

## Polls & Surveys overview

### The admin side & permissions

This is a great place to start to ensure you and the team have all the necessary permissions to get started using this application fully.

A screenshot of the 'Permissions' admin page. The page has a header with 'Admin / Polls & Surveys Admin' and a user icon. The main content area is titled 'Permissions' and includes a sub-header 'Manage permission includes create, edit, delete and view results for either all or own polls & surveys'. Below this is a search bar with 'Start typing to add...' and buttons for 'Browse' and 'Remove'. A dropdown menu is open, showing 'Role: Administrators' and a list of users: 'User: Claromentis Administrator', 'User: Nigel Davies', and 'User: Demo Account'. Below the dropdown are three checked checkboxes: 'View all results', 'Manage and take own polls & surveys', and 'Manage and take all polls & surveys'. There is a link 'View effective permissions...' and a button 'Apply permissions'.

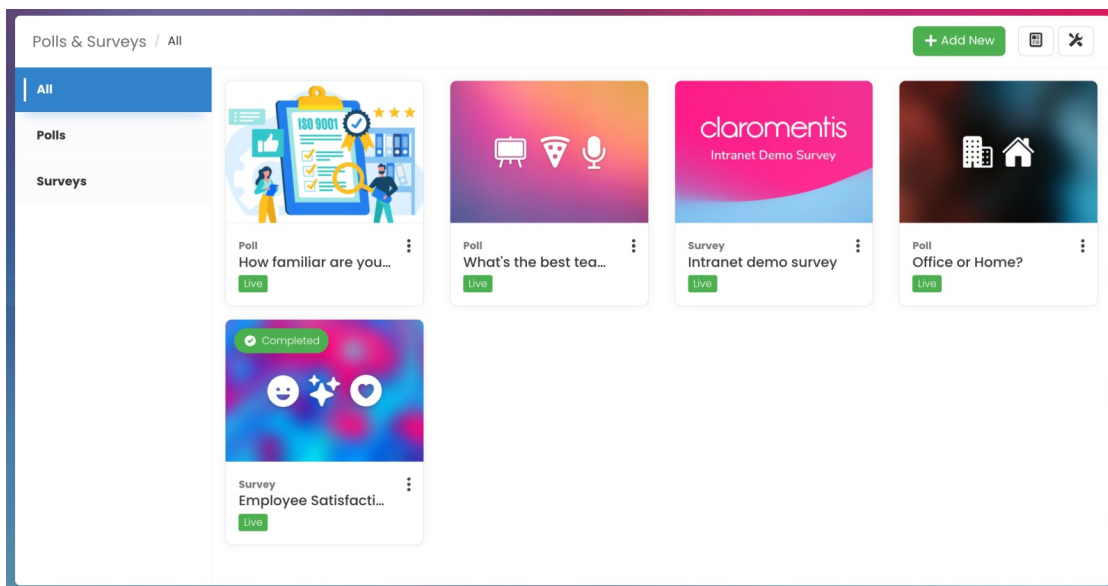
- **View all results:** This enables the users to view the results for every existing poll and survey.
- **Manage and take own polls & surveys:** This enables the user to create, edit, delete, and view results for and take any polls or surveys they create.
- **Manage and take all polls & surveys:** This enables the user to create, edit, delete, and view results for all polls and surveys.

