

# Poll unit admin tool

05/22/2024 12:04 pm EDT

After the poll unit is installed on your site, you may manage the instance through the poll unit admin tool. To do so, you must be logged in to the [InsightStore 1](#).

The poll unit admin controls are displayed at the lower right corner of the poll.

Which of these foods do you consider to be the **\*most\*** emblematic of Pittsburgh? ⋮

- Something else
- Eat'n Park smiley cookies
- Other / No opinion
- Haluski (noodle dish)
- Pierogis
- Salads with fries on top
- Isaly's chipped ham
- Primanti Bros. sandwiches

NEXT

▲ ⚙

Click on the triangle to open the positioning controls.

Have you had any issues to access your Instagram account in recent days? ⋮

- Yes, I have
- No, I haven't
- I don't use Instagram
- Other / No opinion

Question ?

392860 ✕ ▶

Positioning ?

Reposition

Modes ?

Draft ON Readonly OFF

▼ ⚙

## Moving the Poll Unit

If you wish to change the position of the poll unit on the page, click on the *Reposition* button. The poll unit will disappear, and you will be shown the page without the poll. Click where you would like it to appear. The page will reload with the poll unit in its new position. Clicking *Reset* will return the poll unit to its original position.

## Draft Mode

If you wish to see how a question looks on the page, click the *Draft* button. The page will reload, and

the button will now read *Draft ON*. Enter a [question ID](#) in the *Question* field and click the > button. The page will reload to show you how that question will look in the poll unit on this page. There will be no changes to the page unless you click the *Draft* button again to show *Draft OFF* and re-enter the question ID in the *Question* field, clicking > once more.

## Readonly Mode

To test submitting answers to a question without recording those answers, click the *Readonly* button. The page will reload, and the button will now read *Readonly On*. You may now submit answers to the poll questions to test the poll unit. The answers will not be recorded, so they won't skew the survey results. Ensure you take the poll unit out of *Readonly* mode after your testing.

## Gear Icon

Clicking the gear icon on the poll unit admin tool opens a new window with four tabs, *Current Question*, *Ask a Question*, *Pinned Question*, and *InsightStore*.

## Current Question

The Current Question tab displays the responses from this target (if there are any) to the currently displayed question. If a current question is pinned to this instance of the poll unit, the tool asks if the user wishes to stop asking it in this instance.

**X** [Stop asking the question in this widget?](#)

### WHAT'S YOUR FAVORITE PITTSBURGH FOOD?

0% 0 Pepperoni Rolls

Count

0% 0 Devonshire Sandwich

0% 0 Pan Pizza

0% 0 Pittsburgh Salad

0% 0 Clark Bar

0% 0 Ham BBQ

0% 0 Pierogi

0% 0 Banana Split

0% 0 Klondike Bar

0% 0 Primanti Sandiwch

0

[View in the InsightStore™](#)

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## Ask a Question

This tab presents three sub-tabs, *Create a New Question*, *Use an Existing Question*, and *Use a Recommended Question*.

## Create a New Question

This sub-tab allows you to create and deploy an entirely new [news/pop culture question](#).

**Create a New Question**   Use an Existing Question   Use a Recommended Question

Select Question Type: RADIO   Select Question Sub-Type: NONE

Question Text

Answer Options

1  
2  
3  
4  
5  
6

Weighting Scheme

Search Weighting Schemes

Question Usage Type

Page-Level Engagement  
Featured only on this web page, a contextual question is a great way to encourage participation

General Engagement  
Interesting questions capture the attention of your audience wherever this widget appears

Submit

## Use an Existing Question

This sub-tab allows you to select an existing question from the InsightStore. You can enter the ID of a question if you know it, or you can use text to search for a question.

Create a New Question   Use an Existing Question   Use a Recommended Question

**Find a Question**

392858 - How much do you like eating at buffets? ✕

**Question Text**

How much do you like eating at buffets?

**Answer Options**

Love it

Like it

I don't like it

Other / No opinion

**Question Usage Type**

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**Submit**

## Use a Recommended Question

This sub-tab will recommend existing questions to use.

Create a New Question
Use an Existing Question
Use a Recommended Question

**Recommended Questions**

- Which of these foods do you consider to be the \*most\* emblematic of Pittsburgh?
- In general, how much do you like to watch anime (Japanese animation)?
- How do you feel about your current ID photo?
- Do you trust food from food trucks?
- Which of the following do you like the most for adding to coffee?
- Would you ever date a friend's ex?
- Do you have an ex who still texts you?
- What is your favorite bridge in Pittsburgh?
- Have you ever been a member of a labor union?
- We ranked the 50 Greatest Pittsburghers of All Time. How do you think the list measures up on our Pittsburgh scale?

**Weighting Scheme**

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## Question Usage Type

On any of the *Ask a Question* sub-tabs, there are two selections for *Question Usage Type*.

**Question Usage Type**

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Select *Page-Level Engagement* to pin the question to the page.

Select *General Engagement* to deploy a question to feeds. You will be shown a list of feeds to which the question can be deployed and asked for how many days you wish to ask the question.

## Pinned Questions

This tab shows you what questions are pinned to this page. If a question is pinned, it shows the date it was pinned or began collecting answers, giving the user the option to stop collection.



CivicScience

Current Question

Ask a Question

Pinned Questions

InsightStore™ →

[Logout](#)

Question	Started
<a href="#">What's your favorite Pittsburgh food?</a>	11/1/2022 <input data-bbox="1358 293 1422 329" type="button" value="Stop"/>