



How to Moderate Questions

This guide demonstrates how to moderate Questions in the Answers feature.

Written By: Dozuki System



INTRODUCTION

This guide demonstrates how to moderate Questions in the Answers feature.

Who Can Moderate Questions?

Answers is a community-based feature, and therefore invites all community members with 100+ reputation to take part in the voting process for moderating Questions.

Each option for moderation requires a certain number of votes from individual users in the community before action is taken.

However, site users with Moderator or Administrator privileges can always override pending votes and make an immediate moderation decision if necessary.

Step 1 — Open a Question

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POSTED: 07/16/2015

Can guides be viewed in multiple languages?

Tim Lemon
Rep: 61

Hello, we are a manufacturer with facilities in multiple countries. We would like to have one Dozuki site for all of our plants to use so we can standardize our processes. We are interested in knowing how Dozuki handles content in multiple languages. Thank you.

ANSWERED! View the answer

I have this problem too

Is this a good question? YES NO SCORE 2

Add a comment

OPTIONS

- Permalink
- History
- Edit
- Moderate
- Subscribe

- Navigate to the Question that needs moderation and click the **Options** link in the top right corner.
 - Select **Moderate** from the drop-down menu.
- ⚠ This option will only be available to users with reputation **over 100 points**, as well as privileged site users.

Step 2 — Remove as Spam/Offensive

What should we do with this question?

Remove as spam / offensive 0 / 5

Remove as not related 0 / 5

Archive as not answerable 0 / 3

Merge as duplicate 0 / 3

Force vote to pass?

- Requires 5 community user votes.
 - ✖ **Deletes the post** and docks the author's reputation 100 points.
- ⚠ This should be used as a last resort. Reputation is too hard to come by to punish someone for a one-time or innocent mistake.

Step 3 — Remove as Not Related

What should we do with this question?

Remove as spam / offensive 0 / 5

Remove as not related 0 / 5

Archive as not answerable 0 / 3

Merge as duplicate 0 / 3

Force vote to pass?

- Requires 5 community user votes.
- ⓘ **Deletes the question**, but does not remove reputation from the asker. If a new question is off-topic, just vote to remove it.
- It is best to get these out of the way of relevant questions as quickly as possible.

Step 4 — Archive as Not Answerable

What should we do with this question?

Remove as spam / offensive 0 / 5

Remove as not related 0 / 5

Archive as not answerable 0 / 3

Merge as duplicate 0 / 3

Force vote to pass?

- Requires 3 community user votes.
- ⓘ Archived questions do not show up on any index page, but do appear on a member's profile. If the question is edited, it will be reopened.
- ⚠ Questions are automatically archived if they do not receive any answers within the first two weeks.

Step 5 — Merge as Duplicate

What should we do with this question?

Remove as spam / offensive	0 / 5
Remove as not related	0 / 5
Archive as not answerable	0 / 3
Merge as duplicate	0 / 3

Force vote to pass?

- Requires 3 community user votes.
- ⓘ Duplicate questions are questions that ask the same thing and have the exact same answer.
 - Often two questions are very similar, but the person asking the second question has not searched for or found the first question.
 - The second person has a valid question, so we don't want to attack them for not understanding the system.
- 📌 Marking the second question as a duplicate automatically gives it all the answers from the first question.
- ⚠ In this case, you must be able to accurately judge whether a question is truly an exact duplicate.

Step 6 — Forcing a Vote to Pass

What should we do with this question?

Remove as spam / offensive 0 / 5

Remove as not related 0 / 5

Archive as not answerable 0 / 3

Merge as duplicate 0 / 3

Force vote to pass?

- If you have Moderator or Administrator privileges for the site, you will see the **Force vote to pass checkbox** under the moderation options.
- ☑ Checking this box means that you are using your privileges to **bypass additional votes required** to complete your moderation selection.