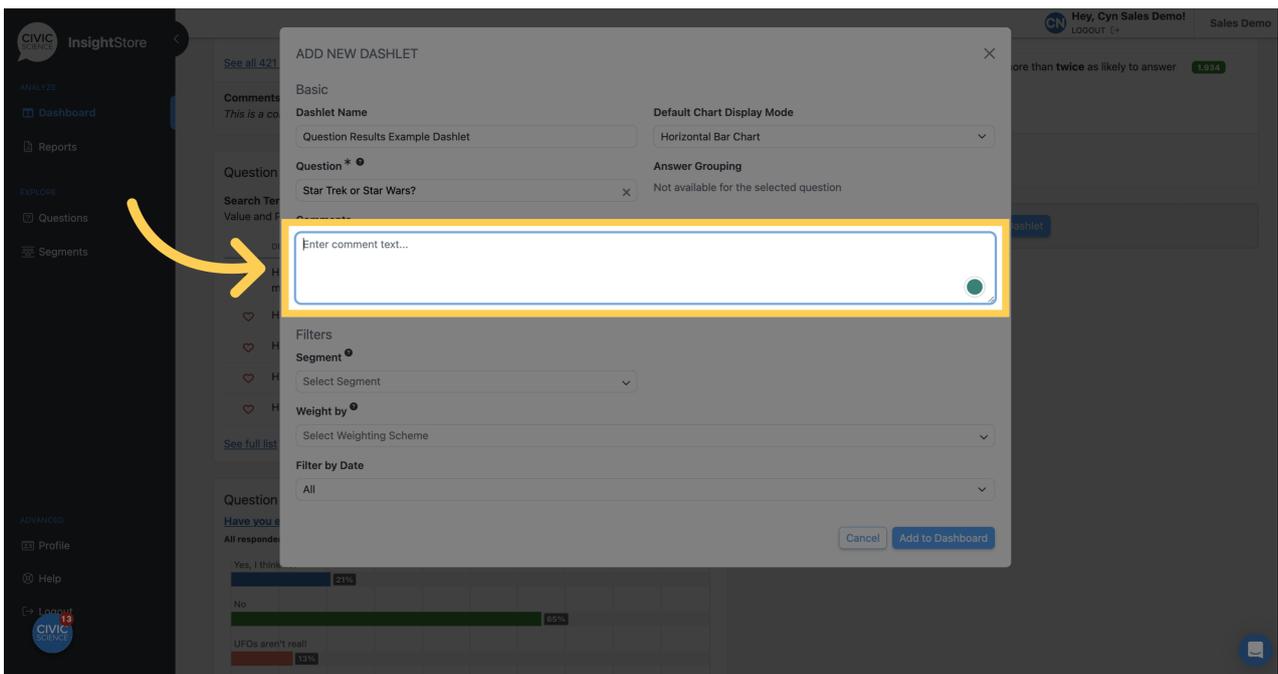
10. Enter a question ID or search criteria.



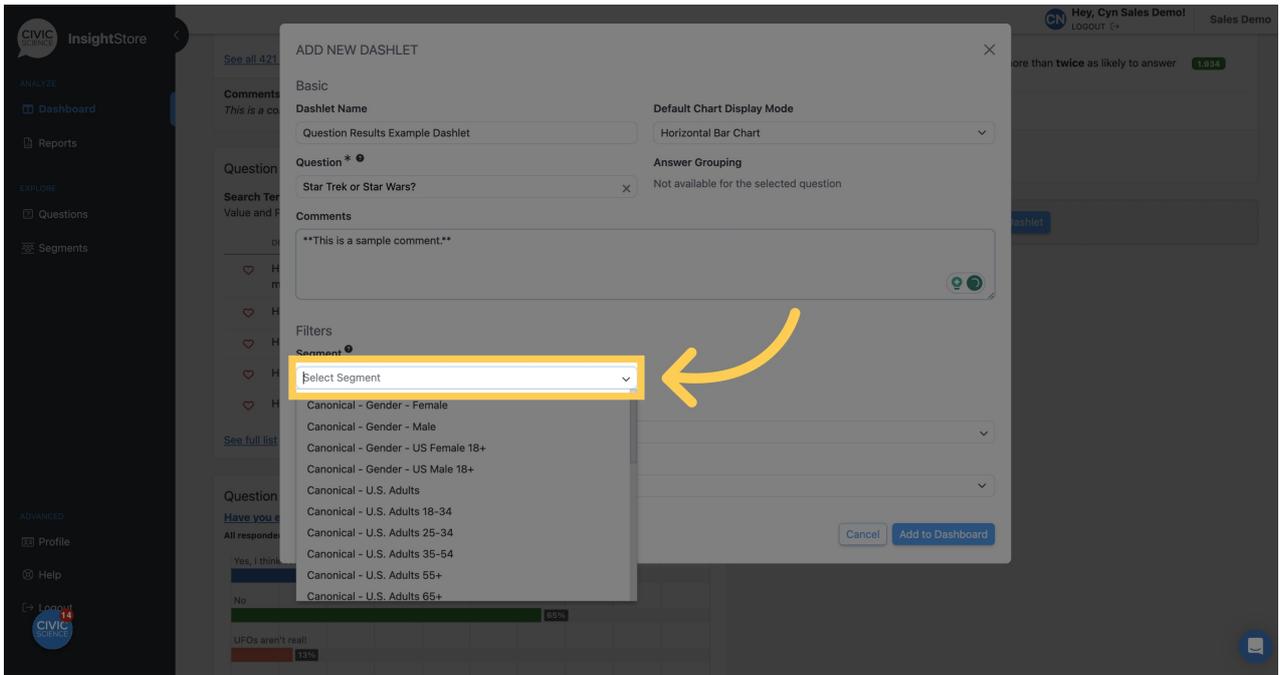
11. Select your question from the results list.



