



# How to Moderate Answers

This guide demonstrates how to moderate answers to questions posted on the Answers Forum.

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## INTRODUCTION

This guide demonstrates how to moderate answers to questions posted on the Answers Forum.

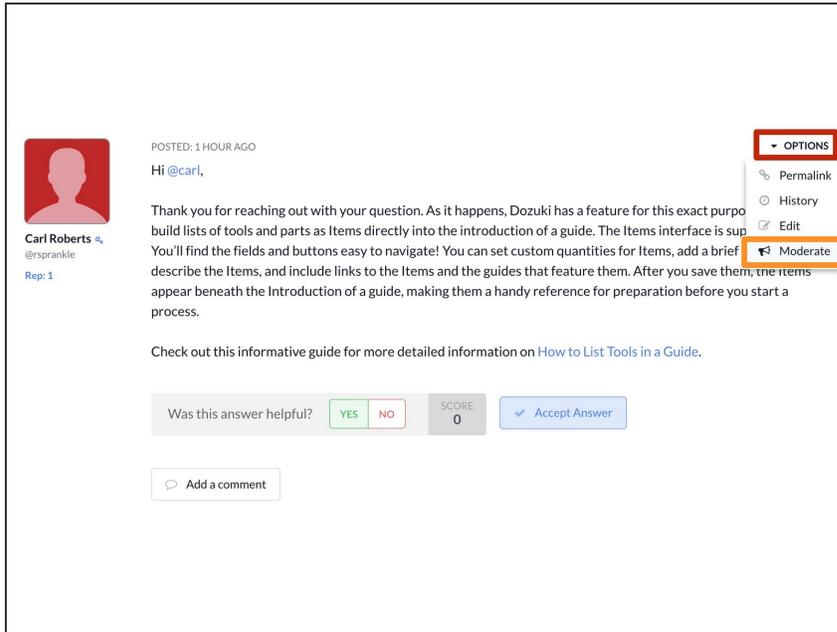
### Who Can Moderate Answers?

Answers is a community-based feature that invites all community members with 100+ reputation to participate in the voting process for moderating answers to posted questions.

Before action is taken, each option for moderation requires a certain number of votes from individual users in the community.

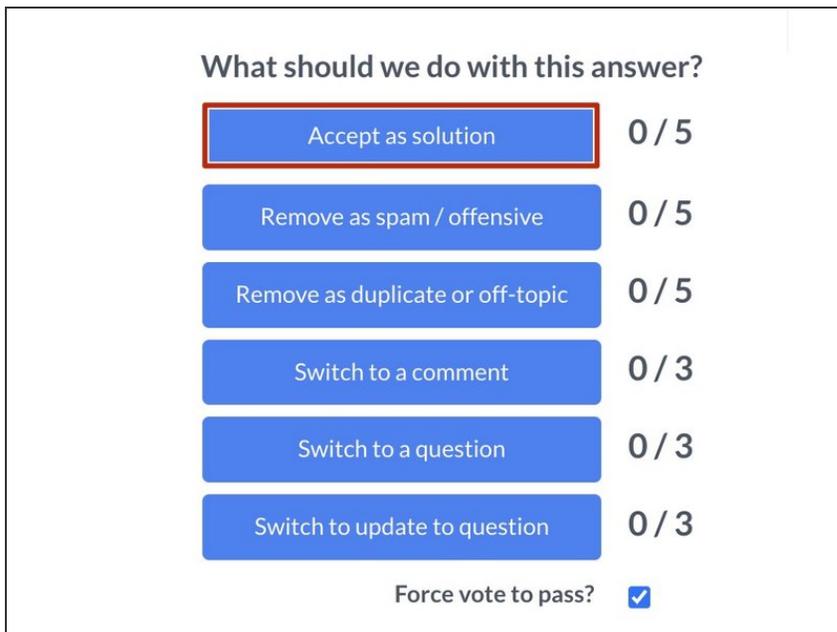
If necessary, site users with Moderator or Administrator privileges can always override pending votes and make an immediate moderation decision.

