

# Quick Poll

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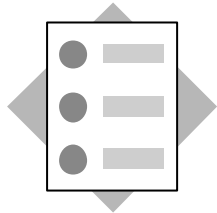


Exit






Bookmarks

# Quick Poll: Unit Objectives



**At the conclusion of this unit, you will be able to:**

-  **Know the Quick Poll functionality**
-  **Create and finish a Quick Poll**
-  **Delete Quick Poll Data**

## Quick Poll: Overview

- ✎ Provides an application that allows a *content manager* to conduct a poll in which portal users can cast their vote from a predefined selection.
- ✎ Portal users can watch the results of ongoing and previous/historical polls.

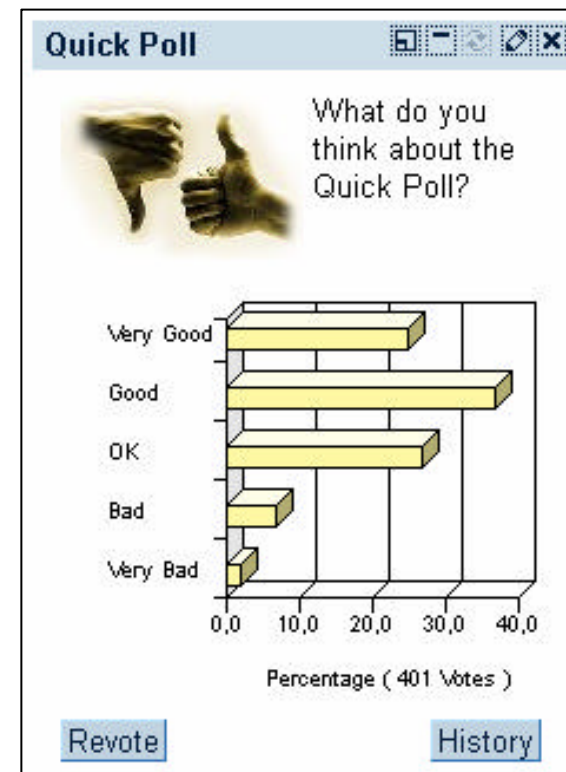
**Quick Poll**

What do you think about the Quick Poll?

☐ Very Good      ☐ Good  
☐ OK              ☐ Bad  
☐ Very Bad

[Vote](#)      [Result](#) [History](#)

**Quick Poll iView**



# Quick Poll: Features

- ✍ Result Availability
- ✍ Including Graphics
- ✍ Polls about documents
- ✍ Allow or reject multiple choices
- ✍ Restricting participants

Features and Settings




# Quick Poll: Creating Polls 1

- ✍ As Content Manager you are able to create a poll within the Quick-Poll iView (Go to *Content Manager* ✍ *Quick Poll Admin*)
- ✍ Click on *New* to create a poll

The screenshot shows the SAP Quick Poll Admin interface. At the top, there is a navigation bar with tabs: 'My Pages' and 'Content Manager'. The 'Content Manager' tab is circled in orange and labeled with a yellow '1'. Below this, a secondary navigation bar contains links: 'Repositories', 'Internal News', 'Internal FAQs', 'Quick Poll Admin', 'Classification Inbox', 'Classification Training', 'Taxonomy Maintenance', and 'Forms Editor'. The 'Quick Poll Admin' link is circled in orange and labeled with a yellow '2'. Below the navigation bars, the 'Quick Poll Admin' section is visible. It includes filters for 'Status' (set to 'All') and 'Time Span' (set to 'All'), and a 'Sort By' dropdown set to 'Name'. Below these filters is a table with columns: 'Name', 'Status', 'Start', and 'End'. Below the table, there are buttons: 'New', 'Start', 'End', and 'Delete'. The 'New' button is circled in orange and labeled with a yellow '3'. To the right of the buttons are 'Select All' and 'Deselect All' buttons. The page number 'Page 1/1' is also visible.

# Quick Poll: Creating Polls 2

 In this Quick Poll Admin iView you can define your poll by using different tabs

## **General Tab**

Here you specify the result availability, the display of an image, the question, the poll type and the possible responses.

## **Layout Tab**

Here you specify the layout of the possible answers and their format: radio buttons, dropdown list or check boxes.

