

# How to Use SiteSprout Polls

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SiteSprout Polls is a highly-capable and customizable SharePoint polling application that is more advanced than anything available in out-of-the-box SharePoint. Capabilities include:

- Send polls to a security group of the users' choosing
- View results with optional grouping by response
- Save poll templates for reuse
- Configure security so users can only access certain features
- Full customizability to suit your organization's needs with easy-to-use but powerful properties.

This documentation covers basic usage of the web part, common use cases, and instructions on how to personalize the application using the web part properties panel.

Create a Poll My Polls Poll Results

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## 1. Select a Template

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Monthly Board Meeting  

Weekly Company Meeting  

[+ set up new questions/template](#)

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## 2. Add Event Details

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Poll Name:

Meeting Date:

Optional. Leaving meeting date blank hides it in form.

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# Installation

## SiteSprout Polls System Requirements

SiteSprout Polls is a SharePoint add-in that runs in SharePoint 2013 and 2016 as well as all versions of SharePoint Online. It is sold exclusively in the Office Store.

Below are the basic system requirements for SiteSprout Polls:

- A JavaScript-enabled modern web browser, such as:
  - Internet Explorer 8+ or Microsoft Edge
  - Mozilla Firefox
  - Google Chrome
  - Opera
  - Safari
  - Most other Android, iOS, and Windows Phone browsers
- An email address that can receive emails (to respond to Polls)
- A site collection or subsite on SharePoint that can add an App Part to the page
- A properly configured outbound email account connected to SharePoint (on-premises installations only)

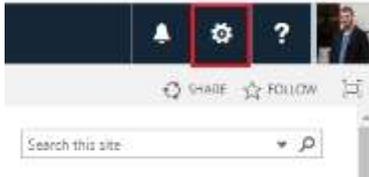
When the add-in is first installed, it will ask for read-only access to items on your site and site collection. This permission is necessary because the add-in reads (1) the location of your site logo URL to display it on the Poll Response screen, and (2) the list of site-level security groups for selecting the send-to group for polls. No other permissions are needed, and no write permissions are required for the app to function. Users are not required to have any special permission to any access of the site for SiteSprout Polls to function, other than access to the page where the web part resides.

## Installing SiteSprout Polls

SiteSprout Polls is installed via the Microsoft Office Store. After purchasing the add-in at <https://store.office.com/en-us/appshome.aspx>, follow the steps below to activate the app on your SharePoint site.

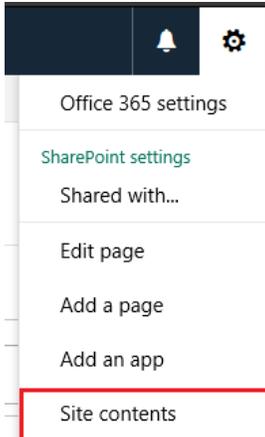
1. Navigate to the SharePoint site where you wish to install SiteSprout Polls. The security groups that the app is able to send to will be selected from the groups located on the site SiteSprout Polls is installed on.

2. Click the **Site Actions** button.



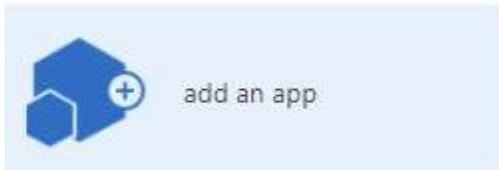
A dropdown menu displays.

3. Click the Site Contents button.



The Site Contents page displays.

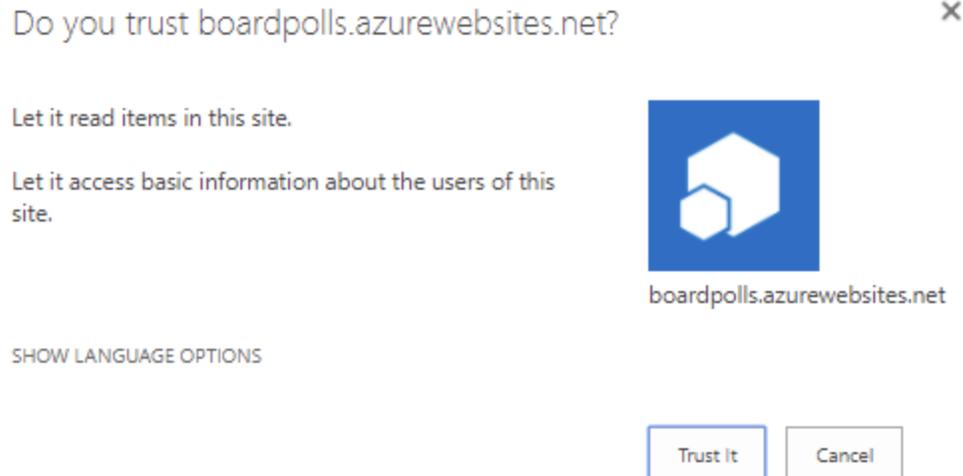
4. Click on **Add an app**



5. Find **SiteSprout Polls**, and click on it



6. Click on **Trust It**, and then wait for the add-in to finish installing

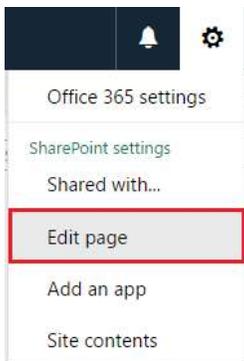


7. Now add it to a page:
  - a. Navigate to the page to include SiteSprout Polls.
8. Click the **Site Actions** button.



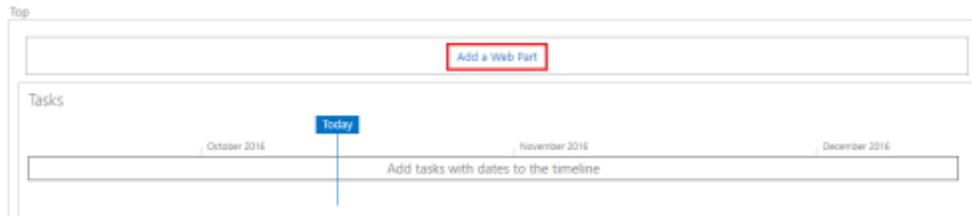
A dropdown menu displays.

