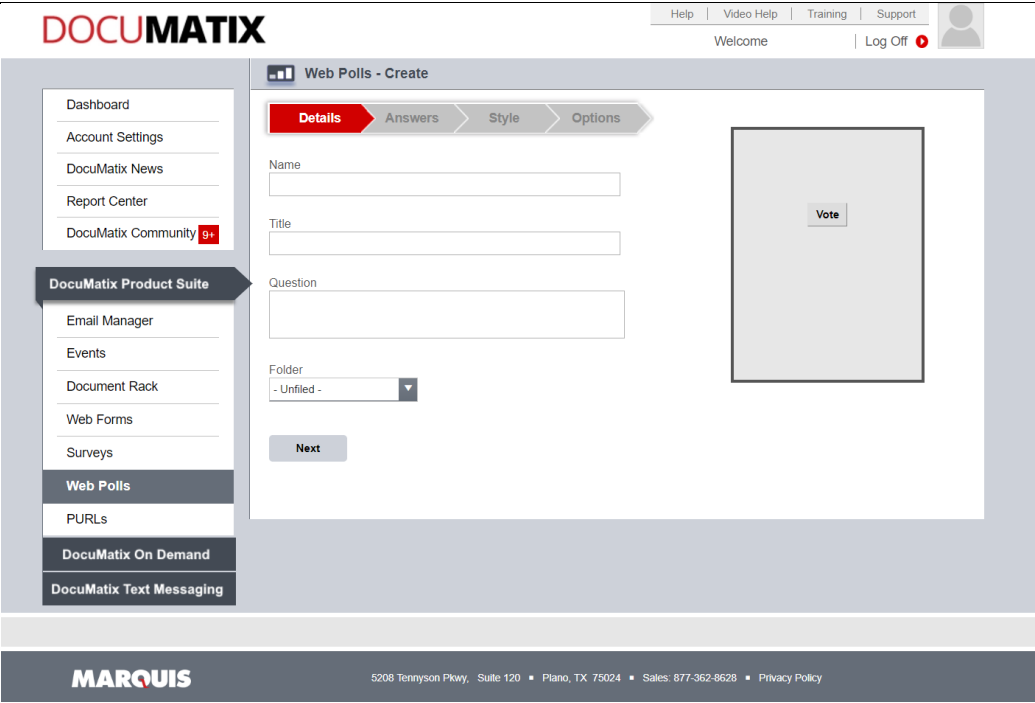


# MARQUIS

<b>DMX343</b>	<b>Add a Web Poll from scratch</b>
<b>Order of Steps</b>	<b>Tasks</b>
<b>Step 1</b>	Log into <b>DocuMatix</b>
<b>Step 2</b>	Click on " <b>Web Poll</b> " located in the menu on the hand left side of the page
<b>Step 3</b>	Click the green " <b>Add New</b> " button
<b>Step 4</b>	Choose " <b>Standard</b> "
<b>Step 5</b>	Complete the " <b>Details</b> " page
	<ul style="list-style-type: none"> <li>• Name</li> </ul>
	<ul style="list-style-type: none"> <li>• Title</li> </ul>
	<ul style="list-style-type: none"> <li>• Question</li> </ul>
	<ul style="list-style-type: none"> <li>• Folder</li> </ul>
	
<b>Step 6</b>	Click " <b>Next</b> "
<b>Step 7</b>	Fill in at least two answers
<b>Step 8</b>	Make any necessary changes to the answers:
	<ul style="list-style-type: none"> <li>• Click on a Color square to select a different color</li> <li>• Click the <b>Off</b> button to toggle to <b>On</b> to allow for a message <ul style="list-style-type: none"> <li>○ Click the pencil to edit and type in the desired message</li> </ul> </li> </ul>
<b>Step 9</b>	Click " <b>Add</b> " to add more answer selections
<b>Step 10</b>	Click " <b>Remove</b> " to remove answers

# MARQUIS

<b>Step 11</b>	Click <b>"Next"</b> once all answers are added
<b>Step 12</b>	Make any necessary changes on the <b>"Style"</b> page
	<ul style="list-style-type: none"> <li>• Width</li> </ul>
	<ul style="list-style-type: none"> <li>• Height</li> </ul>
	<ul style="list-style-type: none"> <li>• Border</li> </ul>
	<ul style="list-style-type: none"> <li>• Web Poll Padding</li> </ul>
	<ul style="list-style-type: none"> <li>• Title Padding</li> </ul>
	<ul style="list-style-type: none"> <li>• Question Padding</li> </ul>
	<ul style="list-style-type: none"> <li>• Answer Padding</li> </ul>
	<ul style="list-style-type: none"> <li>• Button Padding</li> </ul>
	<ul style="list-style-type: none"> <li>• Border and Background color</li> </ul>
	<ul style="list-style-type: none"> <li>• Title Text</li> </ul>
	<ul style="list-style-type: none"> <li>• Question Text</li> </ul>
	<ul style="list-style-type: none"> <li>• Answer Text</li> </ul>
	<ul style="list-style-type: none"> <li>• Result Chart Type</li> </ul>

# MARQUIS

<b>Step 13</b>	Click <b>“Next”</b>
<b>Step 14</b>	Complete the <b>“Options”</b> page
	<ul style="list-style-type: none"> <li>• Use cookies to prevent voting more than once</li> </ul>
	<ul style="list-style-type: none"> <li>• Show results</li> </ul>
<b>Step 15</b>	Click <b>“Finish”</b>
<b>Step 16</b>	Click on the web poll and click <b>“Publish”</b>
<b>Step 17</b>	Click <b>“Yes”</b>
	A window will pop up with HTML information to integrate into an email or website.