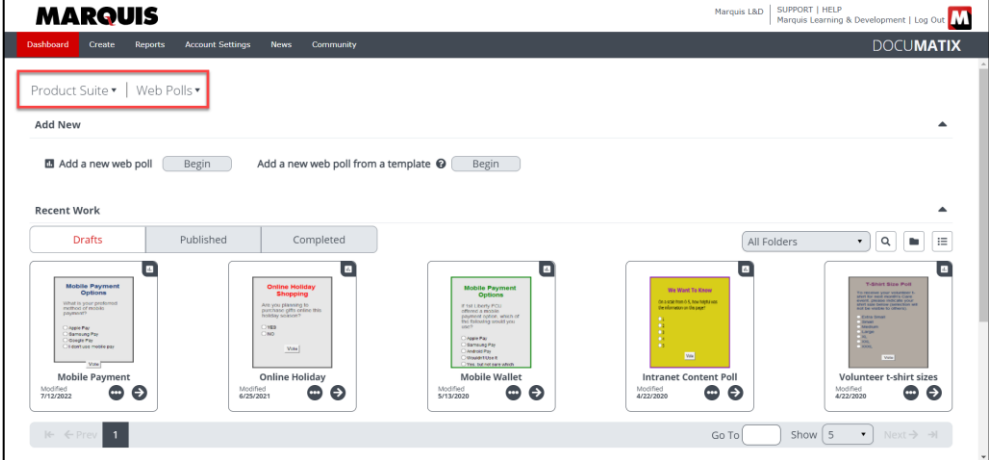
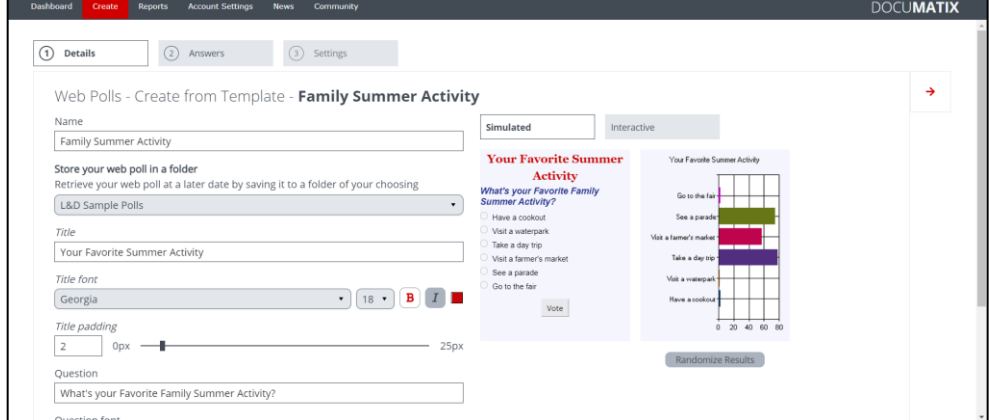