9. Click the **Edit Page** button.



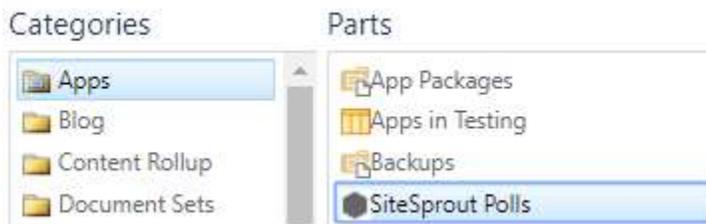
The page refreshes, now displaying in Edit mode.

10. Click the **Add a Web Part** link.



The Add a Web Part gallery displays.

11. Click on **SiteSprout Polls**



12. Click on the Add button in the bottom right corner of the web part gallery.



13. Click the **Save** button displayed in the Page tab on the ribbon.



The page refreshes, no longer in edit mode.

Polls should now be displayed on the page, ready to configure.

## Create a Poll Tab: Poll Templates

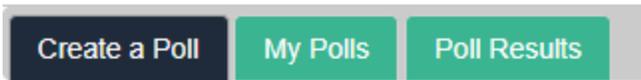
### Creating a New Poll Template

When the SiteSprout Polls add-in is first installed, it is completely empty -- there are no templates to choose from. The instructions below explain how to create a new template, which will then be selectable in future sessions for all users with access to the **Create a Poll** tab.

Poll Templates serve as a convenient way to reuse a set of pre-defined questions without having to create new questions each time a poll is created.

This feature requires the **Create a Poll** tab to be enabled in web part properties under **Visible Tabs**.

1. Select the **Create a Poll** tab, and then click on **set up new questions/template**.



## 1. Select a Template

+ set up new questions/template

2. A panel will expand with options for creating a new template.

Poll Name

+ Add question

Question Name

Choose a question type...

3. Fill in the Poll Name. This is the display name that will appear in the template list after saving the template.

Poll Name

4. The first question is included by default and cannot be deleted. Each template must include at least one question. Fill in the Question Name, and then choose a question type.

**Question Name**

Choose a question type... ▼

- Choose a question type...
- Multiple Choice (user can select one)
- Multiple Choice (user can select multiple)
- Free-form Text
- Filtered Yes/No

[Save as Template](#) [Use Now](#)

5. For Multiple Choice questions, you are required to enter a list of choices. Click the **+ Add option** link to add a new choice, and the trash can icon to delete an existing choice. Each Multiple Choice question type is required to have at least one option.

**Question Name**

Multiple Choice (user can select one) ▼

Yes 

No 

[+ Add option](#)

6. Click on **Add question** either below the template name or near the bottom of the form to add another question to the template.

**Poll Name**

Weekly Company Meeting

+ Add question

7. Repeat steps 4 and 5 to configure the second question, third question, and so on.
8. Use the arrows in the top-right corner to change the order of the questions. The down arrow moves a question down one position in the poll, and the up arrow moves a question up one position. Use the trash icon to completely delete a question, but note that all saved information for that question is lost. Question deletions are not reversible.



The screenshot shows a form for configuring a question. It includes a text input field labeled "Question Name", a dropdown menu labeled "Choose a question type...", and a control panel in the top-right corner with three icons: a down arrow, an up arrow, and a trash icon.

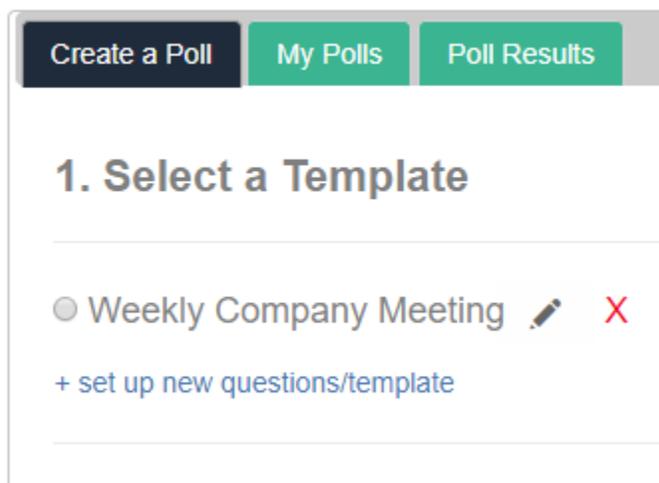
9. When you are finished adding questions, click the Save as Template button.

Submitting the template checks for missing information and ensures that the template is valid. If you are missing information, you will be notified via a dialog box showing any action that needs to be taken before the template can be saved.

Save as Template

- Your newly created template will now be selectable from the list of installed templates. Selecting this template will automatically include the previously configured questions in the new poll.

## SiteSprout Polls



For instructions on sending a poll based on this template, see the **Submitting a New Poll: Event Details** section of this document.

### Editing a Poll Template

Once created, existing poll templates may be edited by users with access to the **Create a Poll** tab. A user can add questions, edit questions, remove questions, change question order, and change the name of the poll template.

This feature requires the **Create a Poll** tab to be enabled in web part properties under **Visible Tabs**.

Follow the below steps to edit an existing template

- Open the **Create a Poll** tab.
- Locate the template that you wish to edit.
- Click on the pencil icon.



- The panel will expand and load the contents of the selected template.
- Follow instructions as seen in **Creating a Poll Template** section of this document to modify the template's contents.

- When finished making changes, click on the **Update** button to save your changes.

**Update**

- After the template is checked for completeness and there is no missing information, SiteSprout Polls will refresh and the template will be updated with the new information you submitted. If you are missing information, you will be notified via a dialog box of the changes that must be made before the template can be submitted.

### Deleting a Poll Template

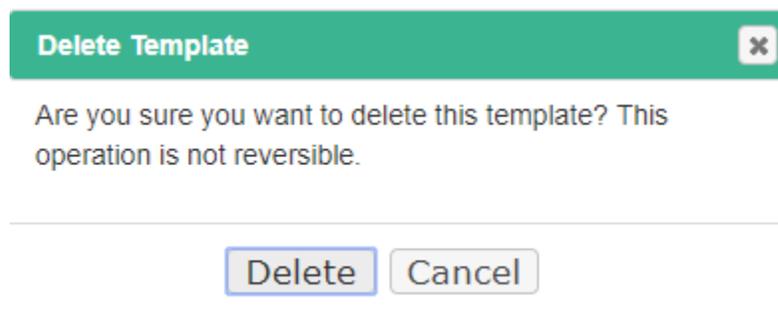
Sometimes it may be necessary to delete a poll template that is no longer needed. Follow the below steps to delete a poll template from SiteSprout Polls.

This feature requires the **Create a Poll** tab to be enabled in web part properties under **Visible Tabs**.

