



# How to Moderate Questions

This guide demonstrates how to moderate questions on the Answers Forum.

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## INTRODUCTION

This guide demonstrates how to moderate questions on the Answers Forum.

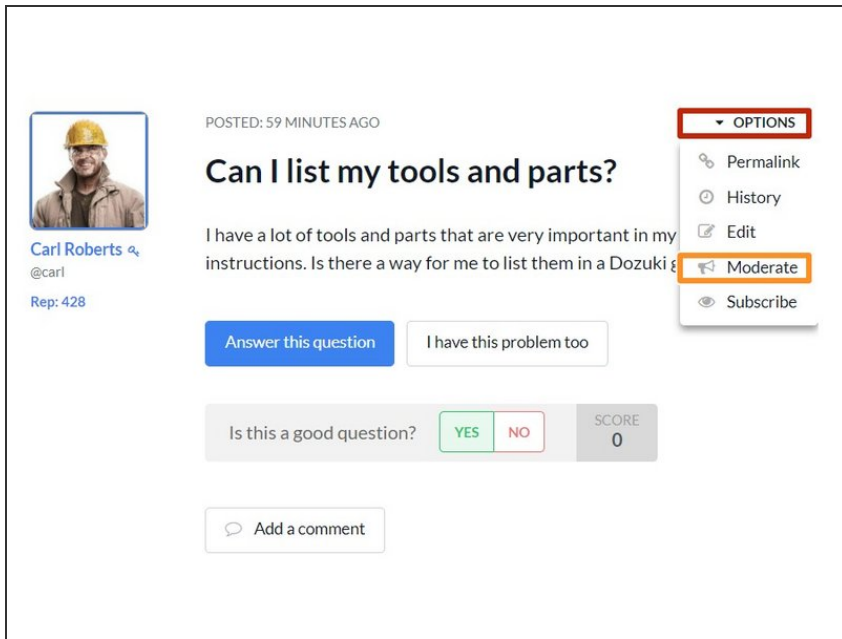
### Who Can Moderate Questions?

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

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

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

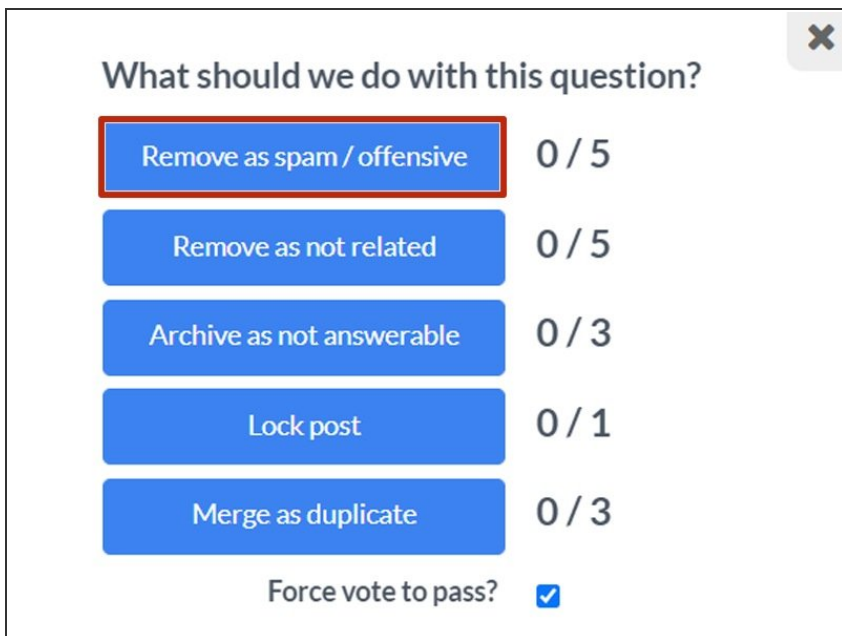
## Step 1 — Open a Question



- 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



- ⓘ Five community user votes are required for the question to be removed as "spam/offensive."
- To remove a question as "spam/offensive," click on the **Remove as spam/offensive** button.
  - ✦ This 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

Lock post

0 / 1

Merge as duplicate

0 / 3

Force vote to pass? ☒

- ① Five community user votes are required for the question to be removed as "not related."
- To remove a question as "not related," click on the **Remove as not related** button.
- ① This deletes the question, but it 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

Lock post

0 / 1

Merge as duplicate

0 / 3

Force vote to pass? ☒

- ① Three community user votes are required for the question to be deemed "archive as not answerable."
- To remove a question as "not answerable," click on the **Remove as not answerable** button.
- ① Archived questions do not show up on any index page, but they do appear on a member's profile. If the question is edited, it will be reopened.

Step 5 — Lock Post

✕

What should we do with this question?

Remove as spam / offensive0 / 5

Remove as not related0 / 5

Archive as not answerable0 / 3

Lock post0 / 1

Merge as duplicate0 / 3

Force vote to pass?☒

- Controversial questions can be locked to stop all additional edits.
- To lock a post, click on the **Lock post** button.
- Only a site admins can lock a question.
- A locked question cannot be edited, but its answers can still be edited.

## Step 6 — Merge as a 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
Lock post	0 / 1
Merge as duplicate	0 / 3




Force vote to pass? ☒

- i** Three community user votes are required for the question to be deemed "merge as a duplicate."
- To merge a question as a duplicate, click on the **Merge as duplicate** button.
- i** 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 7 — Forcing a Vote to Pass

What should we do with this question?

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