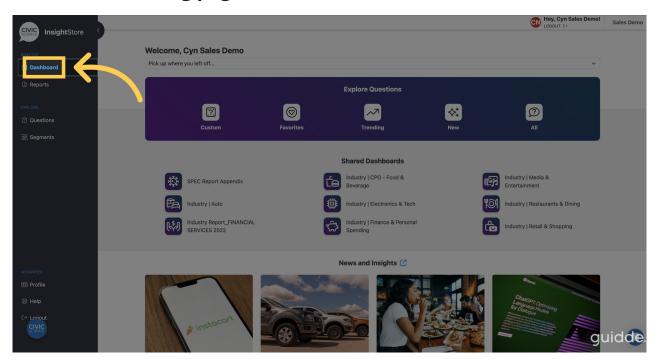
Video: adding a question compare dashlet

01/31/2024 1:29 pm EST

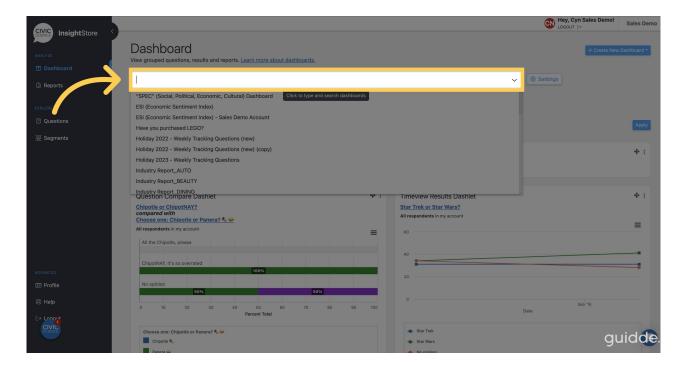
This guide will walk you through the steps to add a question compare dashlet to a dashboard.

Your browser does not support HTML5 video.

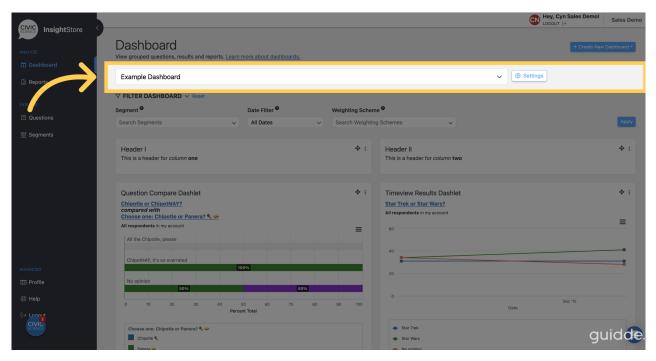
- 1. Go to insightstore.civicscience.com
- 2. From the landing page, click Dashboard.



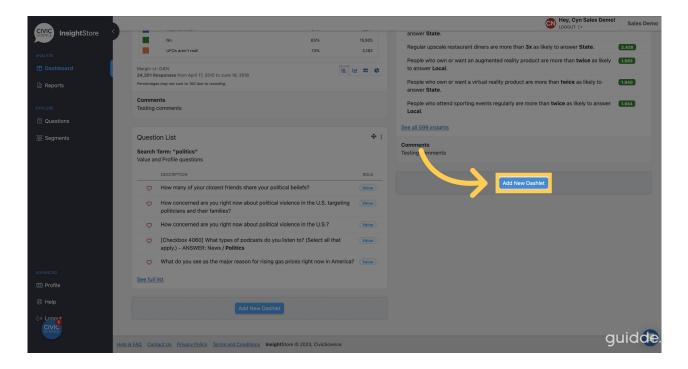
3. Go to the Dashboard dropdown menu.



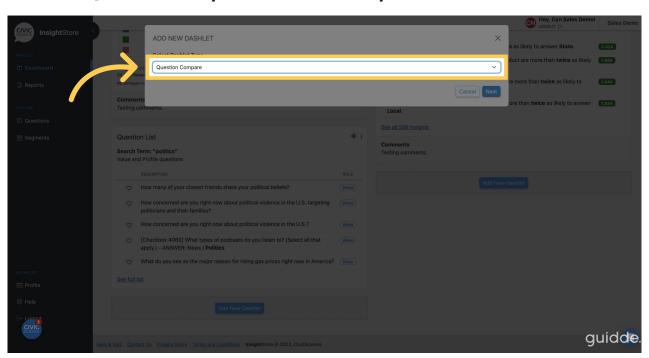
4. Select your dashboard from the list.