- Open the **Create a Poll** tab.
- Locate the template that you wish to delete.
- Click on the red X icon.



- A confirmation dialog will appear:



- After confirming by clicking Delete, the template will be deleted and the template list will be refreshed. The template will be unusable for any new polls, but any existing Open and Closed polls that use this template will be unaffected.

## Create a Poll Tab: Poll Submission

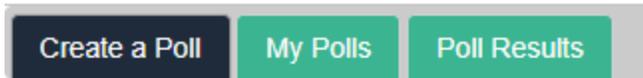
## Submitting a Poll from a Temporary Set of Questions

A poll can also be created without first starting from an already existing template.

This feature requires the **Create a Poll** tab to be enabled in web part properties under **Visible Tabs**.

The below steps cover how to create a new set of questions without saving as a template. After the questions are created, the screen opens to the poll submission step.

1. Select the **Create a Poll** tab, and then click on **set up new questions/template**.



### 1. Select a Template

+ set up new questions/template

2. A panel will expand below with options for creating a new set of questions.

**Poll Name**

**Question Name**

3. Fill in the Poll Name. This is the display name that carries over in **Add event details** after the questions have been saved (see **Submitting a New Poll** section)

#### Poll Name

4. The first question is included by default and cannot be deleted. Each poll must include at least one question. Fill in the **Question Name**, and then choose a **Question Type**.

**Question Name**

Choose a question type... ▼

- Choose a question type...
- Multiple Choice (user can select one)
- Multiple Choice (user can select multiple)
- Free-form Text
- Filtered Yes/No

[Save as Template](#) [Use Now](#)

5. For **Multiple Choice** questions, you are required to enter a list of choices. Click the **+ Add option** link to add a new choice, and the trash can icon to delete an existing choice. Each Multiple Choice question type is required to have at least two options.

**Question Name**

Multiple Choice (user can select one) ▼

Yes 

No 

[+ Add option](#)

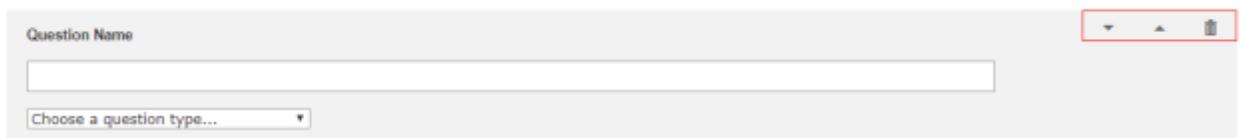
11. Click on **Add question** either below the template name or near the bottom of the form to add another question to the template.

**Poll Name**

Weekly Company Meeting

+ Add question

6. Follow the same steps above to configure the second question, the third question, and so on.
7. Use the arrows in the top-right corner to change the order of the questions. The down arrow moves a question down one position in the poll, and the up arrow moves a question up one position. Use the trash icon to completely delete a question, but note that all saved information for that question is lost. Question deletions are not reversible.



8. When you are finished adding questions, click the Use Now button.

Clicking the **Use Now** button checks the template for missing information. If you are missing information, you will be notified via a dialog box showing any action that needs to be taken before the template can be saved.

Use Now

9. After successful submission, your newly created questions will now be used as a base for a new poll, but not saved.

For more instructions on sending a poll out based on this set of questions, see **Submitting a New Poll: Event Details**.

### [Submitting a New Poll: Event Details](#)

These steps cover how to submit a poll to a group of users, using either a temporary set of questions as created in **Submitting a New Poll from a Temporary Set of Questions**, or by selecting the saved template as created in **Creating a New Poll Template**.

1. Select an existing template, or use a temporary set of questions using the *set up new questions* feature.

2. A new panel will appear with information that needs to be filled out before the poll can be submitted.

## 2. Add Event Details

Poll Name:

Meeting Date:

Optional. Leaving meeting date blank hides it in form.

Email Subject:

Email Body:

Send-to Group:

Response Due Date:

Group Responses by:

- None
- Are you able to attend the meeting?
- What is your preferred meal choice?
- Any miscellaneous comments?

## 2. Add Event Details

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3. Enter the **Poll Name**.  
This is the name that will be included in the email sent out to users and displayed in the results list and on the poll response screen.

Poll Name:

4. Specify the **Meeting Date**.  
This field is optional -- and a poll can be submitted with no meeting date. If this field is filled in, it will be included in the poll response email sent to users.

Meeting Date:

Optional. Leaving meeting date blank hides it in form.

Email Subject:

5. Specify the **Email Subject** and **Email Body**.

These fields determine the content of the email message sent out to users.

Email Subject:

Email Body:

Send-to Group:

6. Fill in the **Send-To Group**.

This field specifies which security group the poll will be sent to. It pulls security group information from the site where SiteSprout Polls is installed. Groups that a user does not have read access to are not included in the drop-down menu. Hidden user groups are also not included.

Send-to Group:

7. Fill in the **Response Due Date**.

Unlike the **Meeting Date**, this field is required.

**Response Due Date** determines when the poll will expire. (An expired poll shows up in the **Closed Polls** section of the **Poll Results** tab. Expired polls cannot be edited or responded to and do not show up in the **My Polls** tab or **Open Polls** section of the **Poll Results** tab.)

**Response Due Date** is included in the email message sent to users.

Response Due Date:

8. **Group Responses By** is used in the **Current Polls** tab. Group choices are based on each question name in the selected poll and cannot be edited.

Choose the group for grouping responses, or choose **None** to disable grouping

For more details on grouping, see the **Poll Results Tab: Viewing Results** section of this document.

Group Responses by:

- None
- Are you able to attend the meeting?
- What is your preferred meal choice?
- Any miscellaneous comments?

9. Click the **Send Test Email** button to send a test email. This sends a sample poll to the current user only, and it is not saved as a current poll.

Send Test Email

This option allows the user to verify that the poll output is as desired, and lets the poll creator correct any errors before submitting the poll to the entire group of users and saving it to the system.

An example screenshot of a test email is shown below. It looks identical to an actual submitted poll but with an italic message indicating test status instead of a submit button



sitesprout

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**Weekly Meeting 8/29/17**

Are you able to attend the meeting?

Yes

No

What is your preferred meal choice?

Chicken

Fish

Vegetarian

Any miscellaneous comments?

*This screen only shows an example of the email message your Board members will receive. You cannot respond to the poll.*

Test poll entries can be accessed for up to 24 hours, after which they are cleared from the system permanently and can no longer be viewed.