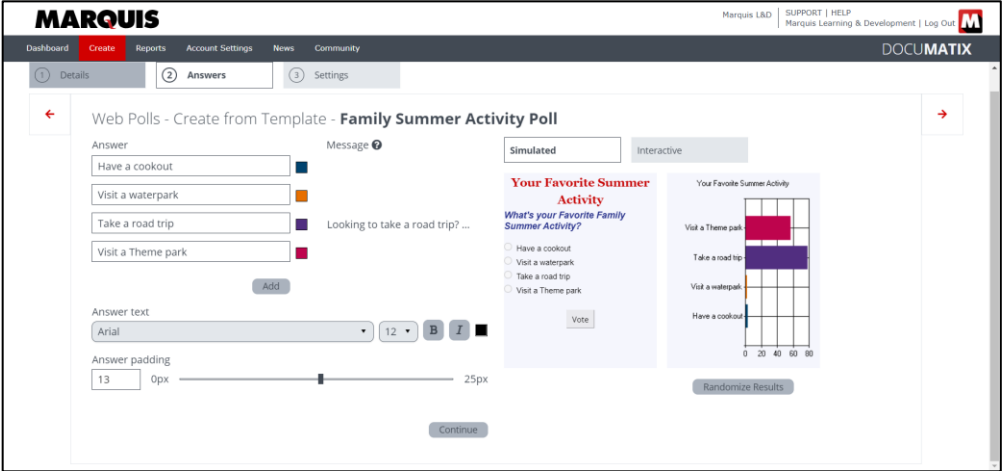


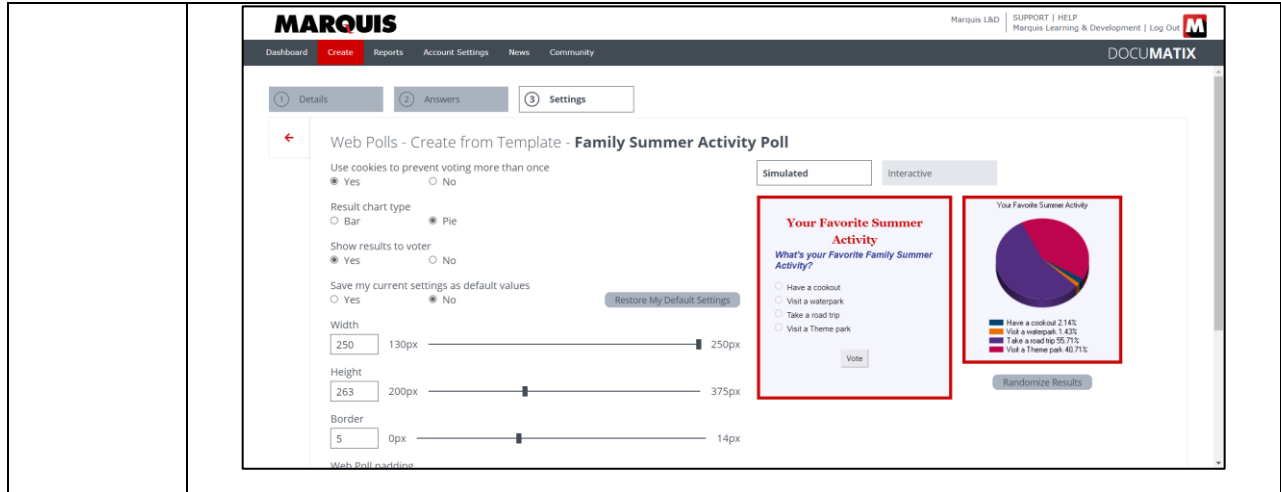
MARQUIS

DMX343	Add a Web Poll from scratch
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Use the product drop-down arrow to select Product Suite
Step 3	Use the module drop-down arrow to select Web Polls
	
Step 4	Click Begin located to the right of “Add a new web poll”
Step 5	Make the desired selections on the Details tab:
5.1	Enter a Name for the web poll
5.2	Use the drop-down arrow to place the web poll into a folder , if desired
5.3	Enter the web poll Title , if desired
5.4	Use the drop-down arrows to configure the font type, size and color of the Title font
5.5	Use the value box or sliding bar to select a size of Title padding between the title and the question, if desired
5.6	Enter the desired question into the Question box
5.7	Use the drop-down arrows to configure the font type, size and color of the Question font
5.8	Use the value box or sliding bar to select a size of Question padding between the question and the answers, if desired
	

MARQUIS

Step 6	Click Continue
Step 7	Complete the Answers tab:
7.1	Click in each Answer box to alter the text within
7.2	Click on a color square to select a different color 
7.3	To display a message when an answer is picked, hover the mouse over the answer and click the edit icon 
7.4	Click in the text box and enter the desired message
7.5	Click Close once the message has been updated
7.6	Click Add to create more answer selections
7.7	To Delete an answer, hover the mouse over the answer and click the delete icon
7.8	Use the drop-down arrows to configure the font type, size and color of the Answer text
7.9	Use the value box or sliding bar to select a size of Answer padding between the answers and the Vote button and the question, if desired
	
Step 8	Click Continue once all answers are added
Step 9	Make any necessary changes on the Settings tab:
9.1	Use the radio dial to Disable/enable the option to Use cookies to prevent voting more than once
9.2	Use the radio dial to select the desired Result chart type
9.3	Use the radio dial to Disable/enable the option to Show results to voter
9.4	Use the radio dial to Disable/enable the option to Save my current settings as default values
9.5	Use the value box or sliding bar to select the Width
9.6	Use the value box or sliding bar to select the Height
9.7	Use the value box or sliding bar to select the Border
9.8	Use the value box or sliding bar to select the Web Poll Padding
9.9	Use the value box or sliding bar to select the Button Padding
9.10	Click in the Border color square to select a color for the border
9.11	Click in the Background color to select a color for the background

