

Poll Manager

Last Updated Monday, 09 April 2007

Type:

com_polls

Access:

menu=>Component=>Polls

User Level:

Administrator; Super Administrator.

Screenshot:

Poll Manager

Description:

The Poll Manager controls the creation, editing, and order of new and existing Polls that are displayed within the Front-end of the web site.

Toolbar:

Publish: Check the check box next to the Poll that is to be Published (displayed). Multiple Polls may be selected. Then click the Publish icon.

Unpublish: Check the check box next to the Poll that is to be Unpublished (not displayed). Multiple Poll Categories may be

selected. Then click the Unpublish icon. Unpublishing a Category does not delete it.

Delete: To delete a Poll, check the check box next to the name of the Poll to be deleted and click the Delete icon. A pop up dialogue box will appear requesting a confirmation of the required delete operation. Click the OK button to delete the Poll, and the Poll file will be permanently deleted from the server (unlike the Trash function, Items that are deleted do not get placed in the Trash Manager). Select the Cancel button to abort the delete operation.

Upon completing the deletion - or cancelling the action - the administrator will be returned to the Poll Manager screen. It is possible to delete more than one Poll at a time simply by checking more than one check box.

Edit: Click the name of the Poll to be edited, or select the check box next to the name and click the Edit icon. This opens the selected Poll file in the Poll Manager: Edit screen.

New: Click the New icon to create a new Poll. The Poll Manager: New screen will be displayed.

Help: Click the Help icon at any time to view this Help Screen.

Columns:

#: This is simply an indexing number automatically inserted by Joomla! for ease of reference. It has no particular bearing on the use of the Poll Manager.

Check Box: The column of check boxes are the means by which individual Polls are selected before clicking one of the appropriate icons in the Toolbar. Single Items can also be opened, for editing, by clicking upon the Poll Title.

NOTE: A padlock icon replacing the Check box next to the Poll Name, shows that the item is already checked-out. To check the Poll back in, click the name to continue editing, followed by the Save icon to keep any changes or Cancel icon to discard the same. Super Administrators can also click the menu=>System=>Global Checkin function.

WARNING:

This will close all open Items for the whole web site not just the single item currently under review. Any Content of other Users not

already Saved will be lost.

Poll Title: The name that identifies the Poll and is used as its heading in displayed pages.

Clicking the News Feed name opens the News Feed Manager in edit/view mode. This allows the details of the News Feed to be changed if necessary using the information above.

Published: The icons in this column identify the current publication status of a particular News Feed, as follows:

- The Published icon identifies that a News Feed is published. Clicking this icon will unpublish the News Feed.
- The Unpublished icon identifies that a News Feed is unpublished. Clicking this icon will publish the News Feed.

Options: This column identifies the number of possible responses that are included within the Poll to answer to the question posed.

Lag: This column identifies the setting made in the creation, and/or subsequent editing, of the Poll that controls how long a delay there must be between votes by the same User on this Poll. Set a very high number to prevent frequent multiple voting. The setting is made in seconds. So, 86,400 = 1 day; 604,800 = 1 week; 2,419,200= 4 weeks; and 31,536,000 = 1 year!

Related Information:

Add / Edit Menu Item :: Component [Polls]
Site Module: Edit [Polls]

Poll Manager : New or Edit

NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

The User Documentation Team