



How to Pass or Fail a Vote

This guide demonstrates how to pass or fail a community vote in the moderation section of the Answers feature.

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INTRODUCTION

This guide demonstrates how to pass or fail a community vote in the moderation section of the Answers feature.

Step 1 — Open Answers Moderation Page

Answers Forum

Learn How It Works Ask a Question

All Questions Subscribed User Historic Categories Tags Members **Moderation**

Search within answers

Show: All Most Helpful Unanswered

- 1 ANSWER**
Is there an API call to find guides with no steps?
API
Eric Doster 1.3k
Commented October 18
- 1 ANSWER**
How can I use Data Capture without using Work-Orders?
Data Capture
Amanda Radakovich 1.9k
Answer edited July 29
- 1 ANSWER**
Is there a way to set Category viewing privileges?
Categories
Forrest 698
Commented July 27
- 1 ANSWER**
Is there any plan for developing a graphical table editor?
Answers Feature Request
Forrest 698
Answer accepted July 11
- 1 ANSWER**
Is there an API for searching/adding tags?
API
Forrest 698
Answer accepted July 11
- 1 REPLY**
How do I move the additional information above the Support Questions?
guides and categories question
Amanda Radakovich 1.3k
Answered May 25

- Once a question or answer has been flagged, it will appear under Pending Votes on the **Answers Moderation page**.
- To access this page, go your site Answers page and click **Moderation** on the top right.

Step 2 — Pending Votes

Moderation

Super Powers: OFF

View **Pending Votes** Passed Votes Failed Votes My Votes

Show: All Unvoted

Votes this month:

Keyboard Shortcuts

- ACCEPT AS SOLUTION** (1 / 5 Votes)

 Post: [Answer to "Can you translate a guide?"](#)

 Last Vote: 55 seconds ago

 Voters: Amanda Radakovich
- REMOVE AS NOT RELATED** (1 / 5 Votes)

 Post: [How do I locate a Wiki page?](#)

 Last Vote: 1 minute ago

 Voters: Amanda Radakovich

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ABOUT HELP CONTRIBUTE API LICENSING
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- The Moderation page defaults to the **Pending Votes** view filter. This view shows all currently pending votes for Questions, Answers or Comments.
- Each pending vote shows you information about how many people have voted on the post, what the vote is for, and when the last vote was.
- Review the [How to Moderate Answers](#) guide to learn about the different types of votes.

Step 3 — Check the Post

The left screenshot shows a list of forum posts. The top post is titled "ACCEPT AS SOLUTION" and "Post: Answer to 'What is the cost for new user?'". A red box highlights the "Show details" link next to it. Below it are three more posts, each with a "Show details" link.

The right screenshot shows the expanded view of the top post. It includes a "Hide details" link in the top right corner. The post content is split into a "Question" section by Aracely Cobian (Rep: 25) and an "Answer" section by Brian Sallee (Rep: 2.2k). Below the main post are three more posts, each with a "Show details" link.

- Click the **Show Details** link to open more details about the post.
- This allows you to review the questionable post in its full context before deciding whether you want to Pass or Fail the vote.

Step 4 — Check the Voters

The screenshot shows the expanded view of the forum post. The "Voters" section, which lists "Voters: Brian Sallee (Admin Decided)", is highlighted with a red box. Below this are the question and answer sections, followed by three more posts with "Show details" links.

- Clicking on any of the profile links next to **Voters** will take you to the profile of someone who voted for the action.
- This can be useful in evaluating how much weight their vote holds.
- A vote from someone with a lot of [Reputation](#) may hold more weight than someone with only minimal rep.

Step 5 — Target Post



- If the vote is to change something within a post or move the post to a new location, the Target Post option will appear.
- This allows you to view the entire proposed new post location.

Step 6 — Show Details



- Click the **Show Details** link to take you to a full breakdown of the post, its context, and its votes.

Step 7 — Show Context



- Click this to show only the context of the post without going to a separate page.

Step 8 — Show Target Context




- When a vote is to change something on a post or move a post, there will be an option to show the target context.
- This option will show you the context of the new target destination.

Step 9 — Decide Pass/Fail




- You can also decide to pass or fail a vote directly from the Moderator Votes page by simply clicking on the "Pass link" or the "Fail link".

 Be sure that you want to approve or deny a flag before doing so, because it may [cost someone reputation](#).

Step 10 — Recent Passed/Failed Votes



- The two sections below Pending Votes display all votes that have either passed or failed.
 - They detail what action was taken, when it happened, who voted for it, what the post was, and whether or not it was forced by an admin.
-  You cannot edit anything under these sections since they have already passed or failed.