**Reminder:** Permissions to take polls and surveys is given in the individual polls and surveys.

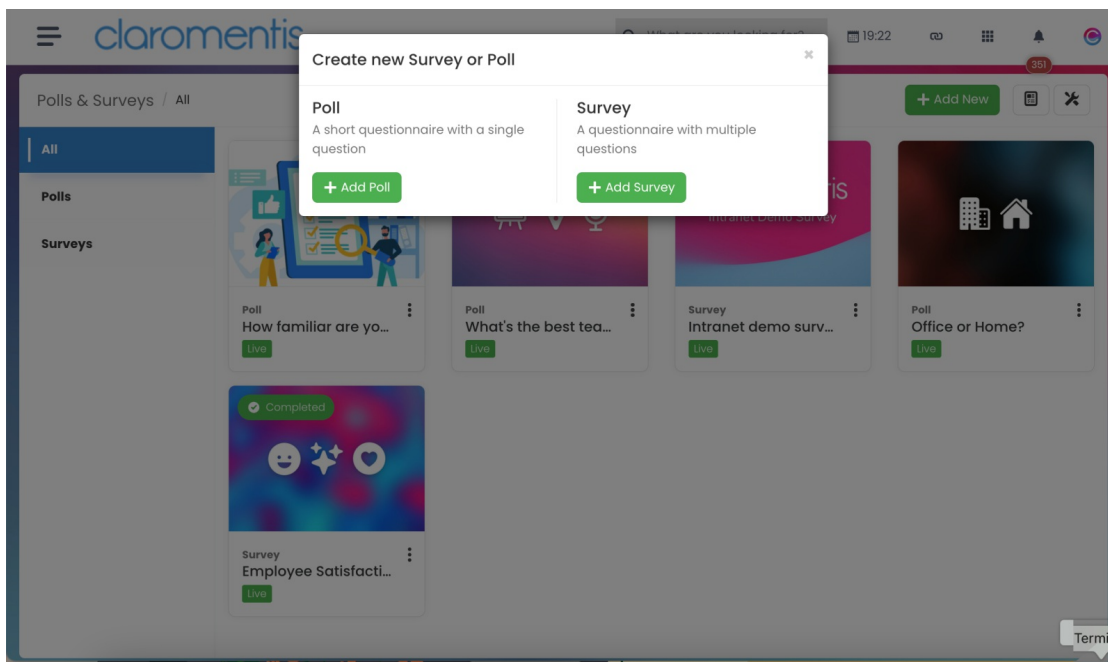
### Polls

Navigate to **Applications > Polls & Survey**.

You will see a summary of the existing polls and surveys as well as a handy filter on the left.



Click the **+ Add new button** and you will see the following.



Here are the general options for your **Poll Info**.

Polls & Surveys / Polls / Add new poll

Poll info

Settings

Cover Image

Upload image

Question \*

Description

Options

Option \*

x

Option \*

x

+Add Option

Create Poll

Please also ensure you have a look at the **Settings** for more configuration options.

Polls & Surveys / Polls / Add new poll

Poll info

Settings

Duration and Tracking

Duration

☐ Start

24-08-2023

00:00

☐ End

24-08-2023

23:59

Anonymous

☐ No

Allow multiple submissions

☐ No

Permissions

Start typing to add...

Browse

Remove

☐ Take Poll

☐ Manage Poll

[View effective permissions...](#)

Send a notification to users with permissions to answer

☐ No

Results

Show Results

☒ Don't show results

☐ Immediately

Please note, people with 'Manage survey' permissions will be able to see the results at any given time

Notifications

☐ Notify people with 'Manage' rights about new submissions

☒ Don't notify about new submissions

The frequency and method of notifications will be based on the users preference in Communication Settings

