

## POLL ADMIN HELP

1. Go to User Administrator. Click POLL QUESTIONS in the “Table of Contents” frame. This opens up the EIM POLL QUESTION page in the adjacent frame.
2. Click FIND. This will display a table with the “Poll Codes”, “Channel” and the “Poll Questions”. Look at the largest “Poll Code”, this will be the latest Poll question on display. Add one to that “Poll Code” for the new code...eg. if 24 is the largest poll code...25 will be your new poll code. Now click NEW to create a new “Poll Question”. This will take you to a New EIM POLL QUESTION page.
3. **To enter new poll question :**  
EIM POLL QUESTION page : Fill in the respective fields as given below -

“Poll Code” box :	Enter the new “Poll Code” number that you had calculated.
“Poll Channel” box	Enter the channel name where you want the poll to appear in - currently “home” is the only channel where the poll can appear
“Poll Questions Eng” box,	Enter the poll question here.
“Poll Questions Arb”	Enter the Arabic question or “-” (hyphen) if there is no Arabic question.
“No. of Answers” box	Enter the number of answers your poll question has (maximum 9)
“Status Eng” drop-down combo box	Choose “Enabled”.
“Status Arb” drop-down combo box	Choose “Disabled” if you have not entered an Arabic question.

After filling up the fields as specified, click INSERT. This will display the new Poll Code and the question along with the message

*“Success!*

*Row inserted”.*

You can still modify the fields and click UPDATE to save your changes.

4. Now click POLL ANSWERS in the “Table of Contents” frame. This will open the EIM POLL ANSWER page in the adjacent frame. Now click NEW to create a new “Poll Answer”. This will take you to a New EIM POLL ANSWER page.
5. **To enter your answers for the poll question :**  
EIM POLL ANSWER page : Fill in the respective fields as given below -

”Poll Code” box :	Click “List op Values” next to the poll code text box, a pop-up window with the list of poll code values with their respective questions appear. Click the poll code value of the question you need. This will close the pop-up window and the selected value will appear in the text box.
”Poll Answer Code” box	Enter 1, 2, 3 etc. depending on the position that you want your answer to appear in.
”Poll Answer Eng” box,	Enter the poll answer here eg. Yes, No etc..
”Poll Answer Arb”	Enter the Arabic answer or “-“(hyphen) if there is no Arabic answer.
”Vote Count” box	Here you can manipulate the number of votes that you want to appear for an answer.

After filling up the fields as specified, click INSERT. This will display the new poll code, the poll answer code and the answer along with the message

*“Success!*

*Row inserted”.*

You can still modify the fields and click UPDATE to save your changes.

6. **To check if your answer entries are correct :**  
Click on NEW again and repeat step 5 to enter the other answers. Once done, click POLL ANSWERS in the “Table of Contents” frame. This will open up the EIM POLL ANSWER page in the adjacent frame. Click “List of Values” and select the Poll Code from the pop-up window that appears. This will close the pop-up window and the poll code will appear in the box. Click FIND. This will display the poll code, poll answer code and the answer.
7. **To “Enable” or “Display” the Poll in the appropriate channel :**  
Click POLL QUESTIONS in the “Table of Contents” frame. This opens up the EIM POLL QUESTION page in the adjacent frame. Click FIND to display all the polls available. Click the poll code of the one you have entered or updated. This will display the properties of the poll. In the STATUS ENG box, select ENABLED if you want the poll to appear in the “Previous Polls” page or select CURRENT if you want the poll to be displayed in the channel that you have chosen.
8. **To “Disable” the current Poll :**  
Again click POLL QUESTIONS in the “Table of Contents” frame. This opens up the EIM POLL QUESTION page in the adjacent frame. Click FIND to display all the polls available. Click the poll code of the one that is current This will display the properties of the poll. In the STATUS ENG box, select DISABLED.