

# 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.

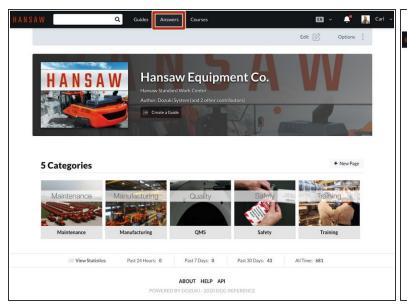
Written By: Dozuki System

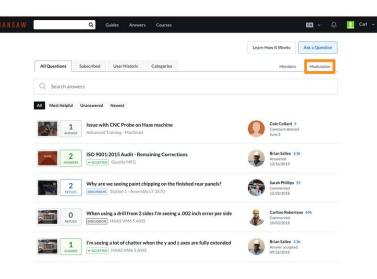


### **INTRODUCTION**

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

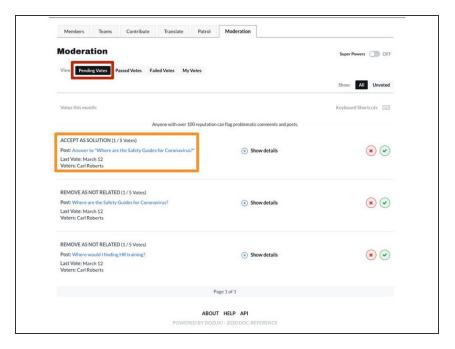
#### **Step 1 — Open Answers Moderation Page**





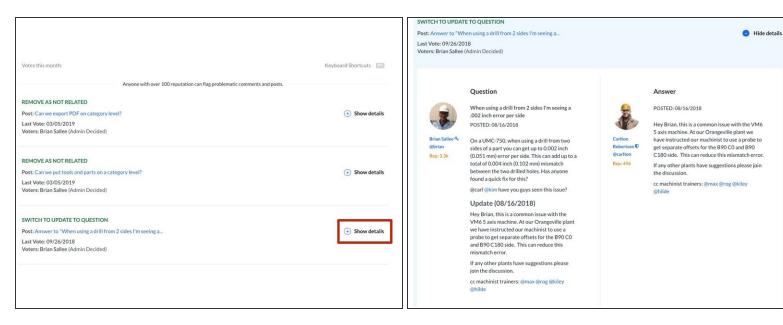
- To access the Moderation page, click on the Answers button in the center of the site header.
- Once the Answers page opens, select **Moderation** from the page to view questions or answers that need attention.

#### Step 2 — Pending Votes



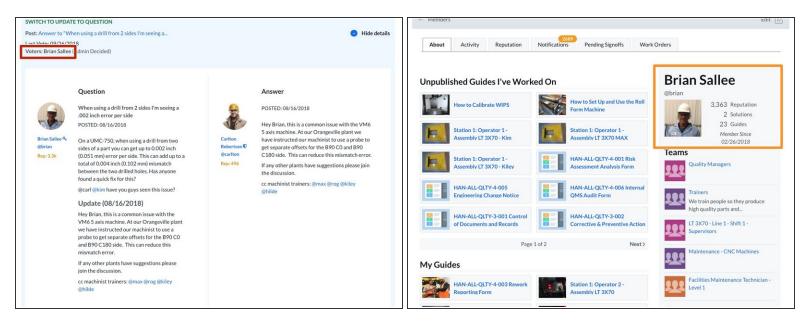
- The Moderation page defaults to the Pending Votes view filter. This view shows all of the pending votes for questions, answers, or comments.
- Each pending vote shows:
  - The post for the vote
  - How many people have voted on the post
  - When the last vote was made
  - Who voted on the post
- Review the <u>How to Moderate</u> <u>Answers</u> guide to learn about the different types of votes.

#### Step 3 — Check the Post



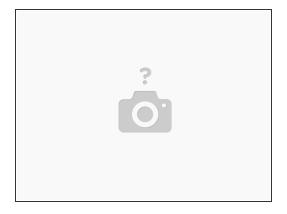
- Click on the Show Details button to view more details about the post.
  - ② Before deciding whether you want to pass or fail the vote, **Show Details** allows you to review the questionable post in its full context without going to a separate page.

#### Step 4 — Check the Voters



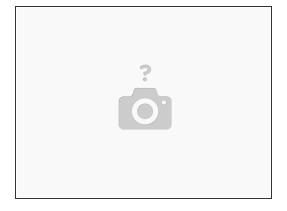
- Clicking on any of the profile links next to Voters takes you to the profile of someone who voted for the action.
  - This can be useful for evaluating how much weight their vote holds.
  - A vote from someone with a lot of reputation may hold more weight than someone with only minimal reputation.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

#### Step 5 — Target Post



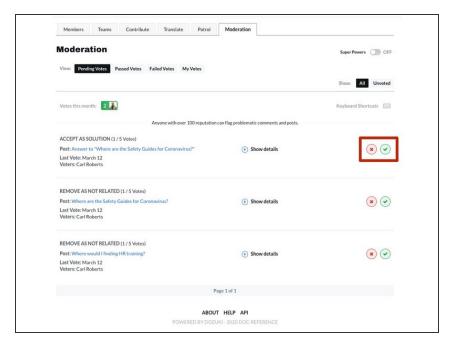
- If the vote is to change something within a post or move the post to a new location, the Target
  Post option will appear.
- ① This allows you to view the entire proposed new post location.

## Step 6 — Show Target Context



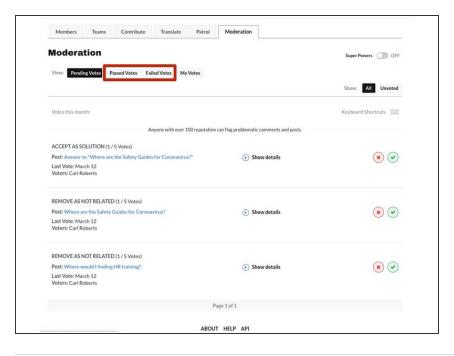
- A vote to change something on a post or to move a post produces an option to show the target context.
- ① This option shows you the context of the new target destination.

#### 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.
- ⚠ 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.
    - Since they have already passed or failed, you cannot edit anything under these sections.