10. Click on the **Send Poll** button to send the poll to the selected security group. After a confirmation dialog, the poll will be saved to the system and an email will be sent out to all users.



## My Polls Tab

### Responding to a Poll

The **My Polls** tab includes a list of all pending polls the current user has received, as well as past responses for polls that have not yet expired.

This feature requires the **My Polls** property to be enabled in the web part properties under **Visible Tabs**, or the tab will be hidden from view.

The heading **My Polls** includes a list of all pending polls that have not yet been responded to. It also lists the number of questions in the poll, and the date that each poll is due. Expired polls are not included in this list since they can no longer be responded to.

### My Polls

<u>Poll Name</u>	<u>Number of Questions</u>	<u>Date Due</u>
<a href="#">Monthly Meeting 9/15/17</a>	3	9/15/2017
<a href="#">Weekly Meeting 8/29/17</a>	3	8/29/2017

The name of the poll is a link. Click on the poll name to open a dialog box window to respond to the poll. This is offered as an alternative to responding to the poll via the email message.

Respond to all the questions, and then click on **Submit** to submit the poll to the system.

## Weekly Meeting 8/29/17

Are you able to attend the meeting?

- Yes  
 No

What is your preferred meal choice?

- Chicken  
 Fish  
 Vegetarian

Any miscellaneous comments?

After submitting, the dialog box will close, and the **My Polls** screen will refresh.

The poll you just responded to will no longer be visible under the **My Polls** heading, and instead be displayed under the **Edit Responses** heading. See **Editing Responses** section of this document for details.

## Edit Responses

<u>Poll Name</u>	<u>Number of Questions</u>	<u>Date Due</u>
<a href="#">Weekly Meeting 8/29/17</a>	3	8/29/2017

### Editing Responses

In the **My Polls** tab, you can edit responses that you have already submitted. Responses that can be edited are displayed under the **Edit Responses** heading. (Expired polls cannot be edited.)

This feature requires the **My Polls** property to be enabled in the web part properties under **Visible Tabs**, or the tab will be hidden from view.

To edit a response for an existing poll, perform the following steps.

1. Click on the poll response that you wish to edit

Edit Responses		
<u>Poll Name</u>	<u>Number of Questions</u>	<u>Date Due</u>
<a href="#">Weekly Meeting 8/29/17</a>	3	8/29/2017

2. A dialog window will open with the responses you previously submitted.  
Click on **Update** to submit the new responses.



The screenshot shows a dialog window titled "SiteSprout Polls". Inside the window, the poll title is "Weekly Meeting 8/29/17". Below the title, the question is "Are you able to attend the meeting?". There are two radio button options: "Yes" and "No". The "No" option is selected. At the bottom of the dialog, there is a green button labeled "Update".

3. The dialog window will close, and SiteSprout Polls will refresh with the new responses visible immediately in the **Poll Results** tab.

## Poll Results Tab: Viewing Results

### Overview

In the **Poll Results** tab, you can view the results of all open and closed polls, separated into two sections. Both sections are expandable and collapsible and titled *Open Polls* and *Closed Polls* respectively.

If a column was selected when the poll was created, results are grouped based on that selection. If **None** was selected for grouping, results are not grouped -- all results are shown as separate rows of information.

This feature requires **Poll Results** to be enabled in the web part properties under **Visible Tabs**. Otherwise, the tab will be hidden from view and results will be inaccessible.

Monthly Meeting 9/15/17   

Responder	Are you able to attend the meeting?	What should be the main point of discussion?	What should be the secondary topic of discussion?	What would you like to eat as a snack?	Any additional comments?
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Weekly Meeting 8/29/17   

Responder	Are you able to attend the meeting?	What is your preferred meal choice?	Any miscellaneous comments?
*Are you able to attend the meeting? Yes (5)			
Eleonora Chappel	Yes	Fish	
Leree Dooling	Yes	Chicken	I can make it
Jaime Kavanagh	Yes	Fish	Might be a little late
Major Lambright	Yes	Chicken	n/a
Keneth Weil	Yes	Vegetarian	I can't wait to attend!
*Are you able to attend the meeting? No (1)			
Victoria Saxon	No		

By default, results for each poll are expanded. To collapse an individual poll's results, click on the collapse arrow next to its name or the poll title.



The poll will then collapse, leaving space for other polls to display. Performing the same action again will expand the poll and show all results.

Expanded and collapsed polls are stored in a user's browser session storage, so that when the page is refreshed a user's expand/collapse choices will be remembered by the system. Closing the browser clears the session storage.

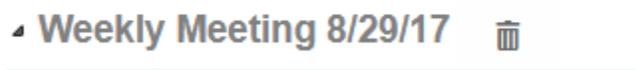
### Closed Polls

Closed polls may no longer be responded to or modified, but these polls' results can still be viewed. This information under the *Closed Polls* heading in the **Poll Results** tab.

This feature requires the *Past Polls* property to be enabled in the web part properties under **Functionality and Security**. Otherwise, the information will be hidden from view and results will be inaccessible.

First, ensure, that the *Closed Polls* heading is expanded, which shows each poll with an expired due date.

### Closed Polls



This heading may be collapsed by the user in order to reduce clutter in the web part area. However, while collapsed, results of past polls will not be visible.

## ▶ **Closed Polls**

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By default, results for each poll under the *Closed Polls* heading are expanded. To collapse an individual poll's results, click on the collapse arrow next to its name or the poll title.

## ▲ **Closed Polls**

▲ **Weekly Meeting 8/29/17**



Responder

Are you able to attend the meeting?

What is your preferred meal choice?

The poll will then collapse, leaving space for other polls to display. Performing the same action again will expand the poll and show all results.

Expanded and collapsed polls are stored in a user's browser session storage, so that when the page is refreshed a user's expand/collapse choices will be remembered by the system. Closing the browser clears the session storage.

## Poll Results Tab: Management

### Editing an Open Poll

Existing polls that have not yet expired may be edited. Editing a poll clears all responses and sends out a new email to all users. This email lets them know that a poll has changed and a new response is required.

The poll edit feature can be disabled in web part properties by unchecking *Allow Edit Poll After Creation* in the **Functionality and Security** category.

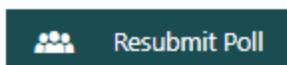
To edit an existing poll, follow the steps below.

1. Navigate to the *Open Polls* section of the **Poll Results** tab
2. Find the poll in the list that you wish to edit.
3. Click on the pencil icon next to its title.