MARQUIS

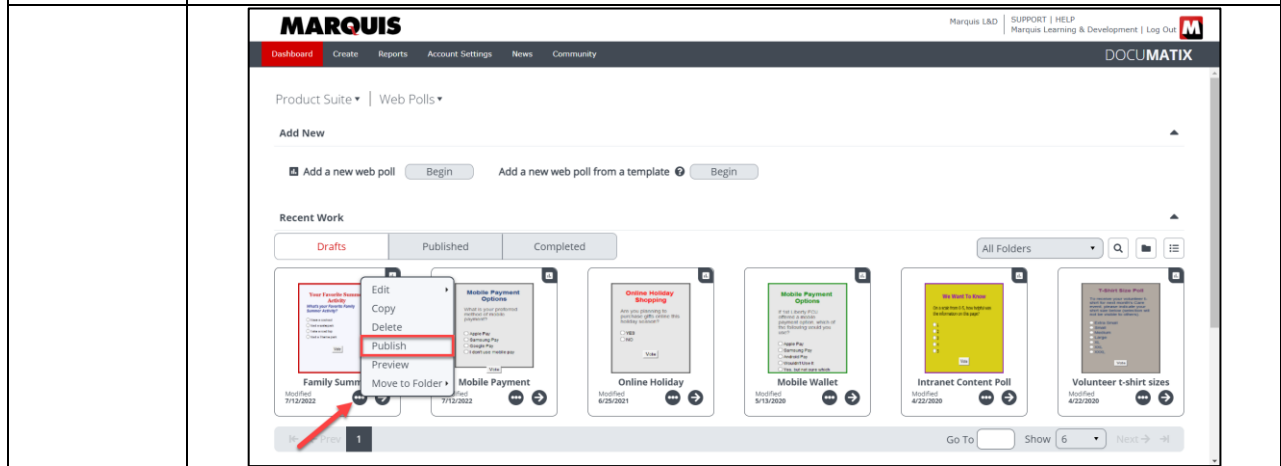


Step 10 To reset to the default settings, click the **Restore My Default Settings** button

Step 11 Click **Finish**

Step 12 To Publish the web poll, click the **Options icon**  on the web poll project

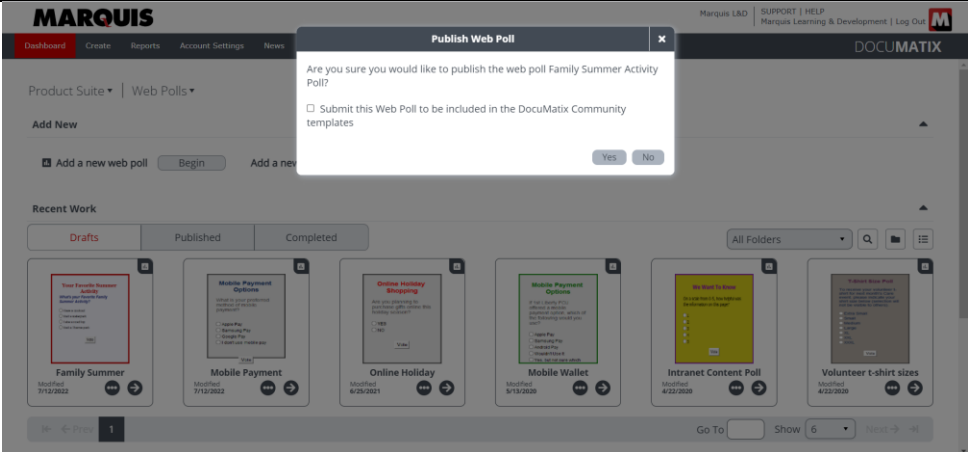
12.1 Click **Publish**



12.2 If desired, click the checkbox to include the Web Poll as a **template** within the DocuMatix Community

12.3 Click **Yes** to the confirmation message

MARQUIS



The screenshot displays the Marquis web application interface. A modal dialog box titled "Publish Web Poll" is centered on the screen, asking for confirmation to publish the "Family Summer Activity Poll". The dialog includes a checkbox option to submit the poll to the DocuMatix Community templates. The background interface shows a dashboard with a "Recent Work" section containing several project cards, each with a thumbnail, title, and modification date. The cards include "Family Summer", "Mobile Payment", "Online Holiday", "Mobile Wallet", "Intranet Content Poll", and "Volunteer t-shirt sizes".

A window will pop up with HTML information to integrate into an email or website.