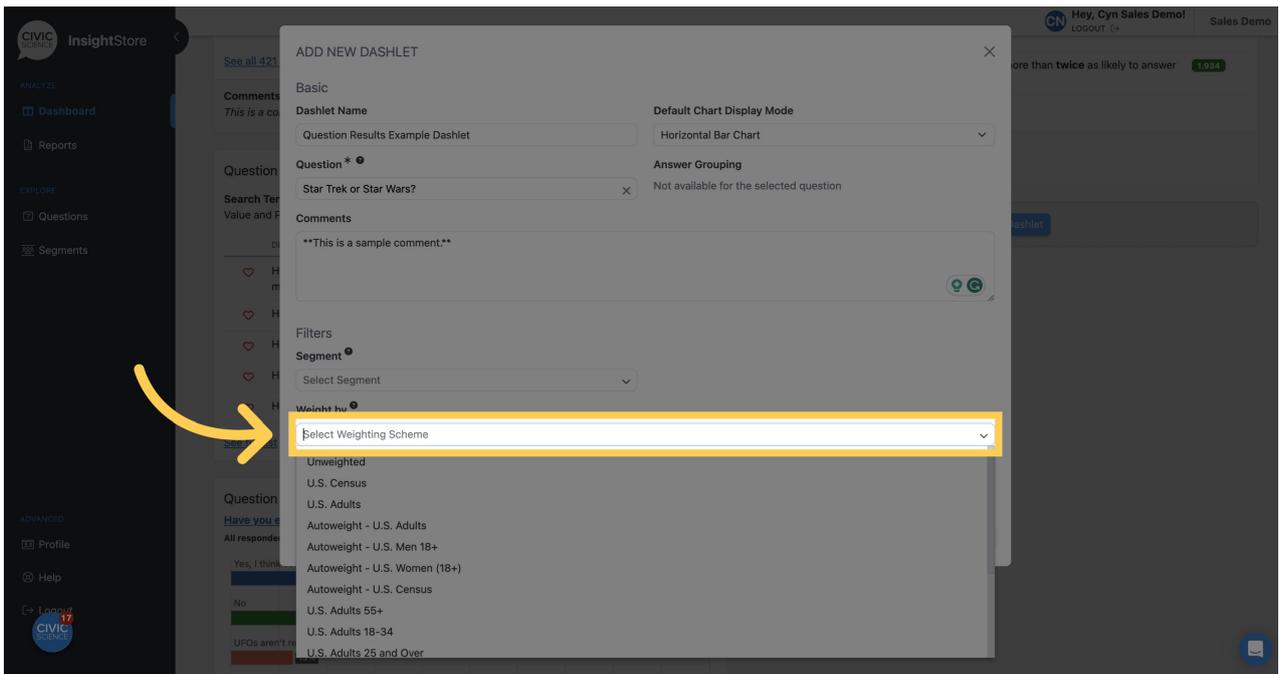
**12. Enter any comment text. You may format it with basic markdown.**



