Video: Adding a question list dashlet

01/31/2024 1:29 pm EST

This guide will walk you through the process of adding a question list dashlet to a dashboard. Follow the instructions below to create a customized and informative dashlet.

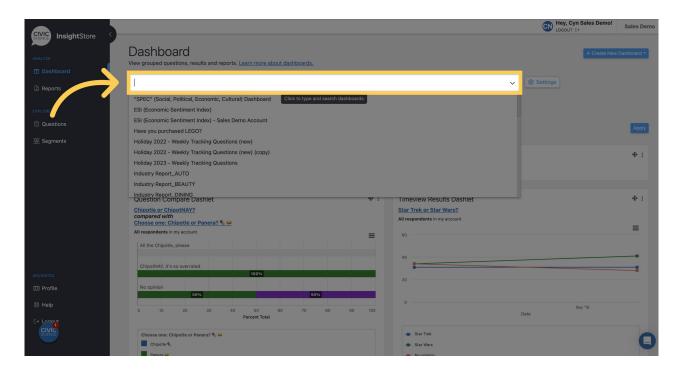
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1. Go to insightstore.civicscience.com.

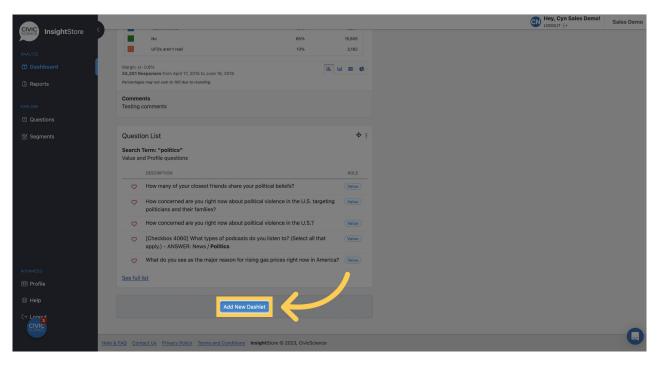
2. From the landing page, click Dashboard.

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	September 8, 2023	A Robot Wrote (Some Of) This	August 5, 2023 T	he Only Way To Figure Out Who We Really Are	
	September 1, 2023	It's Emotional Well-Being, Stupid	July 29, 2023	Outrage Culture Is Exhausting	
	August 26, 2023	Changing My Name	July 22, 2023	People Almost Never Ask Why	
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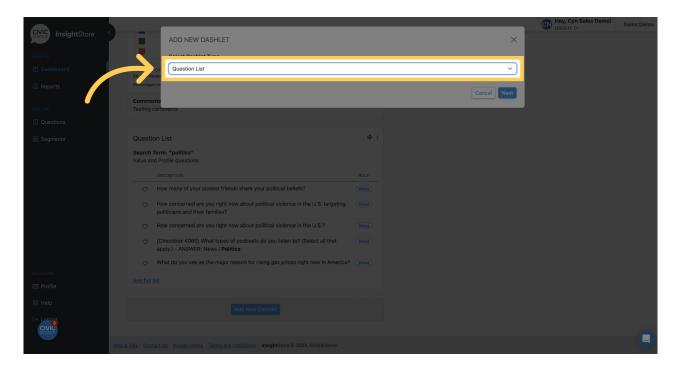
3. Select your dashboard from the dropdown menu.



4. Navigate to the bottom of the dashboard and click *Add New Dashlet*.



5. Select Question List from the dropdown menu.



6. Click Next.

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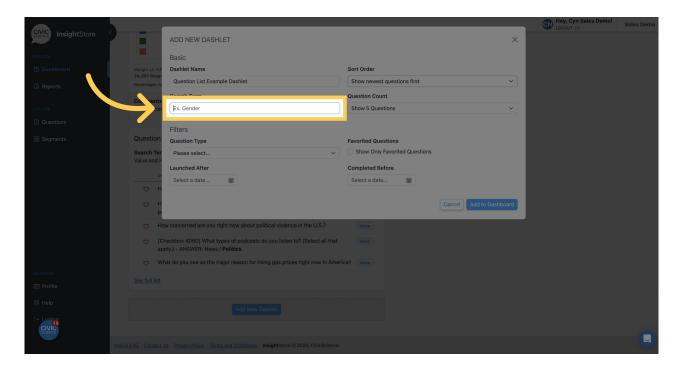
7. Give your dashlet a descriptive name.

