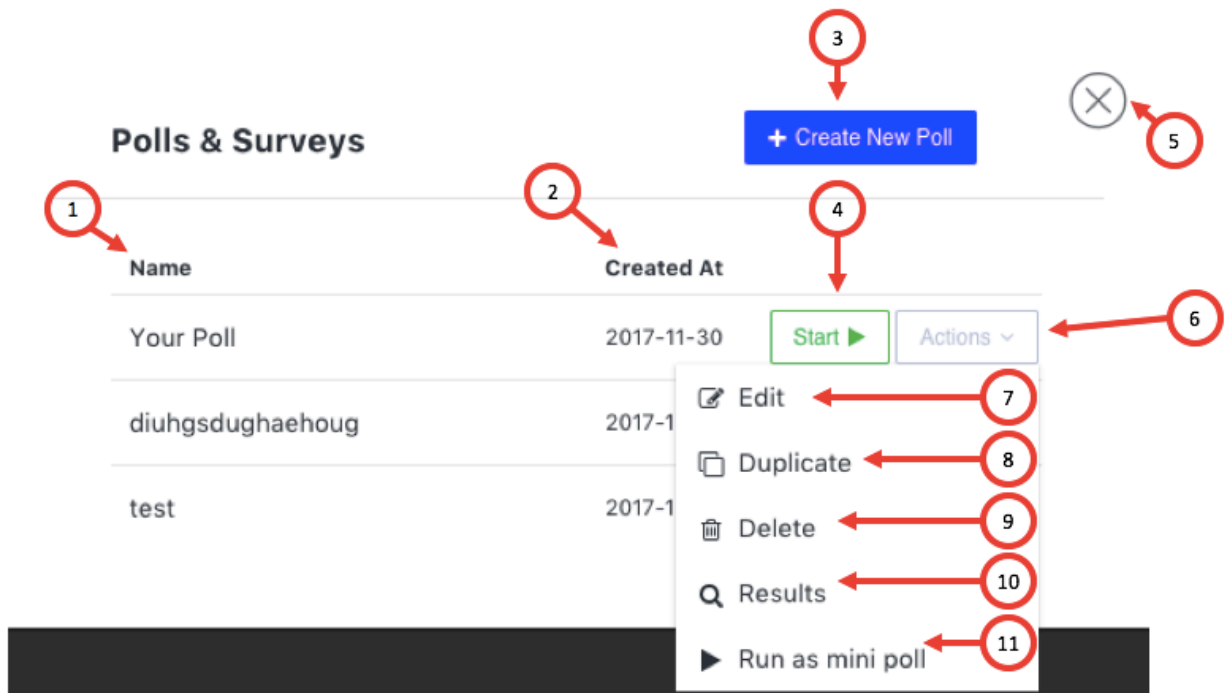


Polls & Surveys Manual

Polls & Surveys Menu



1. Name - here you will find a list of the polls which you created earlier
2. Created At - here you will find a date when you created certain poll/survey
3. Create New Poll – when clicking on this button you will start creating new poll (see [Create New Poll](#))
4. Start - when clicking this button, you will start the poll for the participants in your room
5. Close - clicking this button will close the Polls& Surveys menu
6. Actions - clicking this button will open a dropdown menu
7. Edit - you can edit poll/survey
8. Duplicate - you can duplicate poll/survey
9. Delete - you can delete the poll/survey you don't need anymore
10. Results - here you will find the votes of the participants
11. Run a mini poll – this will open a poll in the window below the chat (see [Mini Poll window](#))

Create New Poll

The image shows a 'New Poll' form with the following elements and callouts:

- 1**: Points to the 'Poll Name:' label.
- 2**: Points to the 'Add Questions >' link.
- 3**: Points to the 'Save Survey' button.
- 4**: Points to the 'Cancel' button.
- 5**: Points to the close button (X icon) in the top right corner.

The form includes a text input field for the poll name, a blue 'Save Survey' button, a white 'Cancel' button, and a blue 'Add Questions >' link.

1. Poll Name - here you add name of your poll/survey
2. Add Questions - here you are adding questions to poll/survey (see [Add Questions Menu](#))
3. Save Survey - this button directs you to add Questions Menu
4. Cancel - If you don't want to create poll click this button
5. Close - If you don't want to create poll click this button