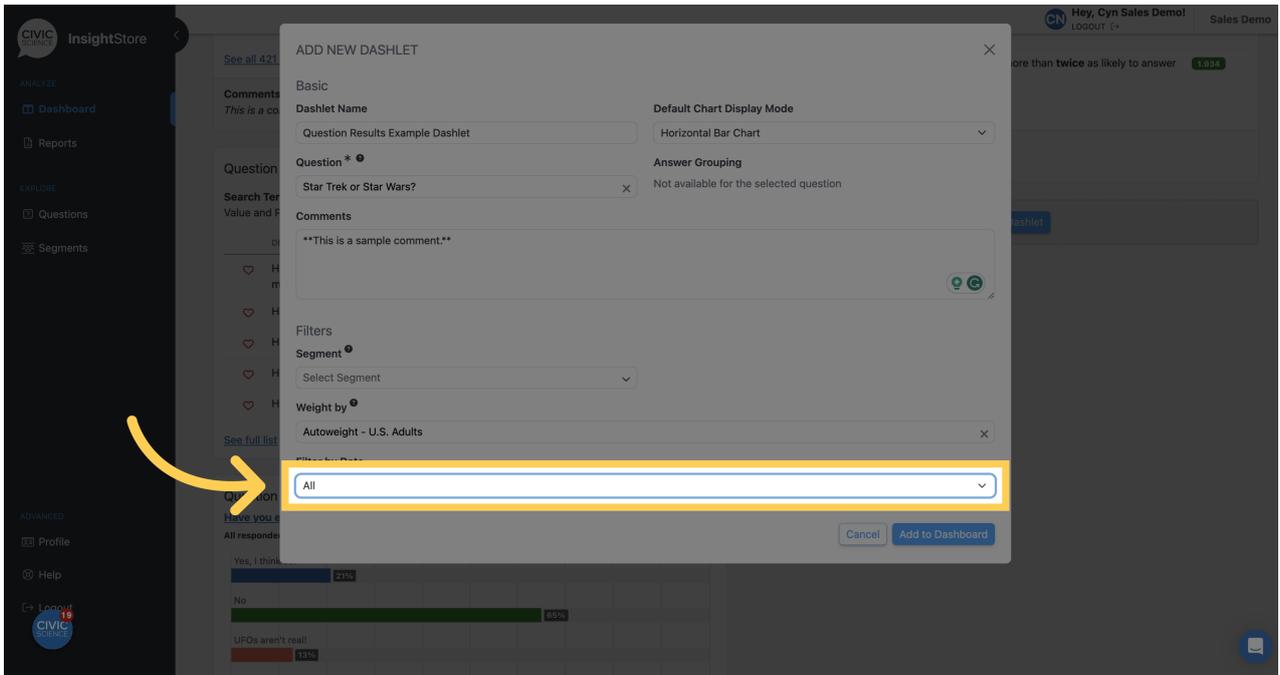
**13. Select a segment if desired.**



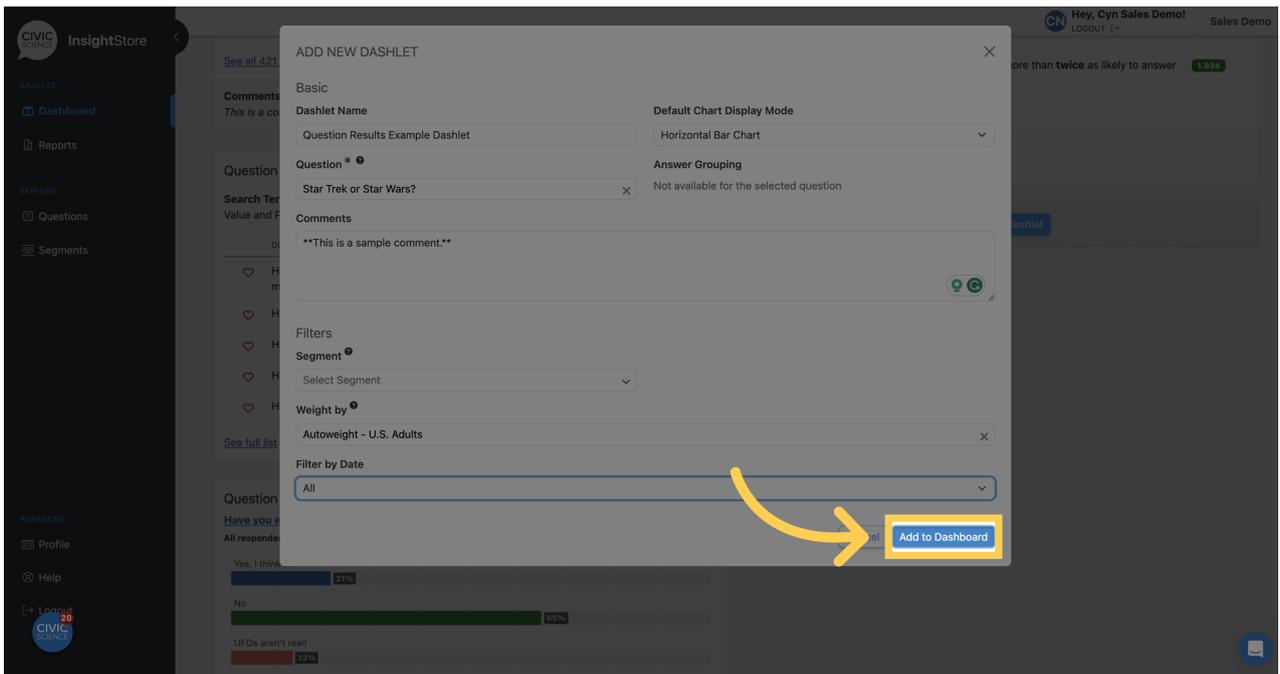
14. Choose a weighting scheme for the dashlet.



