KNOWLEDGE BASE ARTICLE

How to Add and Configure the Vitextra Quick Poll Web Part

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Overview

This article explains how to place the **Vitextra Quick Poll** web part on a SharePoint Online page, create a poll, and tune the web part through its property pane. It assumes the Quick Poll package has already been deployed to your tenant App Catalog.

Tip

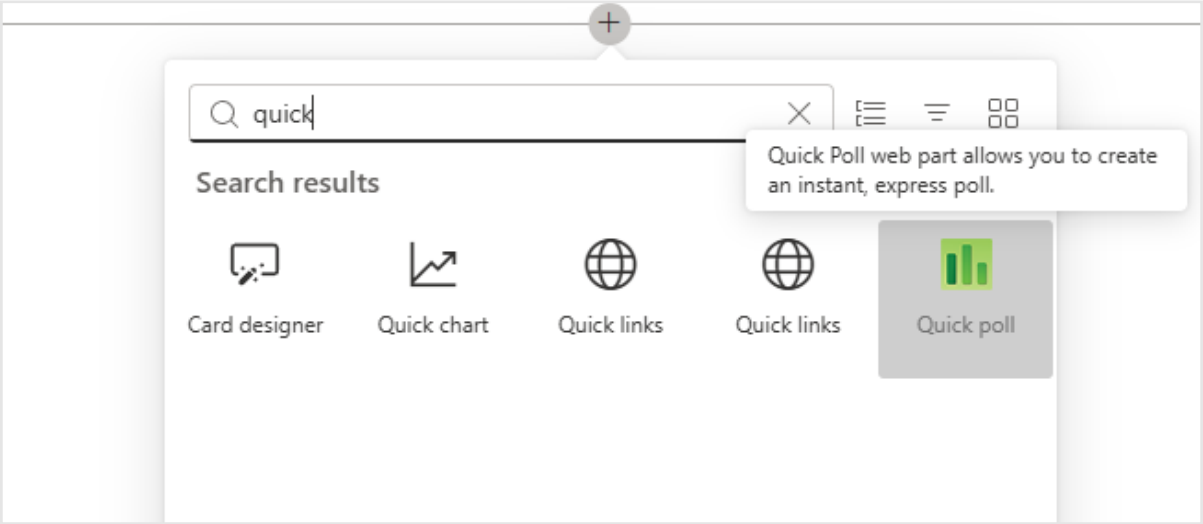
If Quick Poll is not yet available on your sites, deploy it first — see the KB10035. Installing Cloud-based Product article.

Before you begin

- Quick Poll must be added to the **tenant App Catalog** and enabled for your site.
- You need permission to **edit the page** (Member access or higher on the site).
- No additional API permissions are required — the web part works entirely within your SharePoint site.

Step 1. Add the web part to a page

1 Open the SharePoint page where you want the poll and switch it to edit mode with **Edit** in the top-right corner.
2 Move the mouse over the area where the poll should appear and click the circled **+** (Add a new web part).
3 In the toolbox, type **Quick Poll** in the search box and select the web part from the results.