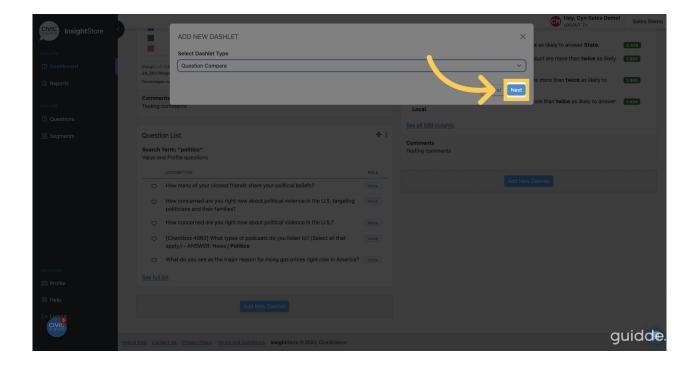
5. Go to the bottom of the dashboard and click Add New Dashlet.



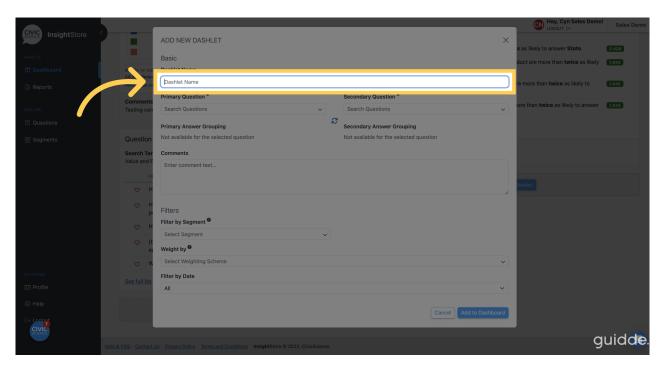
6. Select Question Compare from the dropdown list.



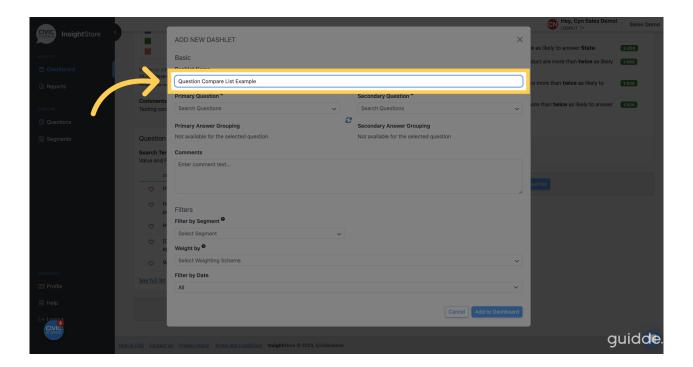
7. Click Next to continue.



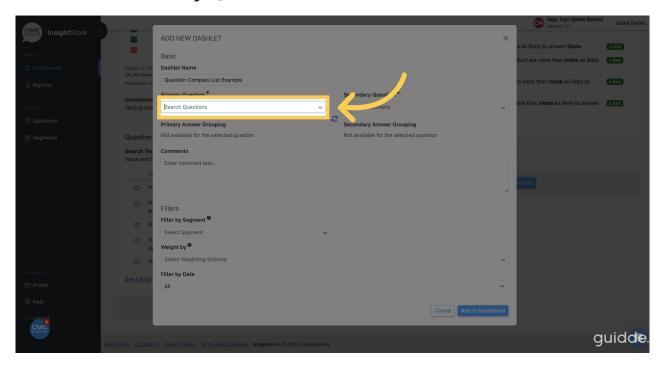
8. Go to the Dashlet Name field.



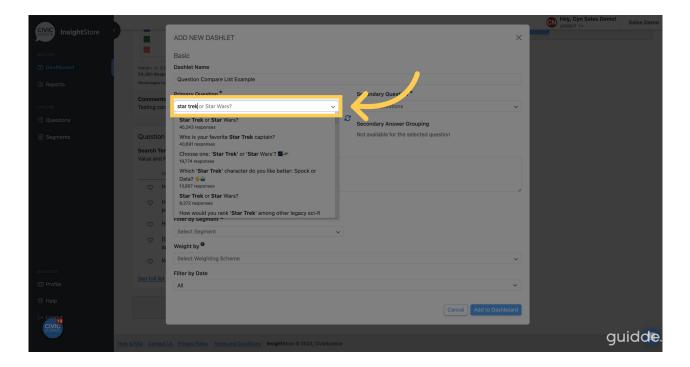
9. Enter a descriptive name for your dashlet.