15. Apply a date filter.



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



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

The screenshot shows the InsightStore interface. On the left is a navigation sidebar with sections: ANALYZE (Dashboard, Reports), EXPLORE (Questions, Segments), and ADVANCED (Profile, Help, Logout). The main content area is divided into three sections:
 

- Comments:** A comment placeholder: "This is a comment."
- Question List Example Dashlet:** Search Term: "television". It lists five questions with "Value" buttons.
  - How much do your friends and other contacts on social media influence the movies and television shows you watch?
  - How much would you say you watch reality TV in an average week?
  - How much would you say you watch sitcoms on TV in an average week?
  - How much would you say you watch documentaries on TV in an average week?
  - How much would you say you watch dramas on TV in an average week?
- Question Results Example Dashlet:** Title: "Star Trek or Star Wars?". It shows a horizontal bar chart with three categories: Star Trek (28%), Star Wars (40%), and No opinion (31%). Below the chart is a table:
 

Category	Percentage	Count
Star Trek	28%	1,941
Star Wars	40%	2,743
No opinion	31%	2,149

 Additional text includes: "All respondents in my account weighted according to Autoweight - U.S. Adults", "Margin +/- 1.36%", "6,832 Responses from June 19, 2015 to October 9, 2015", and "Percentages may not sum to 100 due to rounding." A yellow arrow points to the kebab menu icon in the top right corner of this dashlet.

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

The screenshot shows the InsightStore interface. On the left is the same navigation sidebar. The main content area is divided into three sections:
 

- Table:**

Time Period	Value
Last Quarter	0.75
Last Year	0.75
- Insights Example Dashlet:** Title: "Star Trek or Star Wars?". It lists eight insights with "Strength" values:
  - 55+ year olds are **less** likely to answer Star Wars. (0.913)
  - 55+ year olds are **more** likely to answer I don't have an opinion on this. (0.701)
  - Active Snapchat users are **less** likely to answer Star Trek. (0.627)
  - People who live with their parents are **less** likely to answer Star Trek. (0.619)
  - 35-54 year olds are **less** likely to answer I don't have an opinion on this. (0.601)
  - NFL fans are **more** likely to answer Star Wars. (0.585)
  - Netflix users are **more** likely to answer Star Wars. (0.557)
  - People who research online reviews before making a purchase are **less** likely to answer I don't have an opinion on this. (0.556)
  - Grandparents are **less** likely to answer Star Wars. (0.552)
  - People who follow technology trends are **less** likely to answer I don't have an opinion on this. (0.512)
- Question Results Example Dashlet:** Title: "Star Trek or Star Wars?". It shows a horizontal bar chart with three categories: Star Trek (28%), Star Wars (40%), and No opinion (31%). Below the chart is a table:
 

Category	Percentage	Count
Star Trek	28%	1,941
Star Wars	40%	2,743
No opinion	31%	2,149

 Additional text includes: "All respondents in my account weighted according to Autoweight - U.S. Adults", "Score: 25.1", "Last Week: N/A", "Last Month: N/A", "Last Quarter: 25.1", "Last Year: 25.1", "No Timeview Results: The selected time grain is not appropriate for the current date range.", "Margin +/- 1.36%", "6,832 Responses from June 19, 2015 to October 9, 2015", and "Percentages may not sum to 100 due to rounding." A yellow arrow points to the "Settings" icon (an 'i' in a circle) in the top right corner of this dashlet.