## **Comment Tab**

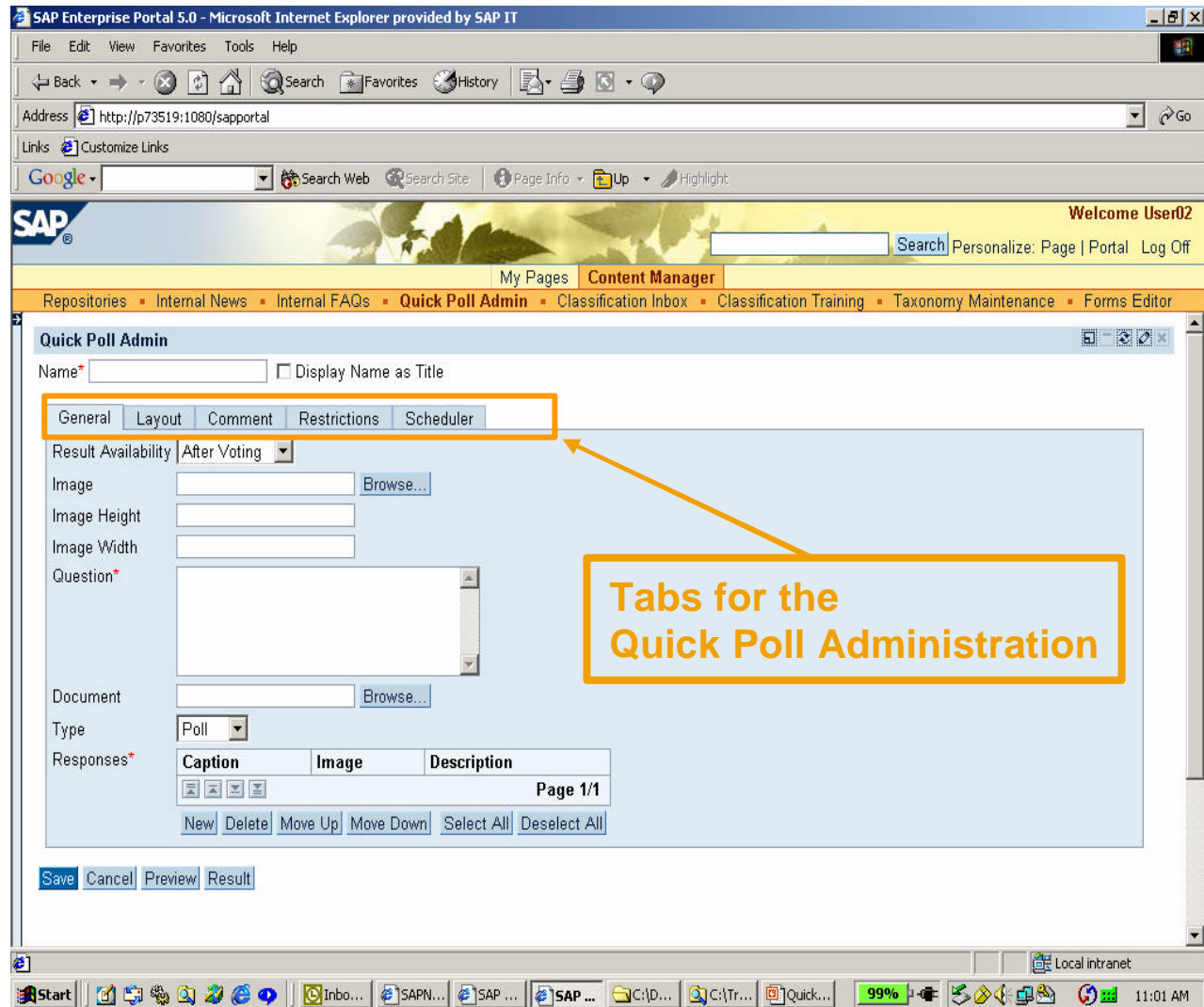
Here you can create notes on a poll but only for documentation purposes.

## **Restrictions Tab**

You can use this tab to restrict participants in a poll to particular users, groups or roles.

## **Scheduler Tab**

Here you define a time at which the system starts/ends a poll and deletes user-related data.



SAP Enterprise Portal 5.0 - Microsoft Internet Explorer provided by SAP IT

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address http://p73519:1080/sapportal Go

Links Customize Links

Google Search Web Search Site Page Info Up Highlight

SAP Welcome User02 Search Personalize: Page | Portal Log Off

My Pages Content Manager

Repositories Internal News Internal FAQs Quick Poll Admin Classification Inbox Classification Training Taxonomy Maintenance Forms Editor

Quick Poll Admin

Name\*  ☐ Display Name as Title

General Layout Comment Restrictions Scheduler

Result Availability After Voting

Image  Browse...

Image Height

Image Width

Question\*

Document  Browse...

Type Poll

Responses\*

Caption	Image	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 1/1

New Delete Move Up Move Down Select All Deselect All

Save Cancel Preview Result

Start Inbo... SAPN... SAP... SAP... C:\D... C:\Tr... Quick... 99% Local intranet 11:01 AM

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## Quick Poll: Status of Polls

A poll can have the following statuses:

### *Planned*

A poll receives the status *planned* when you create it. To display this poll in the *Quick Poll* iView you have to start it.