Adding the Quick Poll web part

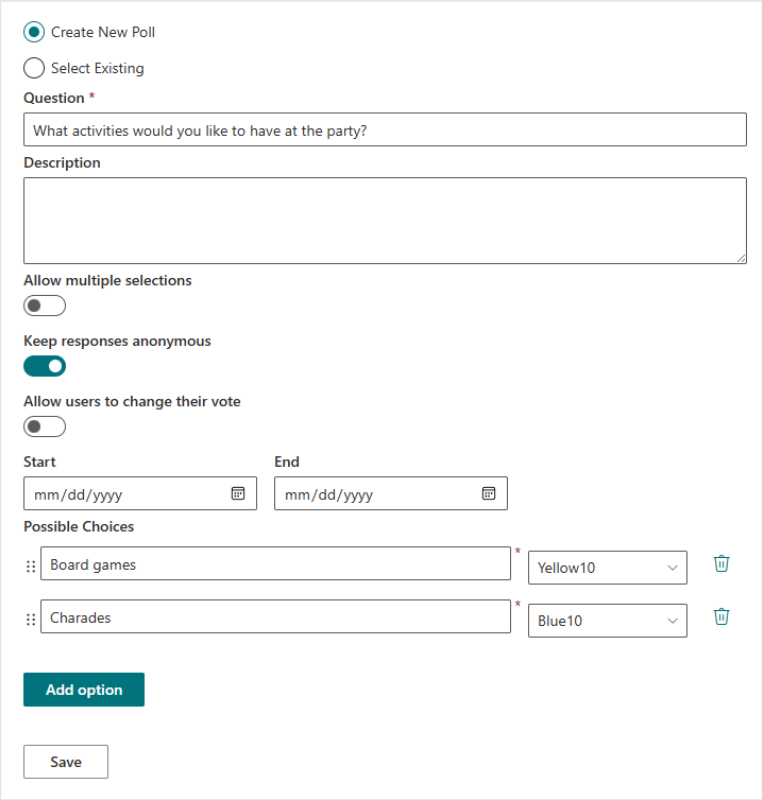
The web part is inserted into the section and immediately shows the poll creation form.

Note

The first time Quick Poll is added to a site, it automatically creates two SharePoint lists — **Vitextra Quick Poll Questions** and **Vitextra Quick Poll Responses** — to store poll data. You do not need to create them manually.

Step 2. Create the poll

In the creation form, choose **Create Poll** to build a new poll (or **Select Existing** to reuse a poll already created on this site). Enter the **Question**, an optional **Description**, add your answer options with the **Add option** button, and click **Save**.

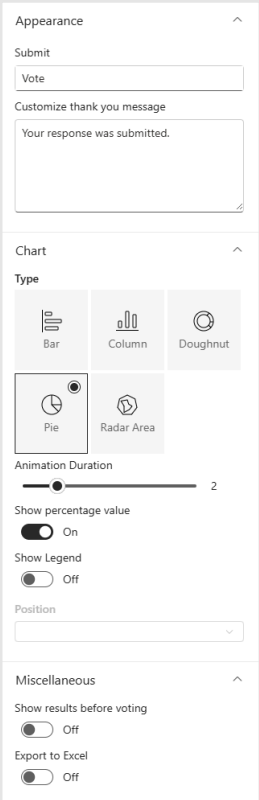


Creating the poll

For a full description of every field and option — multiple selection, anonymous responses, colors, scheduling — see the KB10215. Quick Poll. Solution Overview article.

Step 3. Configure the web part

With the page still in edit mode, select the web part and click the **pencil (Edit web part)** icon on its left toolbar to open the property pane. The settings are organized into accordion groups.



The Quick Poll property pane

Appearance

Setting	Description
Vote button text	The caption of the vote button shown to participants (default: *Vote*).
Customize thank you message	The message shown to a participant right after they submit a response.

Chart

Setting	Description
Type	The results chart type: Bar, Column, Doughnut, Pie or Radar Area.
Animation Duration	How long the chart animates on appearance, from 0 to 10 (0 disables the

Setting	Description
	animation).
Show percentage value	Displays each option's vote share as a percentage directly on the chart.
Show Legend	Shows a legend (available for Pie and Doughnut charts).
Position	Legend position — Top, Right, Bottom or Left (enabled only when the legend is shown).

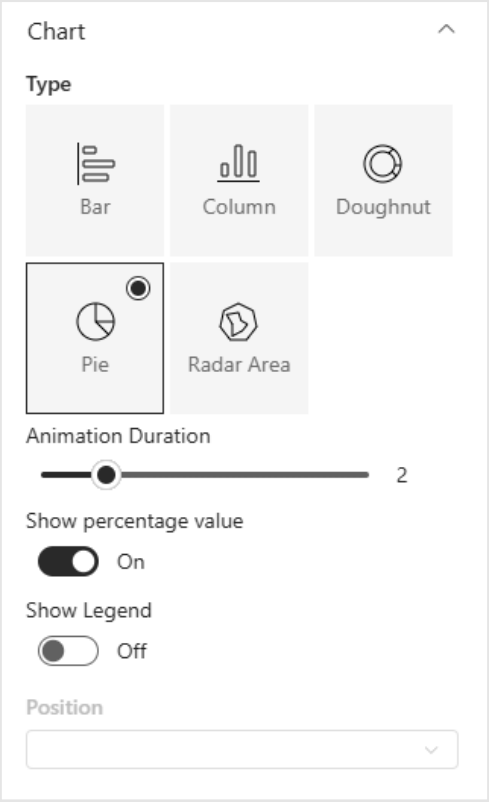


Chart settings

Miscellaneous

Setting	Description
Show results before voting	Lets visitors open the current results with a *View Results* button without casting a vote.
Export to Excel	Adds an export button under the results