▶ Weekly Meeting 8/29/17   

4. A dialog box will open with the contents of the poll. Edit and add questions as desired, then fill in the poll details.
  - See **Submitting a Poll from a Temporary Set of Questions** for full instructions on how to edit questions and add questions, or  
See **Submitting a New Poll: Event Details** for full instructions on how to fill in poll details after setting question content
5. When finished filling in the form, click on **Resubmit Poll**, then confirm when prompted. The poll will then be sent to users with the edited poll contents and details.

**Important:** Editing and resubmitting a poll clears *all* responses, and the poll resets to a blank slate. This action is not reversible.



6. The dialog box will close, and the results screen will refresh. All existing responses will be cleared, and users will receive an email stating that the poll has changed and a new response is required.

◀ Weekly Meeting 8/29/17   

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Responder	Are you able to attend the meeting?	What is your preferred meal choice?	Any miscellaneous comments?

## Canceling an Open Poll

In SiteSprout Polls, you can cancel a poll. Canceling a poll removes all traces of it from the system, including all responses.

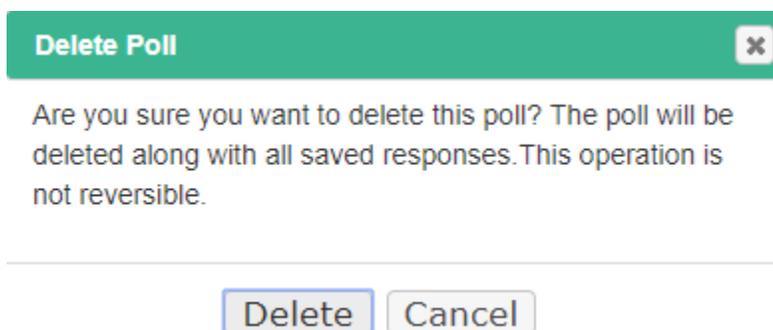
The poll cancel feature can be disabled in web part properties by unchecking *Allow Cancel Poll After Creation* in the **Functionality and Security** category.

To cancel an existing poll, follow the steps below.

1. Navigate to the *Open Polls* section of the **Poll Results** tab.
2. Find the poll in the list that you wish to cancel.
3. Click on the red X on the right side of the poll title.

◀ Weekly Meeting 8/29/17   

4. You will be asked to confirm your deletion



5. After clicking *OK* to confirm, the poll will be deleted along with all responses. The poll will no longer be included in any part of SiteSprout Polls.

**Important:** Canceling a poll clears *all* responses and completely removes the poll from the system. This action is not reversible.

### Sending Poll Reminders

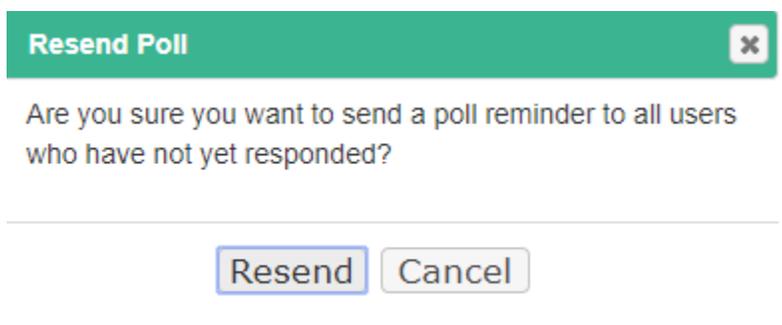
A poll reminder sends a reminder email to all users who have not yet completed the poll. (It does not send a reminder to users who have already responded.)

To send a reminder for an existing poll, follow the steps below.

1. Navigate to the *Open Polls* section of the **Poll Results** tab.
2. Find the poll in the list that you wish to send a reminder for.
3. Click on the gray resend icon to the right of the poll's title.



4. Confirm that you would like to send reminder emails to all users who have not yet responded to the poll by clicking **Resend**.



The reminder email message is identical to the initial email sent out to poll participants except the **Email Subject** and **Email Body**, which are:

**Email Subject:** Reminder of Upcoming Poll Due: *[Poll Title]*

**Email Body:** This is a reminder that you have an upcoming poll due.

*[Meeting and Due Date Information]*

## Deleting a Closed Poll

Closed polls may begin to clutter the results screen, and you might wish to delete them. This capability is available in SiteSprout Polls.

The poll deletion feature can be disabled in web part properties by setting *Allow Cancel Poll After Creation* to false in the **Functionality and Security** category. Poll deletion is enabled by default in SiteSprout Polls and must be opted out of

To cancel a closed poll, follow the steps below.

1. Navigate to the *Closed Polls* section of the **Poll Results** tab.
2. Find the poll in the list that you wish to delete.
3. Click on the trash can icon to the right of the poll's title.

▲ **Weekly Meeting 8/29/17** 

4. You will be asked to confirm your deletion. Confirm with **Delete**.

**Delete Poll**✕

Are you sure you want to delete this poll? The poll will be deleted along with all saved responses. This operation is not reversible.

---

Delete Cancel

5. After confirmation, the poll will be deleted along with all responses. The poll will no longer appear in any part of SiteSprout Polls.

**Important:** Canceling a poll clears *all* responses and completely removes the poll from the system. This action is not reversible.

## Responding to Polls

### Responding to a Poll from an Email

The majority of this documentation covers interaction with the SiteSprout Polls client web part, but the most fundamental feature of SiteSprout Polls, the ability to respond to a poll, does not require the web part at all. Whenever a poll is initially sent out, a poll is edited, or a poll reminder is sent, all poll participants receive an email sent directly to their SharePoint-assigned email address. Users may respond to polls without manually navigating to the site where the web part is installed first.

Since interaction with the SiteSprout Polls client web part is not required to respond to a poll, it is convenient to follow the link from the email directly to the poll response screen. For example, users may respond directly from their mobile device without first logging in to the SharePoint site.

The below steps cover responding to a poll directly from an email message.