## Step 1 — Open an Answer



- Navigate to the page containing the question with the answer that you want to moderate.
  - Click on the **Options** menu in the top-right corner of the question box.
  - Select **Moderate** from the drop-down menu.
- ⚠ This option is only available to users with **reputation over 100 points**, privileged site users, and the user who posted the question.

## Step 2 — Accept as a Solution



- ⓘ Five community user votes are required for the answer to be accepted as the solution to a question.
- To accept a solution to a question, click on the **Accept as solution** button.
- ⓘ This labels the solution as the selected answer for the question.

### Step 3 — Remove as Spam/Offensive

What should we do with this answer?

- Accept as solution 0 / 5
- Remove as spam / offensive 0 / 5
- Remove as duplicate or off-topic 0 / 5
- Switch to a comment 0 / 3
- Switch to a question 0 / 3
- Switch to update to question 0 / 3

Force vote to pass?

- ⓘ Five community user votes are required for an answer to be removed as spam or offensive.
- To remove an answer that is spam or offensive, click on the **Remove as spam/offensive** button.
- ✖ This deletes the post and docks the author's reputation 100 points.
  - ⚠ This should be used as a last resort. Reputation is too hard to come by to punish someone for a one-time or innocent mistake.

### Step 4 — Remove as a Duplicate or Off-topic

What should we do with this answer?

- Accept as solution 0 / 5
- Remove as spam / offensive 0 / 5
- Remove as duplicate or off-topic 0 / 5
- Switch to a comment 0 / 3
- Switch to a question 0 / 3
- Switch to update to question 0 / 3

Force vote to pass?

- ⓘ Five community user votes are required for the answer to be removed as duplicate or off-topic.
- To remove an answer as duplicate or off-topic, click on the **Remove as duplicate or off-topic** button.
- ⓘ This deletes the answer and makes it invisible to normal users.

## Step 5 — Switch to a Comment

What should we do with this answer?

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as duplicate or off-topic	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	0 / 3

Force vote to pass?

- ① Three community user votes are required for the answer to be switched to a comment.
- To switch an answer to a comment, click on the **Switch to a comment** button.
- ① This changes the answer to a comment when someone posts an answer that is not really a solution to the problem.
- ① This is typically done when someone posts saying they have the same issue, which really contains no helpful solutions.
- ① Switching the answer to a comment bumps the question to the top of the activity queue, which benefits everyone.

## Step 6 — Switch to a Question

What should we do with this answer?

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as duplicate or off-topic	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	0 / 3

Force vote to pass?

- ① Three community user votes are required for the answer to be switched to a question.
- To switch an answer to a question, click on the **Switch to a question** button.
- ① This changes an answer to a question when a user (who might not understand how things work quite yet) posts another question as an answer on someone else's question.
- ① The user now has a chance to receive a response. It also gives users more opportunities to share their knowledge.
- ⚠ If there is not enough information to answer the question, it is better to remove it so it does not clutter the site.

## Step 7 — Switch to Update to Question

What should we do with this answer?

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as duplicate or off-topic	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	0 / 3

Force vote to pass?

- ① Three community user votes are required for the answer to be switched to update to a question.
- To switch an answer to update to a question, click on the **Switch to update to question** button.
- ① This turns either a comment or an answer to a question into an update to the original question.

## Step 8 — Forcing a Vote to Pass

What should we do with this answer?

Accept as solution	0 / 5
Remove as spam / offensive	0 / 5
Remove as duplicate or off-topic	0 / 5
Switch to a comment	0 / 3
Switch to a question	0 / 3
Switch to update to question	0 / 3

Force vote to pass?

- ① If you posted the question or have Moderator or Administrator privileges for the site, you will see

the **Force vote to pass?** checkbox under the moderation options.

- To force a vote to pass, click the **Force vote to pass?** checkbox.
    - Checking this box means that you are using your privileges to bypass the additional votes required to complete your moderation selection.
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