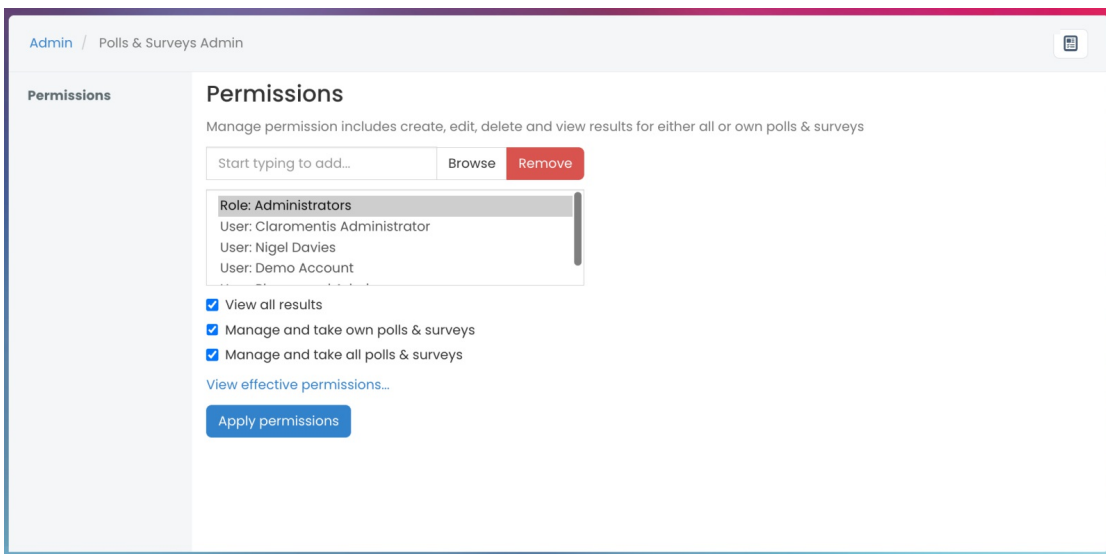


## Polls & Surveys

### 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.



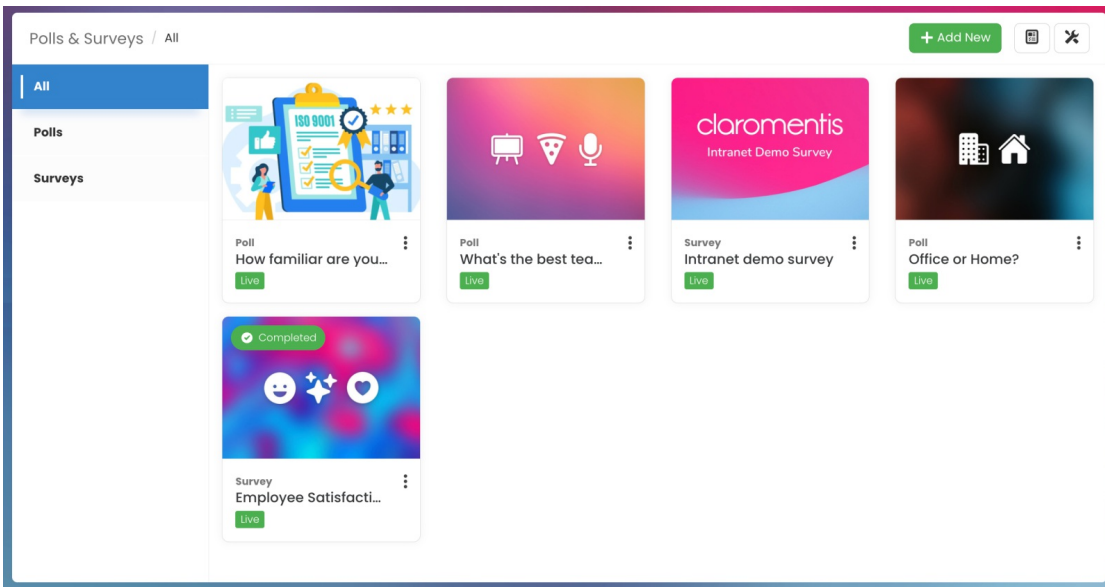
- **View all results:** This enables the users to view the results for every existing poll and survey.
- **Manage and take own polls & surveys:** This enables the user to create, edit, delete, and view results for and take any polls or surveys they create.
- **Manage and take all polls & surveys:** This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