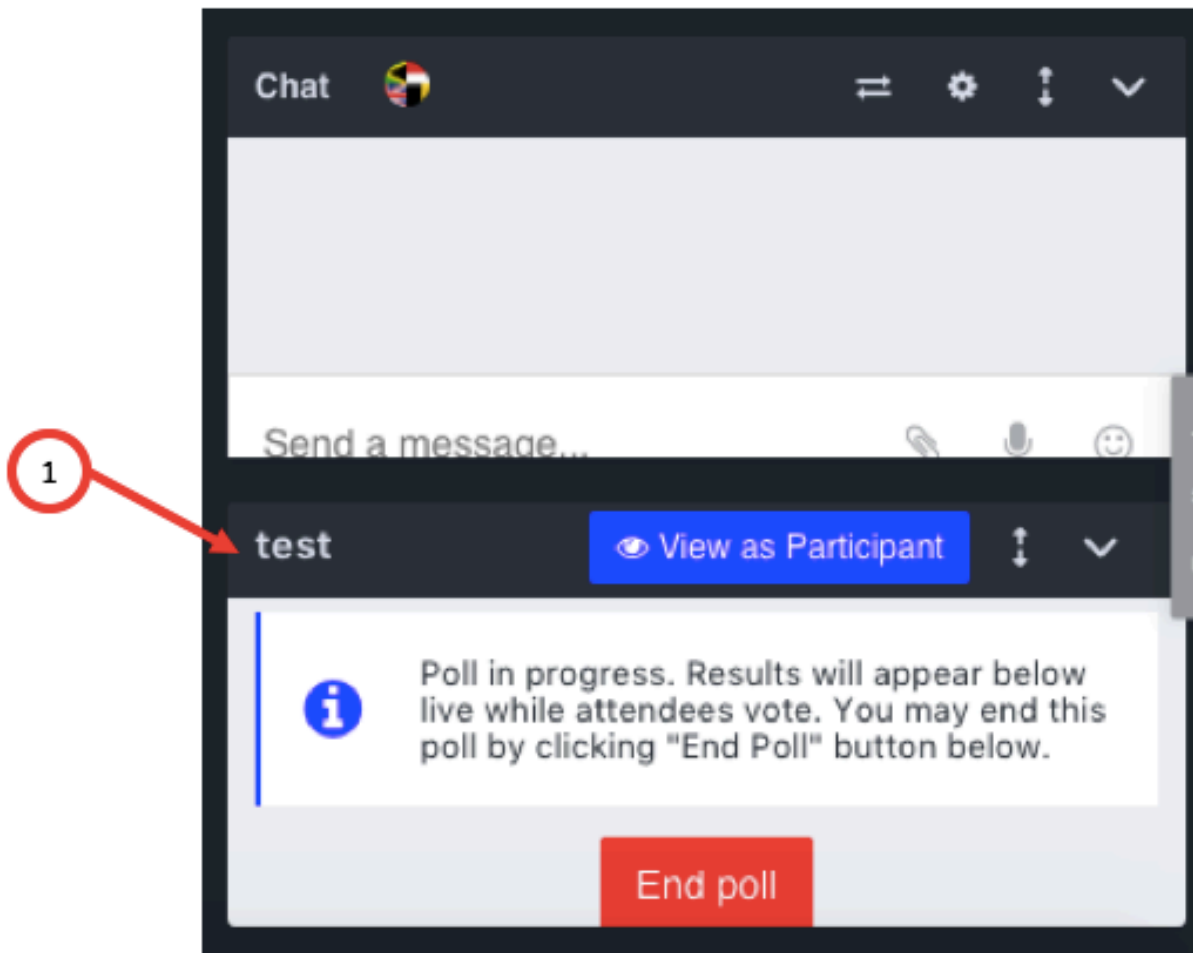
Add Questions Menu

The screenshot shows the 'New Poll test 2' interface. At the top right, there are three circular icons labeled 8, 9, and 10, each with an arrow pointing to a file, audio, and emoji icon respectively in the question text input field. A fourth circular icon labeled 11 has an arrow pointing to a close button (X) in the top right corner. Below the question text input field, there are three radio buttons for 'Answer Type': 'single', 'multi', and 'open'. Below that, there are two 'Answer Text' input fields, each with a trash icon to its right. Below the second 'Answer Text' field, there is a blue '+ Add Answer' button. Below the '+ Add Answer' button, there is a navigation bar with three links: '< Poll details', 'Remove question', and 'Another question >'. At the bottom, there are two buttons: a blue 'Save Survey' button and a white 'Cancel' button with a blue border. Red circles with numbers 1 through 11 and arrows point to these elements: 1 points to the question text input field; 2 points to the 'Answer Type' radio buttons; 3 points to the first 'Answer Text' input field; 4 points to the '+ Add Answer' button; 5 points to the navigation bar; 6 points to the 'Save Survey' button; 7 points to the 'Cancel' button; 8, 9, and 10 point to the file, audio, and emoji icons in the question text input field; and 11 points to the close button in the top right corner.

1. Question - you add your question here
2. Answer type - you can choose from three kinds of answers. "Single" - means that the attendee can choose only one answer. "Multi" - means that attendee can choose few answers to one question. "Open" - means that the attendee needs to give his/her answer.
3. Answer Text - you add possible answers to your questions here
4. Add answer - if you need more than two answers please click this button to add another answer
5. Poll Details - give you the poll info. Remove question – delete the question you don't need. Another question - adds another question to your poll/survey
6. Save Survey
7. Cancel - if you don't want to create poll click on this button
8. Add file question - you can also add file answer
9. Audio file question - you can also add audio file answer

10. Emoticons – you can use emoticons in your questions and answers
11. Close

Mini Poll window



1. Mini Poll window under the Chat window

Poll window – participant view



1. Question
2. Answers
3. Finish poll - when you answered all the questions you click it
4. View as Manager - when you are a Host or Presenter who started the poll you can also view it as its manager