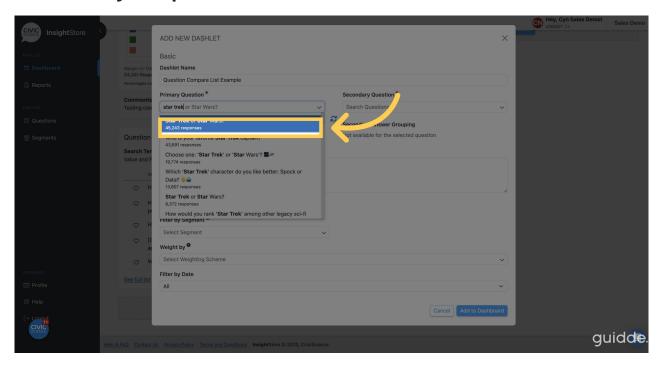
10. Go to the *Primary Question* search field.



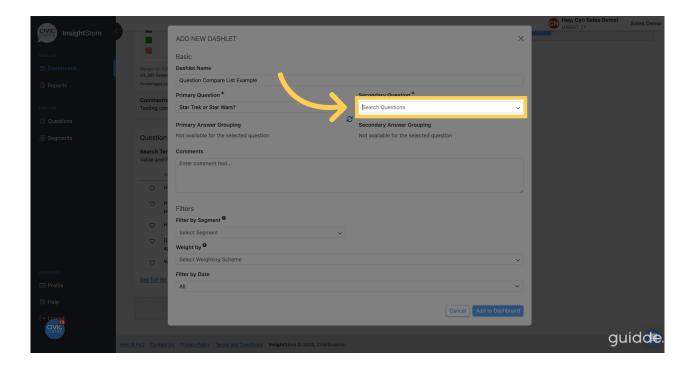
11. Enter an ID or search criteria for the first question.



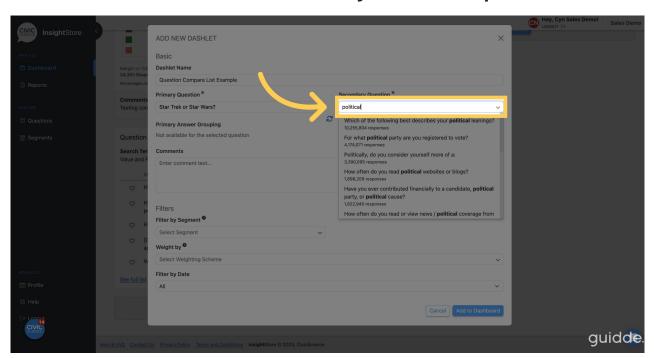
12. Choose your question from the results ist.



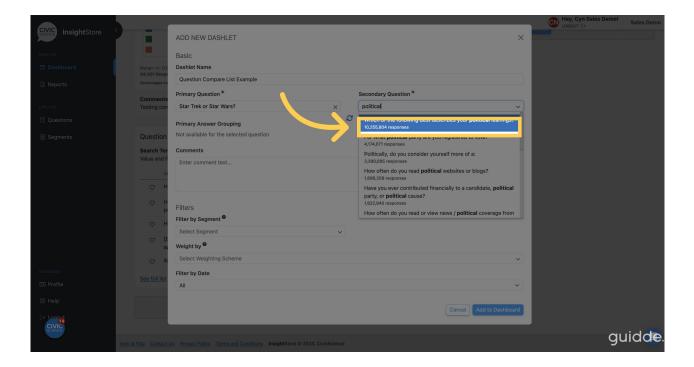
13. Go to the Secondary Question search field.



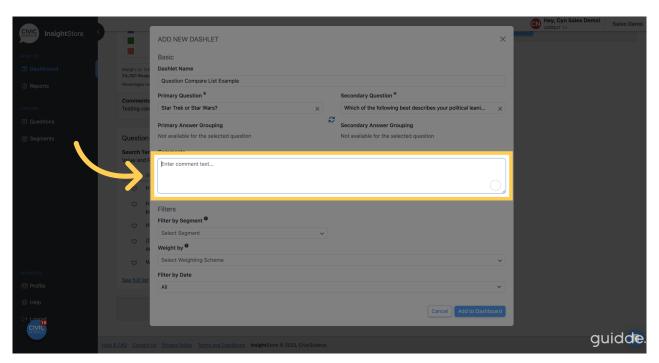
14. Enter the ID or search criteria for your second question.