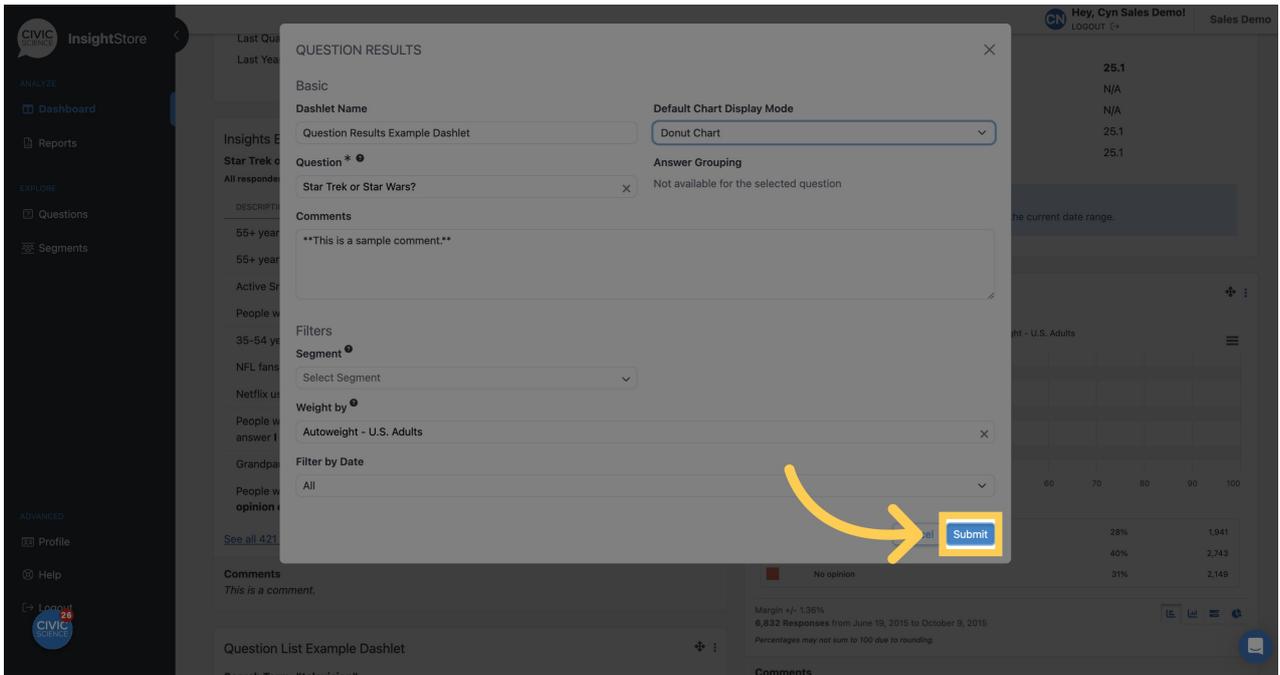
19. Click *Settings* from the list.

The screenshot shows the InsightStore interface. On the left is a navigation menu with sections: ANALYZE (Dashboard, Reports), EXPLORE (Questions, Segments), and ADVANCED (Profile, Help, Logout). The main content area is divided into three sections: 'Last Quarter' and 'Last Year' with scores of 0.75; 'Insights Example Dashlet' for 'Star Trek or Star Wars?' listing various demographic insights with strength scores (e.g., 0.913, 0.701); and 'Question Results Example Dashlet' showing a horizontal bar chart for 'Star Trek or Star Wars?' with results: Star Trek (28%, 1,941), Star Wars (40%, 2,743), and No opinion (31%, 2,149). A 'Settings' button is highlighted in a yellow box in the top right of the question results section.

20. Make any desired changes.

The screenshot shows the 'QUESTION RESULTS' modal open over the question results section. The modal has a 'Basic' section with 'Dashlet Name' set to 'Question Results Example Dashlet' and 'Question' set to 'Star Trek or Star Wars?'. The 'Answer Grouping' dropdown is highlighted in a yellow box and set to 'Horizontal Bar Chart'. There is also a 'Comments' field with a sample comment and a 'Filters' section with 'Segment' set to 'Select Segment', 'Weight by' set to 'Autoweight - U.S. Adults', and 'Filter by Date' set to 'All'. 'Cancel' and 'Submit' buttons are at the bottom right of the modal.

21. Click **Submit** to save the changes.



This guide covered adding, moving, and editing a question results dashlet on your dashboard.