### *Ongoing*

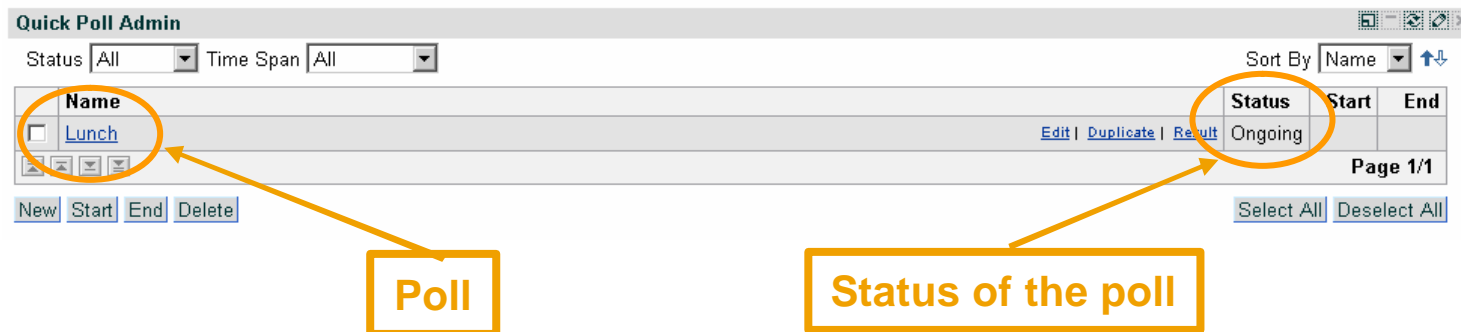
This is the currently displayed poll.



Each campaign can only have one ongoing poll!

### *Closed*

No more votes can be made if the poll is closed but you can display the results in the *Quick Poll* iView.



Quick Poll Admin

Status: All Time Span: All Sort By: Name

Name	Status	Start	End
<input type="checkbox"/> Lunch	Ongoing		

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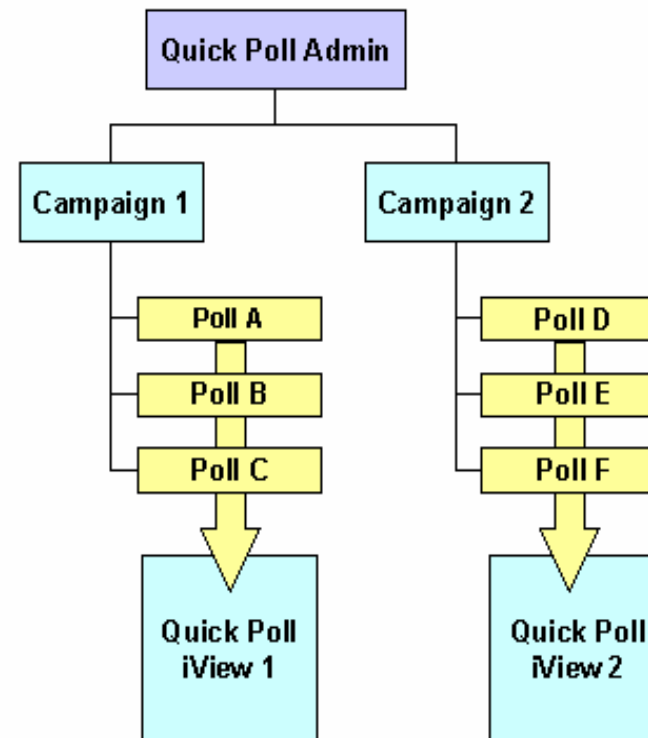
New Start End Delete Select All Deselect All

**Poll**

**Status of the poll**

# Quick Poll: Campaigns

- ✍ A Campaign is a collection of polls that are displayed one by one in the same Quick Poll iView
- ✍ The Quick Poll iView displays all polls or only those polls that belong to a particular campaign
- ✍ If all campaigns are visible in the iView, a dropdown list is displayed that you can use to restrict the view to a single campaign





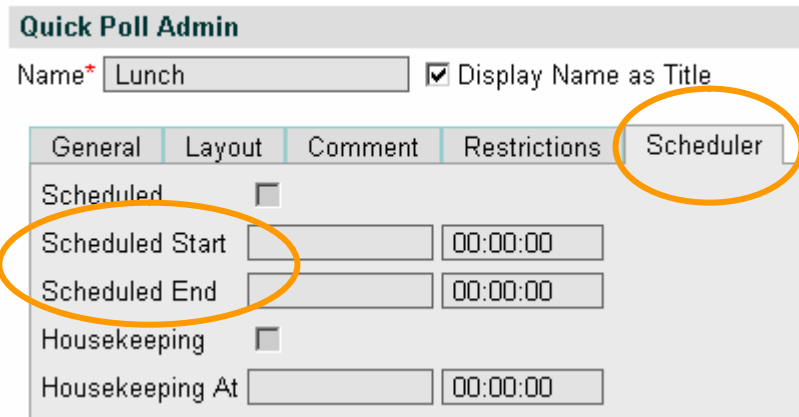
# Quick Poll: Starting and ending Polls

- ✍ When you end a poll, no more votes can be cast BUT the results of the poll can still be displayed in the Quick Poll iView
- ✍ To start a poll it needs at least the status *Planned*
- ✍ The following features to start and end a poll exist:

