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By default, both global and site polls are allowed in Kentico. Administrators can restrict the use of global polls as described in the [Configuring polls](#) topic.

You can manage both global and site polls in the **Polls** application.

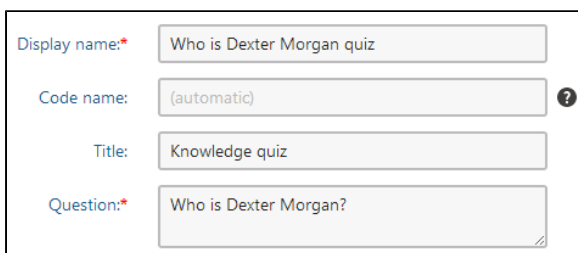
## Creating a new poll

1. Open the **Polls** application.
2. Choose whether the new poll will be site-based or global using the **Site** drop-down list options:
  - **(global)** - only global polls are listed in the poll list. The option allows creating a new global poll which can span across multiple sites.
  - **current site** - only current site polls are listed in the poll list. The option allows creating a new site poll.



Whether you see the **Site** drop-down depends on how your administrator configured the system.

3. Click **New poll** and specify its basics:
  - **Display name** - the name of the poll displayed to poll administrators.
  - **Code name** - the name of the poll used in the code. You can leave this field to be filled automatically.
  - **Title** - the title of the poll displayed on the live site; optional field.
  - **Question** - the poll question displayed in the poll view.



4. Click **Save**.

## Editing poll properties

On the **General** tab, you can define more poll details:

- **Display name** - the name of the poll displayed to poll administrators.
- **Code name** - the name of the poll used in the code.
- **Title** - the title of the poll displayed on the live site as well as on the **View tab**; optional field.
- **Question** - the poll question displayed in the poll view.
- **Message after vote** - the message displayed after vote; optional field.
- **Open from** - indicates when the voting is opened; optional field.
- **Open to** - indicates when the voting is closed; optional field.
- **Allow multiple choices** - indicates if a visitor can select more than one option.

- **Log on-line marketing activity** - indicates, if the voting actions should be logged. You can view them in the **Activities** application.
  - Note that this option is shown only when On-line marketing is enabled on your site.

## General

Display name:\*

Code name:

?


Title:

Question:\*


Message after vote:

## Advanced settings

Open from:


[Now](#)

Open to:


[Now](#)

Allow multiple choices:

☐

Log on-line marketing activity:

☒

Click **Save**.

## Defining answers

You can define two types of answers for the poll:

- **Standard answers** - predefined answers that the user can choose in the poll.
- **Open-ended answer** - a combination of a predefined answers and a form, into which the user can enter custom information. Only available for site-specific polls.

☒ None

Your answer:

*An open-ended answer in a poll*

## Defining standard answers

1. Switch to the **Answers** tab.
2. Click **New answer** and enter the answer text.
3. Click **Save**.
4. (Optional) Specify the details of the answer:

- **Answer text** - the text that will be displayed as an answer.
- **Number of votes** - the default number of votes for this answer. Fill in this field, for example, when you want to simulate users voting in the poll. Later, this field also serves for showing the total number of votes cast for this answer.
- **Enabled** - indicates if the answer should be displayed in the list of options. This is useful if you need to remove an answer from the poll while keeping the number of votes in the history. The disabled option is then not calculated into the displayed results.

**General**

Answer text:<sup>\*</sup>

Number of votes:<sup>\*</sup>

Enabled: ☒

Use on-line form for custom answers: ☐

5. Click **Save**.

## Defining open-ended answers

To be able to define an open-ended answer, you have to first create a form, into which the custom data will be stored:

1. Open the **Forms** application.
2. Click **New form** and specify a **Form display** name.
3. Click **Save**.
4. Switch to the **Form builder** tab.
5. Drag the **Text box** component onto the form.
6. Modify the component's label. The label will be used as a label for the poll answer field.

**Components**

Calendar

Check box ☒

Country selector

Drop-down list

Email

List box

Multiple choice ☒

Radio buttons ☐

Rich text editor

Security code

Text area

**Text box**

U.S. phone number

U.S. ZIP code

Upload file

Your answer:

**Submit**

**Properties** **Validation**

Label:

☐ Required

Default value:

Explanation text:

Tooltip:

Now you can define an open-ended answer using the form:

1. Open the **Polls** application on the **Answers** tab.
2. Click **New answer** and enter the answer text.
3. Click **Save**.
4. (Optional) Specify the details of the answer:
  - **Answer text** - the text that will be displayed as an answer.
  - **Number of votes** - the default number of votes for this answer. Fill in this field, for example, when you want to simulate users voting in the poll. Later, this field also serves for showing the total number of votes cast for this answer.

- **Enabled** - indicates, if the answer should be displayed in the list of options. This is useful if you need to remove an answer from the poll while keeping the number of votes in the history. The disabled option is then not calculated into the displayed results.
5. Check the **Use on-line form for custom answers** option.
  6. (Optional) Check the **Hide form if answer is not selected** option, which displays the form only after the answer is selected.
  7. Click the **Select** button next to the **On-line form** text field and select the previously defined form.
    - You can use the **Alternative form** option to choose a form that will be displayed with this answer instead of the on-line form.

**General**

Answer text:\*

Number of votes:\*

Enabled: ☒

Use on-line form for custom answers: ☒

Hide form if answer is not selected: ☐

**Form settings**

On-line form:\*

Alternative form:

8. Click **Save**.

☒ None

Your answer:



The **Use on-line form for custom answers** option is disabled for global polls.

On the **Answers** tab, the defined answers are shown in the order in which they will be displayed on the website. To change the order, drag the answers to a different position using the **Move** (⋮) area

⋮	Actions	Text	Count	Enabled	Type
⋮	⋮	Actor	0	Yes	Standard
⋮	⋮	Artist	0	Yes	Standard
⋮	⋮	Scuba diver	0	Yes	Standard
⋮	⋮	Politician	0	Yes	Standard
⋮	⋮	Boat captain	0	Yes	Standard
⋮	⋮	None	0	Yes	Open-ended

## Defining who can vote in polls

1. Switch to the **Security** tab.
2. Choose, which users can vote in your poll:
  - **All users** - any visitor can vote.
  - **Only authenticated users** - only site members who sign in can vote.
  - **Only authorized roles** - only authenticated members of roles you specify in the field below can vote.

**Who can vote:**  
  
☐ All users  
☐ Only authenticated users  
☒ Only authorized roles:  

Facebook users  
LinkedIn users

Add roles  
Remove

## Sharing a global poll between sites

1. Switch to the **Sites** tab (it is available only for global polls).
2. Choose on which sites a particular global poll will be available. By default, the site where you created the poll is added.

**The poll is available for the following websites:**  
  
☐ Site name  
☐ Corporate Site  
  

Remove selected    ...    Add sites



The **Sites** tab is visible only for global polls.

## Previewing the poll

You can preview the poll on the **View** tab. The actual poll on your website may use a different design depending on the design of this website. It may also behave differently depending on the web part settings.