Setting	Description
	chart to download the results as an Excel workbook.

Data Source

This group is informational. It contains links to the **Questions** and **Responses** lists, and, once a poll exists, the read-only **Instance ID** and **Poll** number that bind the web part to its data.

Note

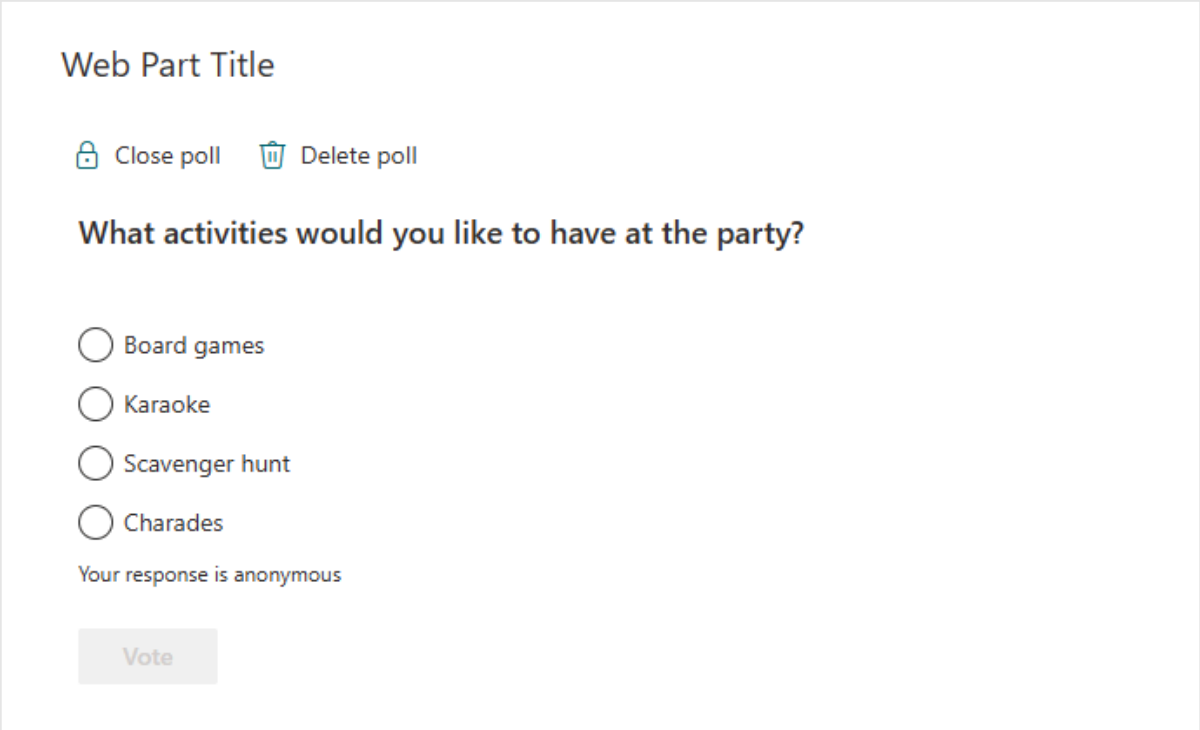
The Data Source fields are read-only and intended for diagnostics. The web part manages the connection to its lists automatically.

About

Shows license and version information for the product — subscription status, tenant and product version.

Step 4. Save and publish

Property-pane changes take effect immediately in edit mode. When you are happy with the result, click **Republish** (or **Publish**) to make the poll and its configuration live for visitors.



The configured poll on a published page