- ✍ **Automatic start by schedule**

You can use the *Scheduler* to define the start and end times for a poll.

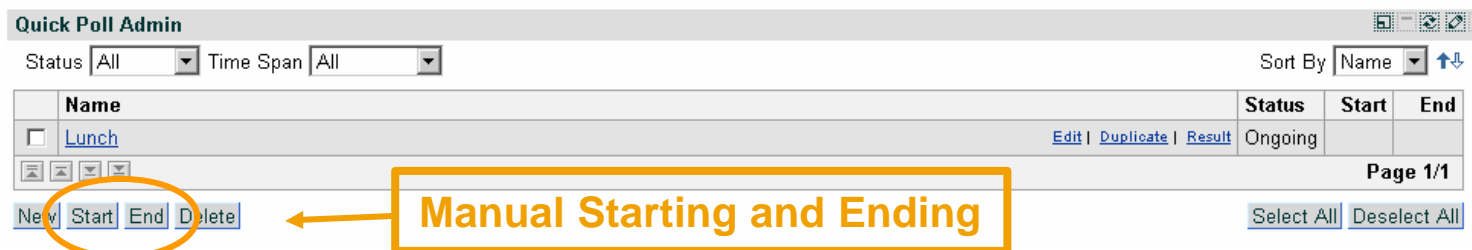
**Schedule Time Definition**



The screenshot shows the 'Quick Poll Admin' interface with the 'Scheduler' tab selected. The 'Name' field contains 'Lunch' and the 'Display Name as Title' checkbox is checked. The 'Scheduler' tab is highlighted with an orange circle. Below it, the 'Scheduled' checkbox is unchecked. The 'Scheduled Start' and 'Scheduled End' fields are both set to '00:00:00' and are also highlighted with orange circles. The 'Housekeeping' checkbox is unchecked, and the 'Housekeeping At' field is set to '00:00:00'.

- ✍ **Manual Start**

You can select a poll in the overview list and start or end it manually.



The screenshot shows the 'Quick Poll Admin' overview list. The 'Status' dropdown is set to 'All' and the 'Time Span' dropdown is set to 'All'. The 'Sort By' dropdown is set to 'Name'. The list contains one poll named 'Lunch' with a status of 'Ongoing'. The 'Start' and 'End' columns are empty. The 'New', 'Start', 'End', and 'Delete' buttons are highlighted with an orange circle. The 'Manual Starting and Ending' text box is also highlighted with an orange circle. The 'Page 1/1' indicator is visible at the bottom right of the list.

# Quick Poll: Deleting Poll data

## ✍ Deleting user-related data

- ✍ You can delete the user related data (stored to avoid that a user votes twice and for the answers)
- ✍ You can delete this data as soon as the poll is closed via the scheduler tab (✍ *Housekeeping*)
- ✍ The results of the poll can still be displayed

**Quick Poll Admin**

Name\*  ☒ Display Name as Title

General	Layout	Comment	Restrictions	Scheduler
Scheduled <input type="checkbox"/>				
Scheduled Start		<input type="text"/>	<input type="text" value="00:00:00"/>	
Scheduled End		<input type="text"/>	<input type="text" value="00:00:00"/>	
Housekeeping <input type="checkbox"/>				
Housekeeping At		<input type="text"/>	<input type="text" value="00:00:00"/>	

## ✍ Deleting polls

- ✍ You can delete the polls that are no longer in the polls list (this deletes also the results)

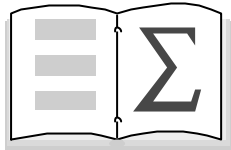
**Quick Poll Admin**

Status  Time Span  Sort By



Name	Status	Start	End
<input type="checkbox"/> Lunch <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Result</a>	Ongoing		

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[New](#) [Start](#) [End](#) [Delete](#) [Select All](#) [Deselect All](#)



**You are now able to:**

-  **Know the Quick Poll functionality**
-  **Create and finish a Quick Poll**
-  **Delete Quick Poll Data**

## Quick Poll: Questions

**Please use for further reference  
the Enterprise Portal 6.0 documentation**



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