Thank you page

Message to show on completion

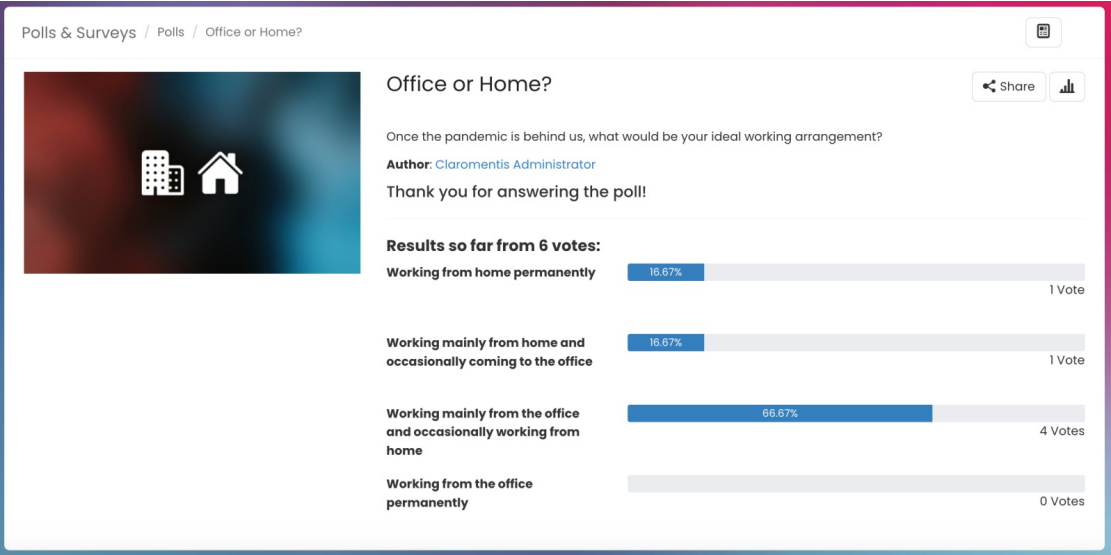
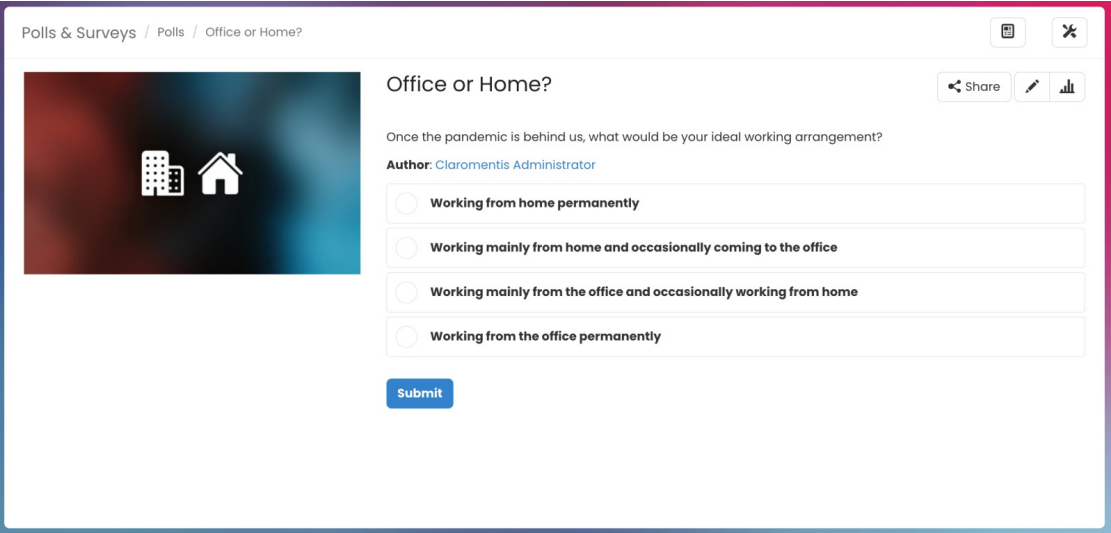
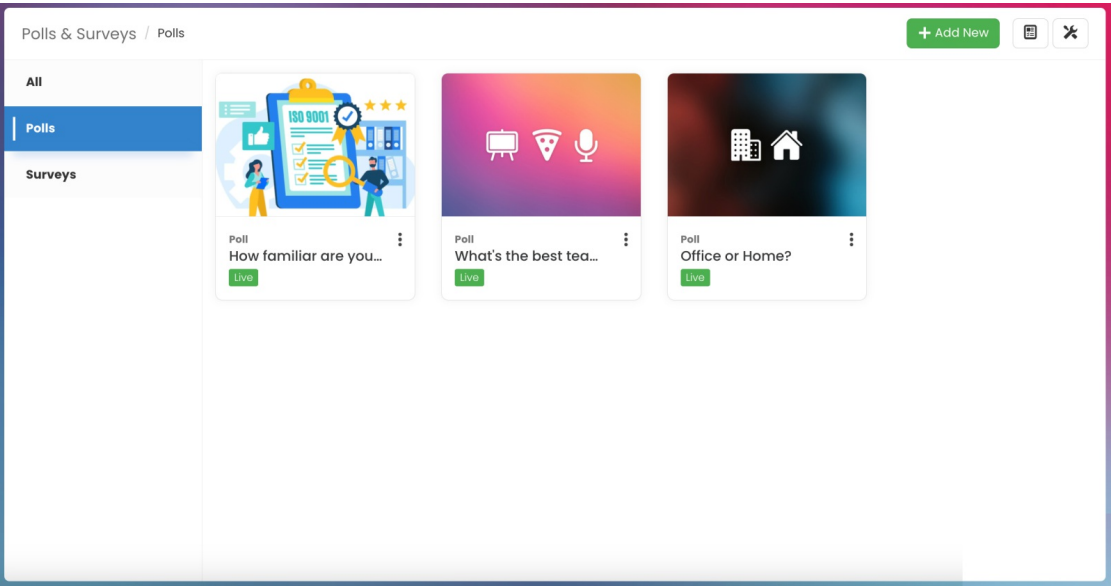
If left blank, the default message will be "Thank you for answering the poll!"

Create Poll

- **Duration and tracking:** How long should this survey run for?

- **Anonymous:** Do you want other users to see who else has voted and what they have voted for?
- **Allow multiple submissions:** Should the users be able to submit their responses more than once?
- **Permissions:** Who do you want to take the poll and who do you want to be able to manage it?
- **Results:** Would you like the results to be shown immediately after the user has submitted their response?
- **Message to show on completion:** Fill this in with any other information that might be helpful for the team to know.

Here is how the poll will look when it is live and completed.



A list of the Surveys & Polls can be added to a page using the Polls & Survey List component.

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What are you looking for?