1. Open the email message containing the notification to respond to a poll

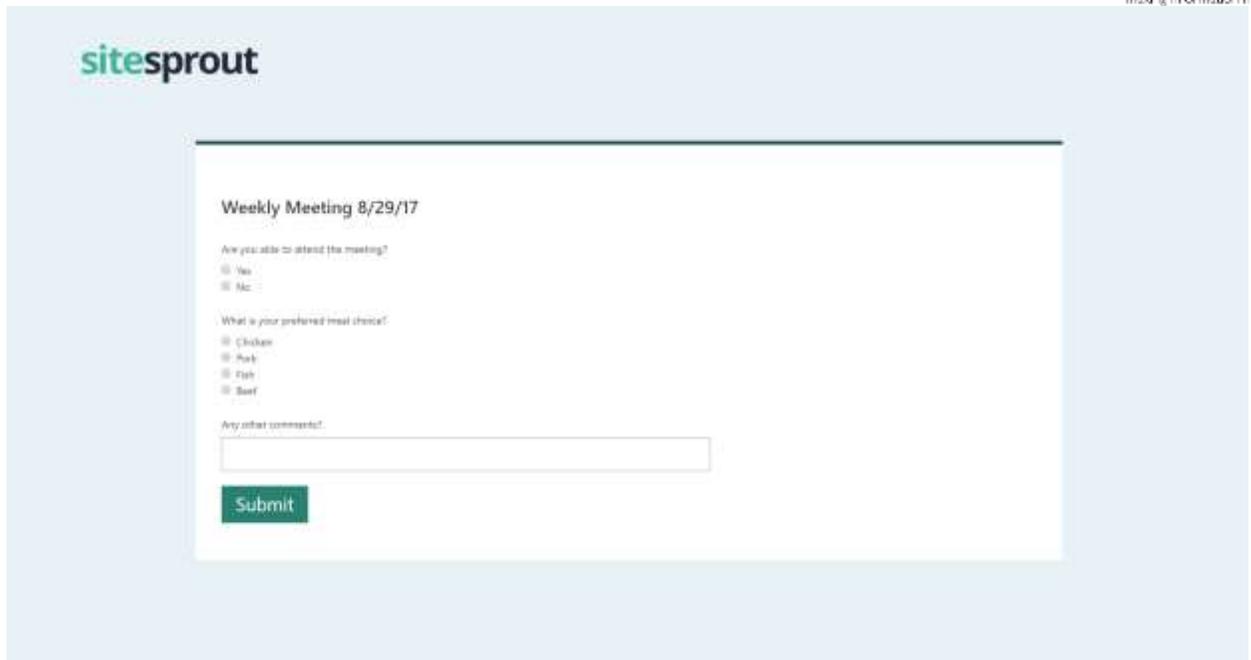
**Subject: Weekly Meeting 8/29/17**

We have a meeting this week. Please respond to let us know if you are able to attend and what your meal choice is.

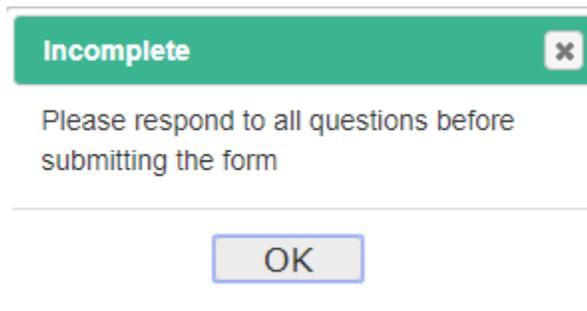
Please click [here](#) to respond to the poll.

**Your response is due by: 8/29/2017**

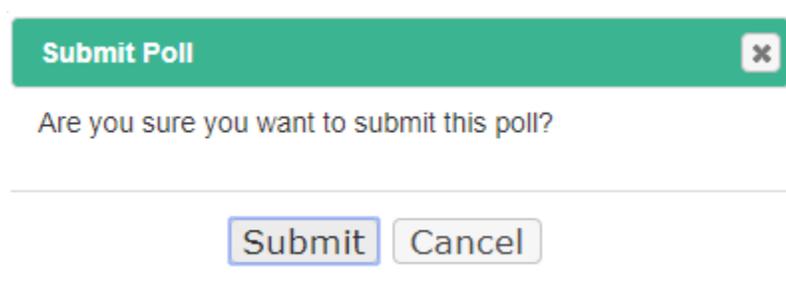
2. Click on the hyperlink *here*. A window will open in your system default browser with the poll response screen.
3. Fill out the poll with your responses. All questions are required except for free-form text type questions.



4. If you have missed any questions, you will be notified via a dialog box that the form is incomplete and the poll is unable to be submitted until the required fields are filled in.

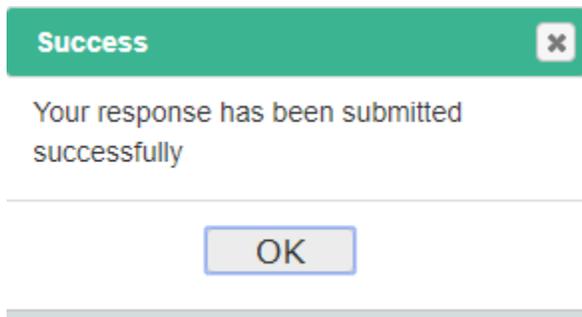


5. Click on **Submit** to submit your chosen responses.
6. When the confirmation message appears, click on **Submit** to confirm your selections, or click on **Cancel** to return to modify your responses.



7. After confirming your responses and selecting **Submit**, a brief loading screen will display while your responses are sent to SiteSprout Polls, and then an alert box will appear indicating successful submission. You will then be redirected to the SharePoint site where SiteSprout Polls

is installed. You will see your response in the **My Polls** tab in the **Edit Responses** section (if enabled), and your response will part of the **Poll Results** tab (if enabled) underneath the relevant poll.



## SiteSprout Polls Customization

### Overview

SiteSprout Polls is highly customizable. Customization is accomplished via properties in the web part, and access to these properties requires *Manage Permissions* level access in SharePoint. This ensures that unauthorized users are not able to change how SiteSprout Polls behaves.

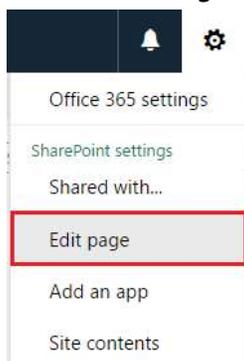
To open the properties panel, follow the instructions below.

1. Navigate to the SharePoint Page where SiteSprout Polls is installed and is to be customized.
2. Click the **Site Actions** button.



A dropdown menu displays.

3. Click the **Edit Page** button.



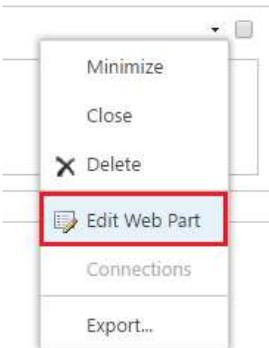
The page refreshes, now displaying in Edit mode.