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8. Choose a sort order for your search results.

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9. Enter your search criteria.



10. Select the number of questions you want to display.

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11. Choose a question type filter if desired.

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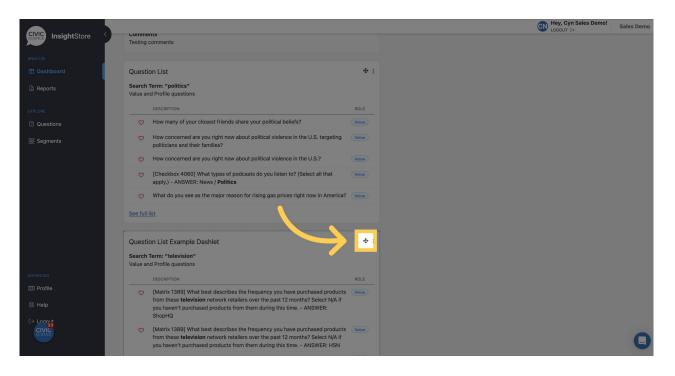
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14. Click *Add to Dashboard* and view your new dashlet.

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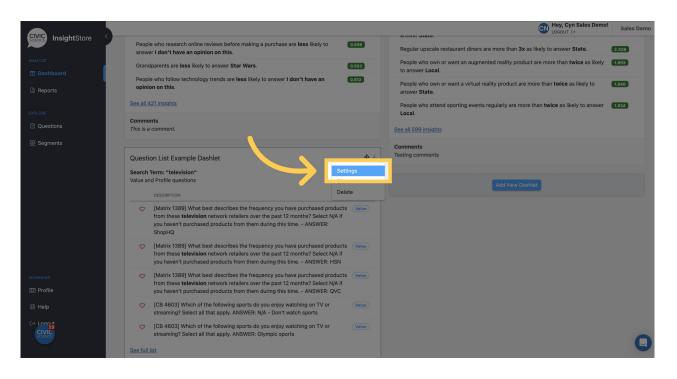
15. To move the dashlet, click the move cursor symbol and drag the dashlet to its new position.



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

			Hay, Cyn Sales Demo!	Sales Demo
CIVIC InsightStore	People who research online reviews before making a purchase are less likely to answer I don't have an opinion on this .	0.556	Regular upscale restaurant diners are more than 3x as likely to answer State .	2.428
ANALYZE	Grandparents are less likely to answer Star Wars.	0.552	People who own or want an augmented reality product are more than twice as likely to answer Local .	1.993
Reports	People who follow technology trends are less likely to answer I don't have an opinion on this.	0.512	People who own or want a virtual reality product are more than twice as likely to answer State .	1.940
EXPLORE	See all 421 insights		People who attend sporting events regularly are more than twice as likely to answer Local .	1.934
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	[Matrix 1389] What best describes the frequency you have purchased product from these television network retailers over the past 12 months? Select N/A if you haven't purchased products from them during this time ANSWER: HSN	S Value		
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⊗ Help	[CB 4603] Which of the following sports do you enjoy watching on TV or streaming? Select all that apply. ANSWER: N/A - Don't watch sports	Value		
CIVIC SCIENCE	CB 4603] Which of the following sports do you enjoy watching on TV or streaming? Select all that apply. ANSWER: Olympic sports	Value		0
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17. Click Settings.



18. Make any needed changes.

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		CB 4603] Which of the following sports do you enjoy watching on TV or reaming? Select all that apply. ANSWER: Olympic sports				
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19. Click *Submit* to save the changes.

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