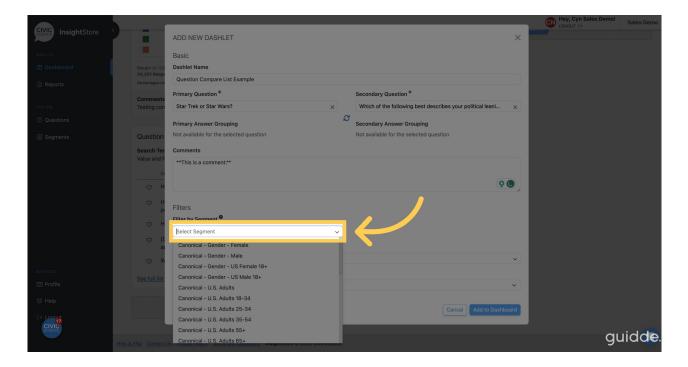
15. Select your question from the results list.



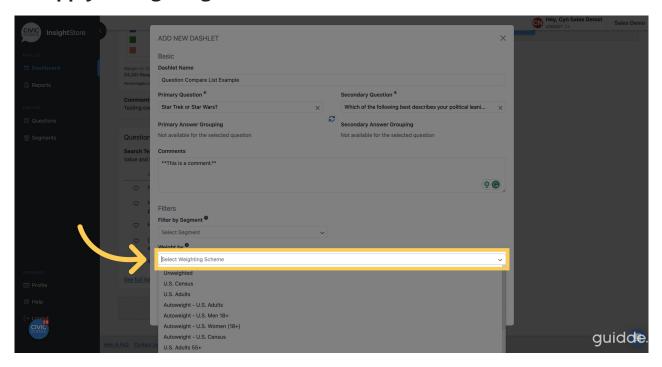
16. Enter any desired comments in the *Comment* field. You may use basic markdown to format them.



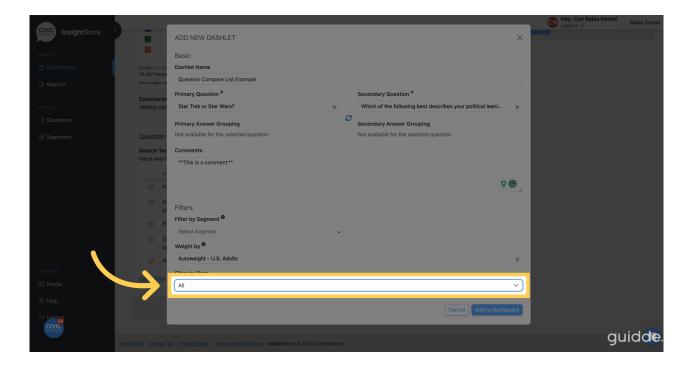
17. Choose a segment if desired.



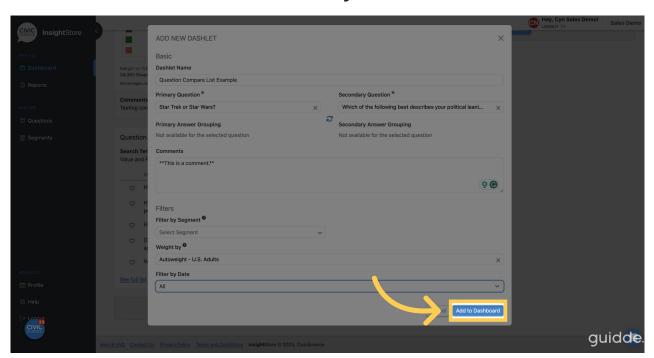
18. Apply a weighting scheme.