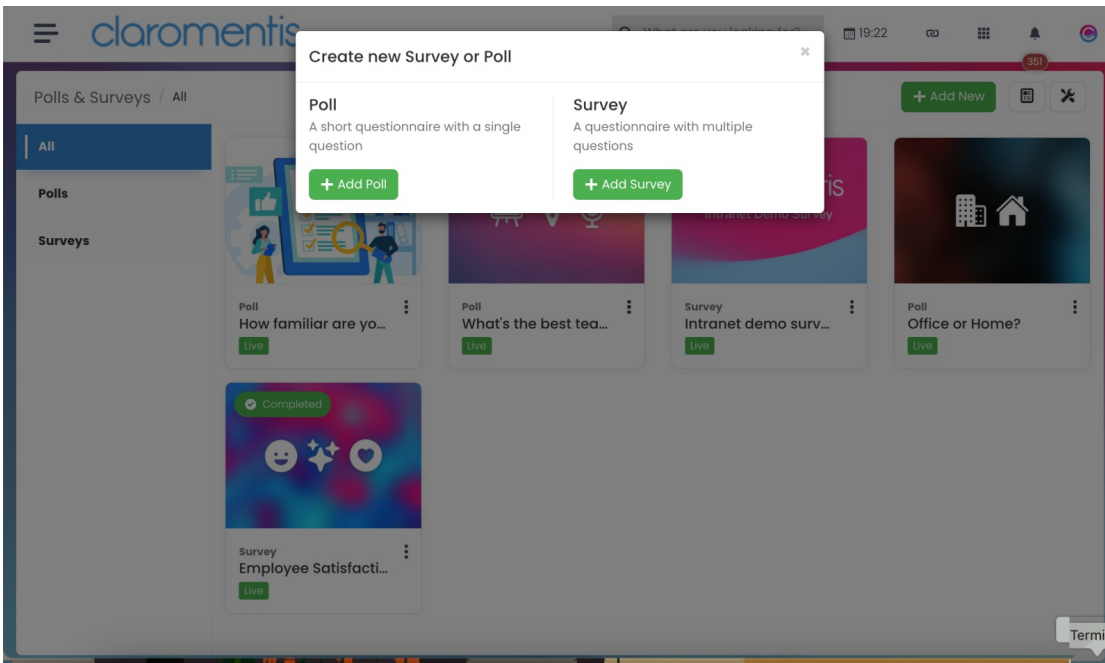
### Polls

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**

**Question \***

**Description**

**Options**

**Option \***

**Option \***

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

End

**Anonymous**  No

**Allow multiple submissions**  No

**Permissions**

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!"

- **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 these to be shown immediately when the poll has ended or not at all?
- **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.

This screenshot shows the 'Polls & Surveys / Polls' dashboard. On the left, there is a navigation menu with 'All', 'Polls', and 'Surveys'. The main area displays three live polls:

- Poll 1:** 'How familiar are you...' with a 'Live' status.
- Poll 2:** 'What's the best tea...' with a 'Live' status.
- Poll 3:** 'Office or Home?' with a 'Live' status.

Each poll card includes a representative icon and a 'Live' indicator.

This screenshot shows the 'Office or Home?' poll form. The poll title is 'Office or Home?' and the question is 'Once the pandemic is behind us, what would be your ideal working arrangement?'. The author is 'Claromentis Administrator'. The form contains four radio button options:

- 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

A 'Submit' button is located at the bottom of the form.

This screenshot shows the 'Office or Home?' poll results. The poll title is 'Office or Home?' and the question is 'Once the pandemic is behind us, what would be your ideal working arrangement?'. The author is 'Claromentis Administrator'. A message says 'Thank you for answering the poll!'. The results are as follows:

Option	Percentage	Number of Votes
Working from home permanently	16.67%	1 Vote
Working mainly from home and occasionally coming to the office	16.67%	1 Vote
Working mainly from the office and occasionally working from home	66.67%	4 Votes
Working from the office permanently	0%	0 Votes

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

The screenshot shows the Claromentis administrator dashboard. At the top left is the Claromentis logo and a greeting: "Good Evening Claromentis Administrator, Welcome to Claromentis". A search bar at the top right contains the text "What are you looking for?". Below the header, there are several components:

- Book a demo** and **Pricing** buttons.
- A calendar for August 2023.
- Navigation icons for **New Hire Hub**, **Badges**, **Compliance**, **E-Learning**, **Polls & Surveys**, and **Thank You**.
- A featured article titled "3 Smart Ways to Build a Better Int..." dated 27 April 2022.
- A video player titled "Intro to Claromentis" with a duration of 02:41.
- A "Book a personal demo" section with a "Book a demo" button.
- A **Poll** component titled "Office or Home?" with three radio button options: "Working from home permanently", "Working mainly from home and occasionally coming to the office", and "Working mainly from the office and occasionally working from home". A "Finish & Submit" button is at the bottom.
- A **Polls & Surveys** list component containing several items, including "Employee Satisfaction Survey", "Office or Home?", "Intranet demo survey", "What's the best team building activity?", and "How familiar are you with ISO".
- A "Your demo expires in..." section with a warning: "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.

## 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.

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** Intranet demo survey

**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**

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 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

## 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.