

How to Pass or Fail a Moderation Vote

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

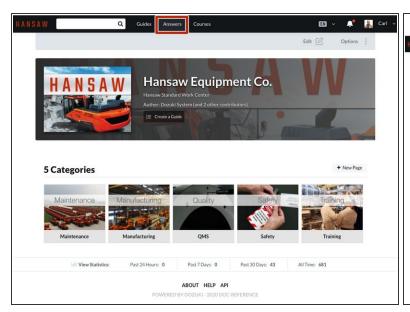
Written By: Dozuki System

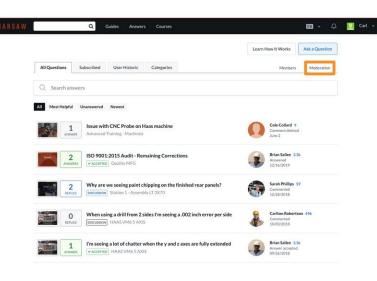


INTRODUCTION

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

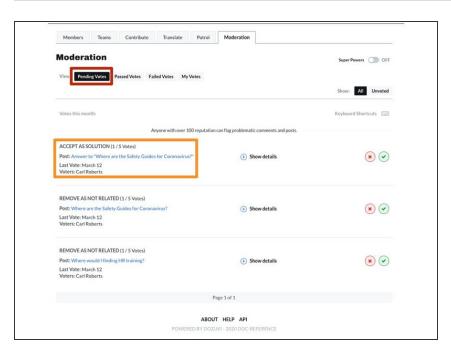
Step 1 — Open Answers Moderation Page





- To access the Moderation page, open the Answers page from the center of the site header.
- Once the Answers page opens, select **Moderation** from the page to get to questions or answers needing attention.

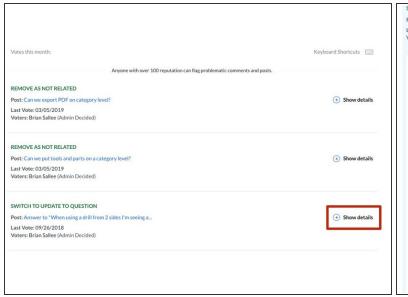
Step 2 — Pending Votes

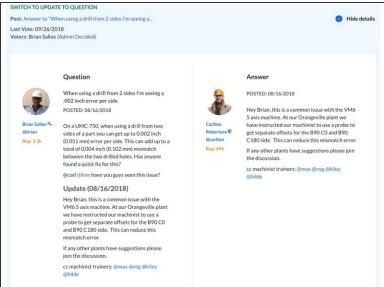


- The Moderation page defaults to the Pending Votes view filter. This view shows all of the pending votes for Questions, Answers, or Comments.
- Each pending vote shows: The post for the vote, how many people have voted on the post, when the last vote was made, and who voted on the post.
- Review the How to Moderate Answers guide to learn about the different types of votes.

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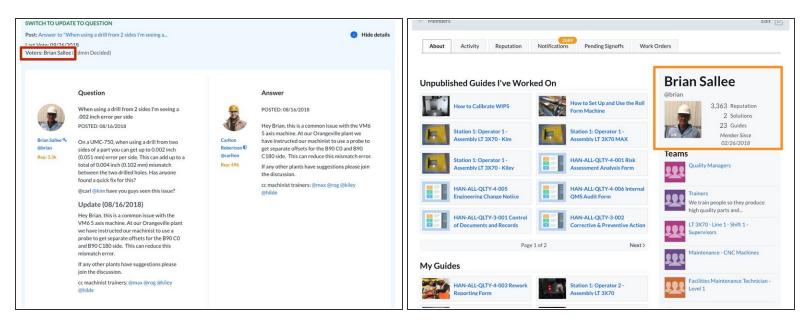
Step 3 — Check the Post





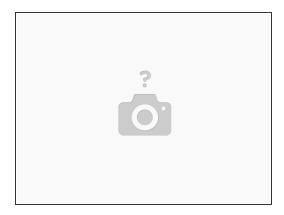
- Click on the Show Details link to view more details about the post.
 - (i) Before deciding whether you want to pass or fail the vote, **Show Details** allows you to review the questionable post in its full context without going to a separate page.

Step 4 — Check the Voters



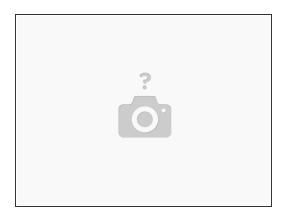
- Clicking on any of the profile links next to Voters takes you to the profile of someone who voted for the action.
 - (i) This can be useful for evaluating how much weight their vote holds.
 - A vote from someone with a lot of <u>Reputation</u> may hold more weight than someone with only minimal reputation.

Step 5 — Target Post



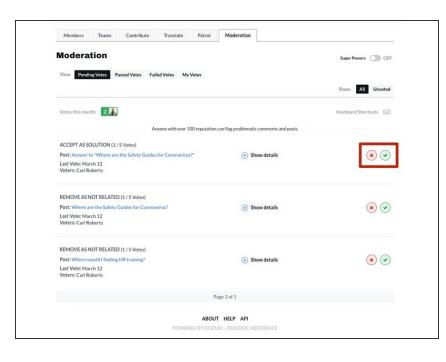
- If the vote is to change something within a post or move the post to a new location, the Target Post option will appear.
- This allows you to view the entire proposed new post location.

Step 6 — Show Target Context



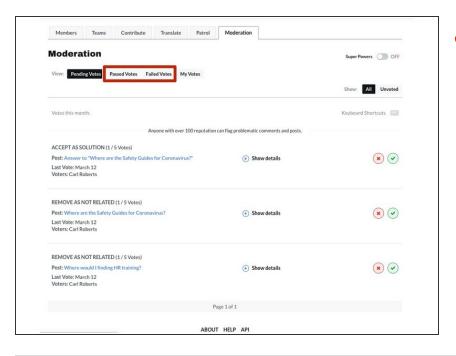
- A vote to change something on a post or to move a post produces an option to show the target context.
- (i) This option shows you the context of the new target destination.

Step 7 — Decide Pass/Fail



- To pass or fail a vote directly from the Moderator Votes page, click on the X — Fail link or Check Mark — Pass link.
- A Before giving a passing or failing vote, be sure that you want to approve or deny a flag because it may cost someone reputation.

Step 8 — Recent Passed/Failed Votes



- The two sections next to Pending Votes display Passed Votes or Failed Votes respectively.
 - They detail the action taken, when the action occurred, who voted for it, the post title, and whether or not it was forced by an admin.
 - i Since they have already passed or failed, you cannot edit anything under these sections.