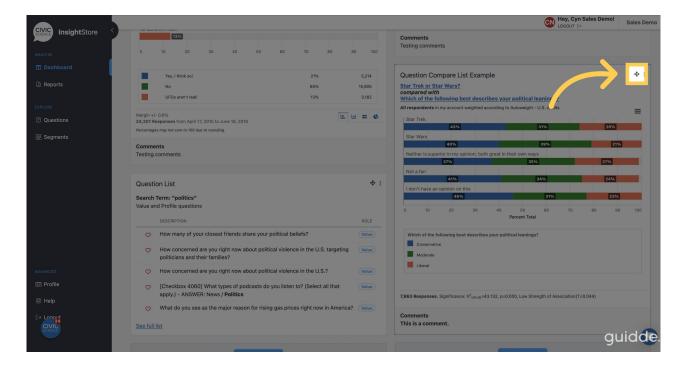
19. Choose a date filter if needed.



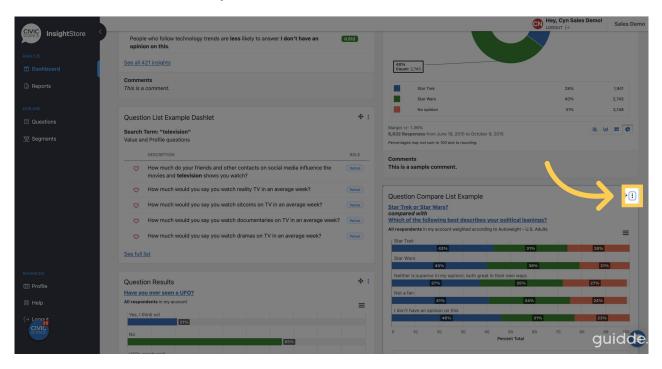
20. Click Add to Dashboard and view your new dashlet.



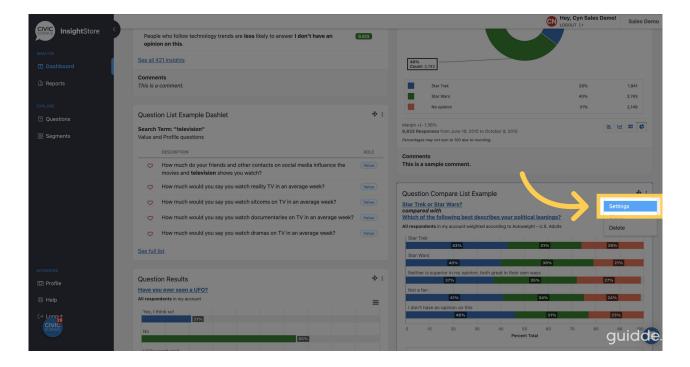
21. To relocate the dashlet, click the move cursor symbol and drag the dashlet to its desired position.



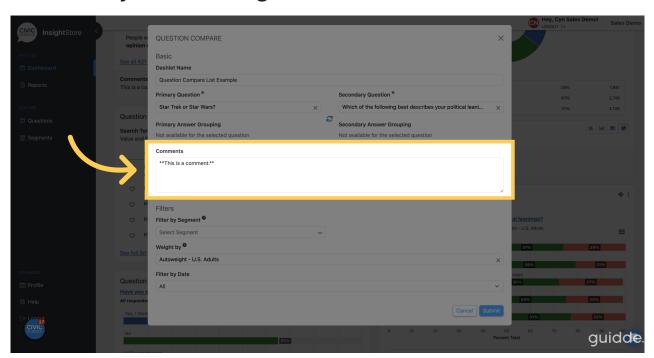
22. To edit the dashlet, click the kebab menu.



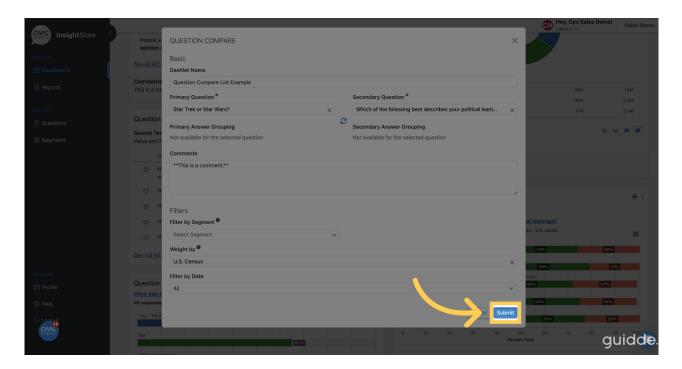
23. Select Settings from the dropdown menu.



24. Make any desired changes.



25. Click *Submit* to save your changes and view the updated dashlet.



In this guide, you learned how to add, move, and edit a question compare dashlet.