



How to Moderate Answers

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

Written By: Dozuki System



INTRODUCTION

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

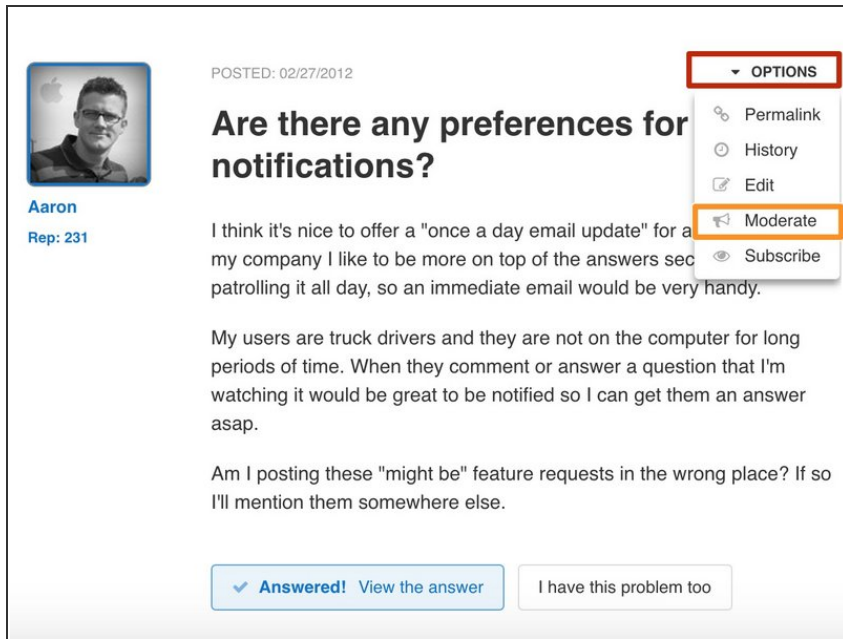
Who Can Moderate Answers?

Answers is a community-based feature that invites all community members with 100+ reputation to participate in the voting process for moderating Answers to posted questions.

Before action is taken, each option for moderation requires a certain number of votes from individual users in the community.

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

Step 1 — Open Answer



POSTED: 02/27/2012

Are there any preferences for notifications?

Aaron
Rep: 231

I think it's nice to offer a "once a day email update" for a my company I like to be more on top of the answers sec patrolling it all day, so an immediate email would be very handy.

My users are truck drivers and they are not on the computer for long periods of time. When they comment or answer a question that I'm watching it would be great to be notified so I can get them an answer asap.

Am I posting these "might be" feature requests in the wrong place? If so I'll mention them somewhere else.

ANSWERED! View the answer

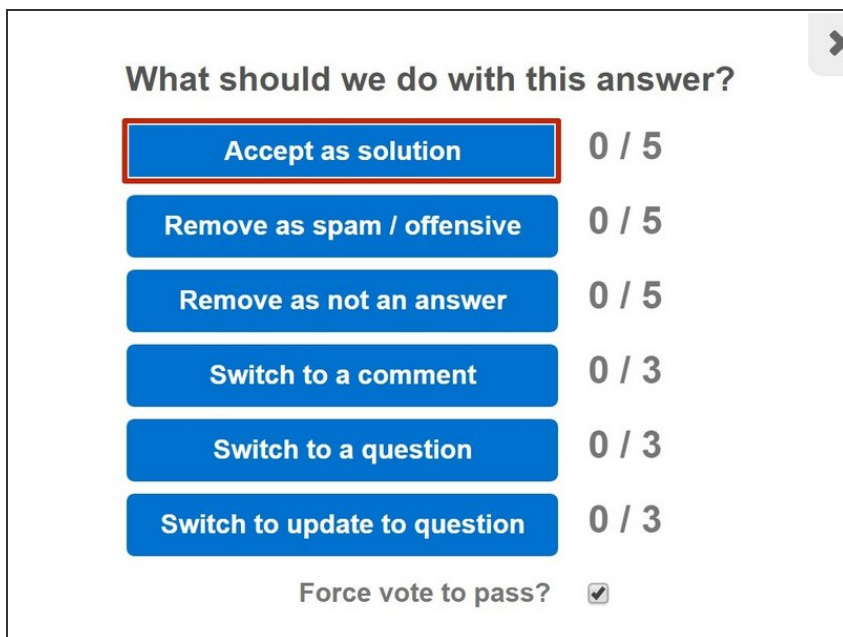
I have this problem too

OPTIONS

- Permalink
- History
- Edit
- Moderate
- Subscribe

- Navigate to the Question page with the Answer that you want to moderate.
 - Scroll down to the Answer and click the **Options** link in the top-right corner of the Answer box.
 - Select **Moderate** from the drop-down menu.
- ⚠ This option is only available to users with **reputation over 100 points**, privileged site users, and the user who posted the Question.

Step 2 — Accept as Solution



What should we do with this answer?

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as not an answer	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	0 / 3

Force vote to pass?

- Requires 5 community user votes.
- ⓘ Labels the solution as the selected Answer for the Question.

Step 3 — Remove as Spam/Offensive

What should we do with this answer? ✕

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as not an answer	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	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 4 — Remove as Not an Answer

What should we do with this answer? ✕

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as not an answer	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	0 / 3

Force vote to pass?

- Requires 5 community user votes.
- ⓘ Deletes the Answer and makes it invisible to normal users.

Step 5 — Switch to a Comment

What should we do with this answer?

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as not an answer	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	0 / 3

Force vote to pass?

- Requires 3 community user votes.

i Changes the Answer to a comment when someone posts an Answer that is not really a solution to the problem.

! This is typically done when someone posts saying they have the same issue, which really contains no helpful solutions.

i Switching the Answer to a Comment bumps the question to the top of the activity queue, which benefits everyone.

Step 6 — Switch to a Question

✕

What should we do with this answer?

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as not an answer	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	0 / 3

Force vote to pass?

- Requires 3 community user votes.
- ① Changes an Answer to a question when a user (who might not understand how things work quite yet) posts another question as an Answer on someone else's question.
 - This is great because the user now has a chance to receive a response. It also gives users more opportunities to share their knowledge.

⚠ If there is not enough information to answer the question, it is better to remove it so it doesn't clutter the site.

Step 7 — Switch to Update to Question

✕

What should we do with this answer?

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as not an answer	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	0 / 3

Force vote to pass?

- Requires 3 community user votes.
- ① Turn either a comment or an answer on a question into an Update to the original question.

Step 8 — Forcing a Vote to Pass

What should we do with this answer?

Accept as solution

0 / 5

Remove as spam / offensive

0 / 5

Remove as not an answer

0 / 5

Switch to a comment

0 / 3

Switch to a question

0 / 3

Switch to update to question

0 / 3

Force vote to pass?



- If you posted the Question or 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.