20:10

Good Evening **Claromentis Administrator**  
Welcome to Claromentis

Book a demo

Pricing

3 Smart Ways to Build a Better Int...  
27 April 2022  
When you think about the onboarding experience, you usually associate t...  
Like 0 Likes 0

August 2023

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

New Hire Hub

Badges

Compliance

E-Learning

Polls & Surveys

Thank You

Intro to Claromentis

Book a personal demo to unlock full access to our software

Book a personal demo with our in-house experts to get full access to our intranet platform and your own system to play around with!

Book a demo

Poll

**Office or Home?**  
Once the pandemic is behind us, what would be your ideal working arrangement?

☐ Working from home permanently

☐ Working mainly from home and occasionally coming to the office

☐ Working mainly from the office and occasionally working from home

☐ Working from the office permanently

Finish & Submit


Polls & Surveys

- Employee Satisfaction Survey
- Office or Home?
- Intranet demo survey
- What's the best team building activity?
- How familiar are you with ISO


Your demo expires in...

This demo will expire when the timer reaches zero


Additionally, the Poll can be embedded onto the page like so using the Polls component. When completed, the users will see a real-time view of the results.



Good Evening **Claromentis Administrator**  
Welcome to Claromentis



3 Smart Ways to Build a Better Int...  
27 April 2022  
When you think about the onboarding experience, you usually associate L...  
★ Like 0 Likes 0



Intro to Claromentis  
02:41

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Pricing

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Poll

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☐ Working from home permanently

☐ Working mainly from home and occasionally coming to the office

☐ Working mainly from the office and occasionally working from home

☐ Working from the office permanently

[Finish & Submit](#)

Polls & Surveys

Employee Satisfaction Survey  
Survey

Office or Home?  
Poll

Intranet demo survey  
Survey

What's the best team building activity?  
Poll

How familiar are you with ISO

Your demo expires in...

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## Surveys

Navigate to **Applications > Polls & Survey**.

When creating a survey, you can enter the **Survey Info** - Survey title, and an optional description. You can also upload a thumbnail image.


Polls & Surveys / Surveys / Edit Survey

Survey Info Sections & Questions Settings

**Title \*** Intranet demo survey

**Description** We'd love to know what you think about our intranet

**Cover Image**



[Change image](#)

☐ Delete image

Save as Draft Archive Delete

Preview Publish

In **Sections & Questions**, you can add each of your questions, the options are as follows.

Polls & Surveys / Surveys / Edit Survey / Add New Question

### Add New Question

**Question \***

**Description**

**Section**

**Type** ☒ **Single choice** ☐ **Multiple choice** ☐ **Free Text**

**Options Layout** ☒ **Vertical** ☐ **Horizontal**

**Options**

**Option \***

**Option \***

- **Type:** Does the question best suit the user being able to select one answer, several answers or enter free text.
- **Options layout:** Do you want the choices to be next to each other or below one another as shown here:

Once you've finished adding all of your sections and questions you can review them.

Polls & Surveys / Surveys / Edit Survey

[Survey Info](#) [Sections & Questions](#) [Settings](#)

**Intranet demo survey**

**How would you rate your overall experience with your intranet demo?**

**How would you rate the ease of use of the demo?**

**Which of the following are the most important for your organisation?**

**Are there any features you'd like to see and couldn't find on the demo?**

**Any other comments or feedback?**

**Please note:** Clicking and dragging on the two lines, shown by the red arrow, allows you to move and re-arrange the questions and sections quickly and easily.

Once you're happy with the question structure, you can navigate to **Settings** to find the following options.



Polls & Surveys / Surveys / Edit Survey

Survey Info

Sections & Questions

Settings

### Duration and Tracking

Duration

☐ Start

24-08-2023

☐ End

24-08-2023

Anonymous

☒ No

Allow multiple submissions

☒ No

### Permissions

Start typing to add...

Browse

Remove

☐ Take survey

☐ Manage survey

[View effective permissions...](#)

Send a notification to users with permissions to answer

☒ No

### Results

Show Results

☒ Don't show results
☐ Immediately

Please note, people with 'Manage survey' permissions will be able to see the results at any given time

Notifications

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☒ Don't notify about new submissions

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### Thank you page

Message to show on completion

If left blank, the default message will be "Thank you for completing the survey! Your answers have been recorded."

Once the survey is completed, you can view the summary of the results:

Polls & Surveys / Surveys / Intranet demo survey

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Intranet Demo Survey

### Intranet demo survey

We'd love to know what you think about our intranet

Author: Claromentis Administrator

Questions: 8

Sections: 2

You've already taken this survey

Start Again

View Results

**Please note:** Editing a live Poll or Survey will automatically change it to Draft status meaning users will not be able to interact with it. Admins will be required to manually change the status back to Live.