4. Hover the mouse over the top-right corner of the SiteSprout Polls web part, and click on the downward arrow that displays.



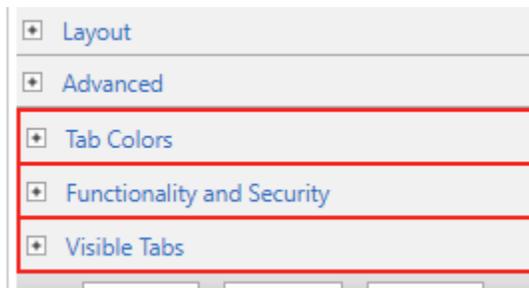
A dropdown menu displays.

5. Click the **Edit Web Part** button.



The SiteSprout Polls web part tool pane displays.

6. The properties are divided into three sections. See the sections below for details on editing the properties in each section.



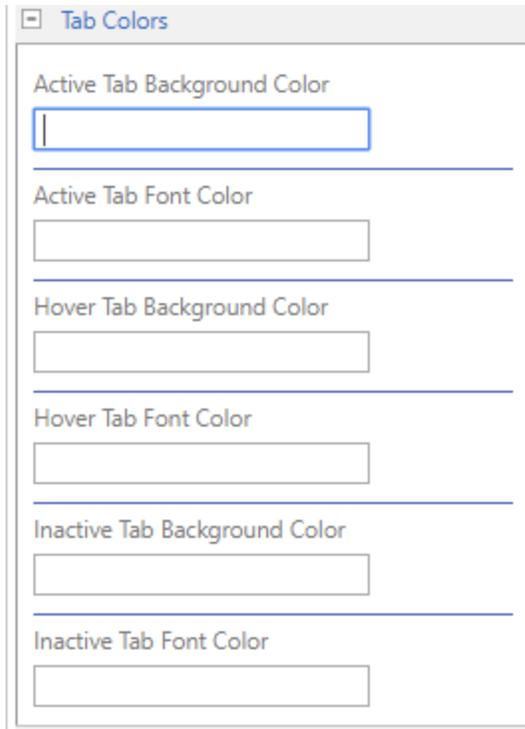
### Tab Colors and Dialog Box Title Bar Colors

Tab Colors in the web part properties supports three different color formats: textual representation (any valid HTML color), hex color code, and RGB color code. Below are three examples of these formats.

**Textual Representation:** Red

**Hex Color Code:** #FF0000

**RGB Color Code:** rgb(255,0,0)



Below is a description of each of the properties in the *Tab Colors* properties section

**Active Tab Background Color:** Sets the background color of the active tab (the tab that is selected)

**Active Tab Font Color:** Sets the font color of the active tab (the tab that is currently selected)

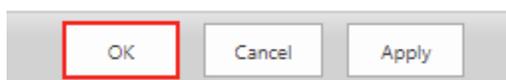
**Hover Tab Background Color:** Sets the background color of the tab hovered over by the mouse

**Hover Tab Font Color:** Sets the font color of the tab hovered over by the mouse

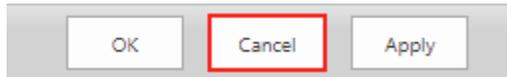
**Inactive Tab Background Color:** Sets the background of the inactive tabs (the tabs that are not selected). *This option also simultaneously sets the background color of the dialog box/popup window title bar.*

**Inactive Tab Font Color:** Sets the font color of the inactive tabs (that tabs that are not selected). *This option also simultaneously sets the font color of the dialog box/popup window title bar.*

To save your changes, click the *OK* button at the bottom of the properties window, or the *Apply* button to apply changes without exiting the properties window.

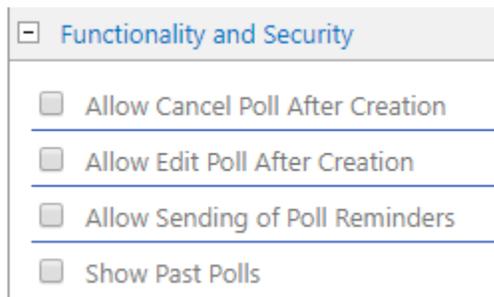


To cancel your changes, click the *Cancel* button at the bottom of the properties window.



## Functionality and Security

Functionality and Security encompasses all options related to disabling features in the application. Specifically, it allows the administrator to disable poll cancellation, poll editing, display of expired polls, and the sending of poll reminders.



Below is a description of each of the properties in the *Functionality and Security* properties section.

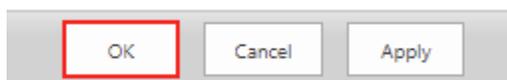
**Allow Cancel Poll After Creation:** Checking this allows users to delete a poll after creation

**Allow Edit Poll After Creation:** Checking this box allows users to edit a poll after creation in the *Poll Results* tab for *Open Polls*.

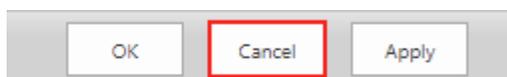
**Allow Sending of Poll Reminders:** Checking this box allows users to send poll reminders in the *Poll Results* tab for *Open Polls*.

**Show Past Polls:** Checking this box enables the ability for users to view *Closed Polls* (also known as *Past Polls*). These are polls that are past the assigned due date and are no longer able to be responded to. However, they may still be viewed.

To save your changes, click the *OK* button at the bottom of the properties window, or the *Apply* button to apply changes without exiting the properties window.



To cancel your changes, click the *Cancel* button at the bottom of the properties window.



## Visible Tabs

SiteSprout Polls has individual components that can be disabled without affecting overall functionality. These components are the tabs across the top, which include:

- Create a Poll
- My Polls
- Poll Results

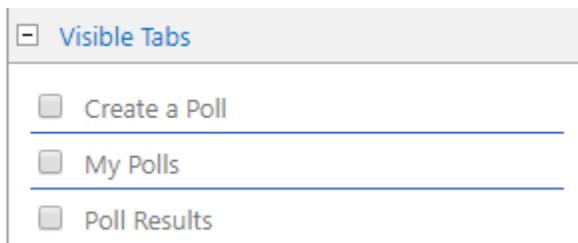
By default, all components are enabled. However, your organization may wish to disable certain parts. For example, you might choose to create an Admin page and a User page.

The user-oriented page would only display poll results for the current user viewing the page using **My Polls**.

The Administrators page might include the other two tabs – **Create a Poll** and **Poll Results**, or possibly just **Create a Poll**.

