



# How to Moderate Answers

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

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## 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, and therefore invites all community members with 100+ reputation to take part in the voting process for moderating Answers to posted 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 Answer

1 ANSWER Filter by: **Most Helpful** Newest Oldest


**MOST HELPFUL ANSWER** ▼ OPTIONS

 **Amanda Radakovich** Rep: 13

POSTED: YESTERDAY

Yes, you can translate a guide using the Translate tab at the top right of the page.

Was this answer helpful? YES NO SCORE 1 Accept Answer

[Add your answer](#)  **Amanda Radakovich** will be eternally grateful.

- Navigate to the Question page with the Answer you wish to moderate, then 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 will only be available to users with **reputation over 100 points**, as well as 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.
- ⓘ 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.
- ⓘ Switching the Answer to a Comment bumps the question to the top of the activity queue, benefitting 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.
- ⓘ 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 at getting a response, as well as giving users more of an opportunity to share their knowledge.

⚠ If there isn't enough information to answer the question, it's 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.
- ⓘ 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.