Disabling components is accomplished in the **Visible Tabs** section. Disable components turns off the tab and also prevents a query from being sent at all. This can speed up the application in environments where network speed is limited.

Below is a description of each of the properties in the **Visible Tabs** properties section.



**Create a Poll:** Enabling this checkbox makes the *Create a Poll* tab visible, and enables the following features:

- Template Creation
- Template Deletion
- Template Modification
- Poll Submission

**My Polls:** Enabling this checkbox makes the **My Polls** tab visible, and enables the following features:

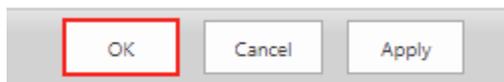
- Viewing poll results for all polls (*Closed Polls* only display if *Show Past Polls* is turned on in **Functionality and Security**)
- Editing all non-expired polls (provided *Allow Edit Poll After Creation* is enabled in **Functionality and Security**)

- Canceling all polls (provided *Allow Cancel Poll After Creation* is enabled in **Functionality and Security**)
- Sending reminders for all non-expired polls (provided *Allow Sending of Poll Reminders* is enabled in **Functionality and Security**)

**Poll Results:** Enabling this checkbox makes the **Poll Results** Tab visible, and enables the following features:

- Viewing of all non-expired polls assigned to the user viewing the page, and a link to respond to it
- Viewing of all non-expired responses, and a link to edit one's response

To save your changes, click the *OK* button at the bottom of the properties window, or the *Apply* button to apply changes without exiting the properties window.



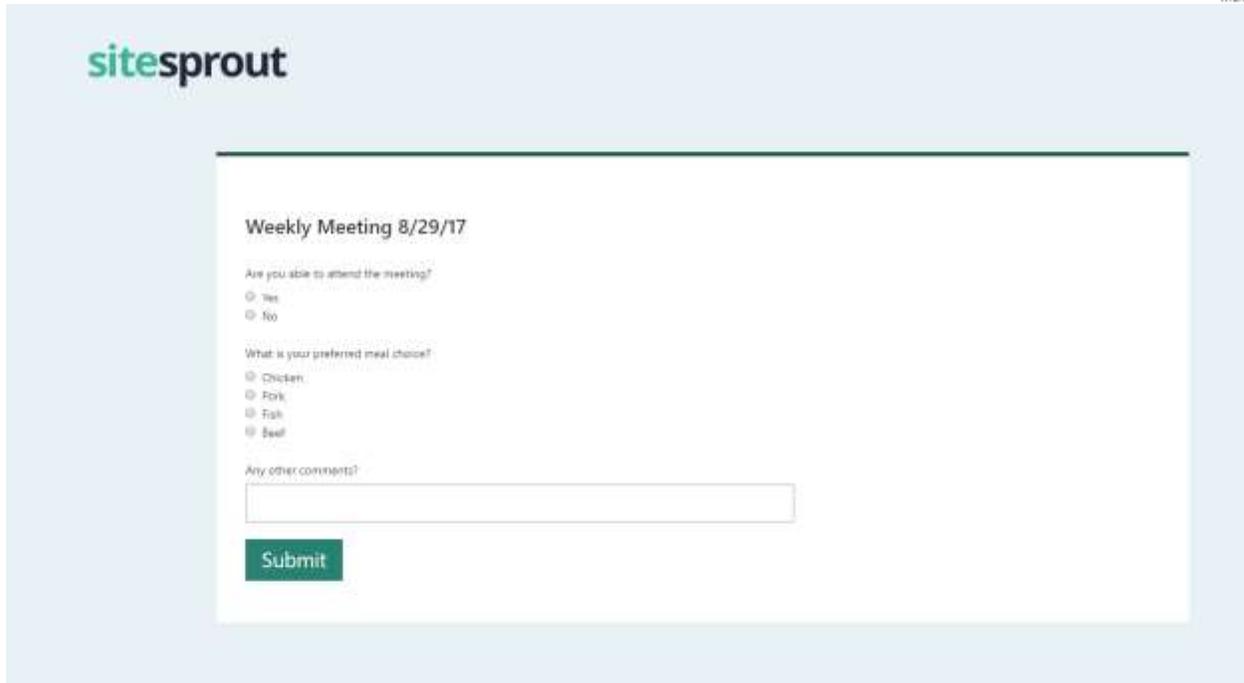
To cancel your changes, click the *Cancel* button at the bottom of the properties window.



### [Poll Response Screen Icon](#)

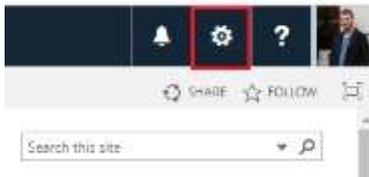
When users respond to a poll from an email message, they are directed to a full-screen page to respond to the poll. The site icon displayed on this screen is based on the site icon you have configured. The site icon is retrieved from the site that SiteSprout Polls is installed on in SharePoint site settings.

An example of what the site icon looks like when it is displayed is shown below.



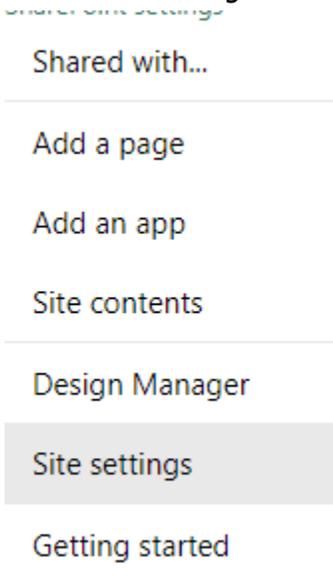
Follow the below steps to change this icon using the SharePoint site settings screen

1. Click the **Site Actions** button.



A dropdown menu displays.

2. Click on **Site Settings**



3. Click on *Title, Description, and Logo* under **Look and Feel**

Look and Feel  
Design Manager  
Master page  
**Title, description, and logo**  
Page layouts and site templates  
Welcome Page

4. Under **Logo and Description**, specify the location of your logo either in SharePoint or from your computer. Additionally, you may specify alternative text in case this logo is unable to be loaded.

#### Logo and Description

Associate a logo with this site. Add an optional description for the image. Note: If the file location has a local relative address, for example, `/_layouts/images/logo.gif`, you must copy the graphics file to that location on each front-end Web server.

#### Insert Logo:

FROM COMPUTER | FROM SHAREPOINT



Enter a description (used as alternative text for the picture):

5. The logo you have chosen will now display in the SiteSprout Polls application on the poll response screen. It may require a few minutes to take effect.