DOZUKI

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.
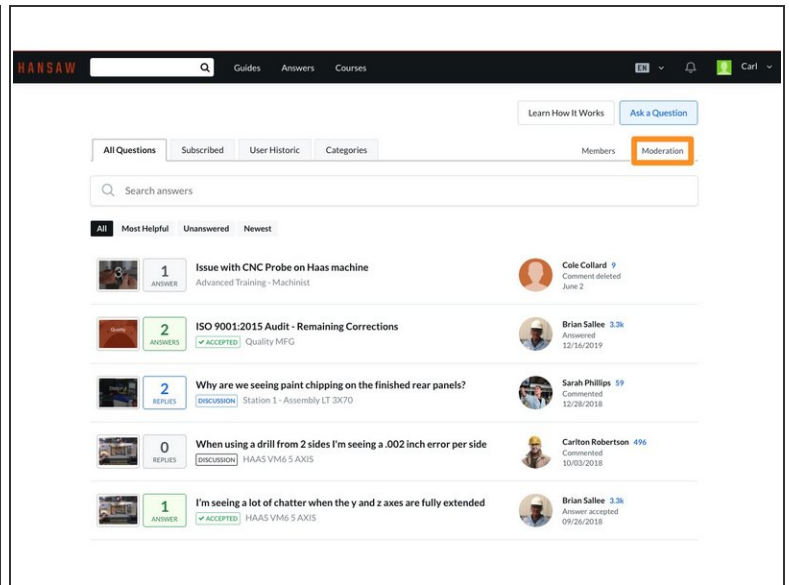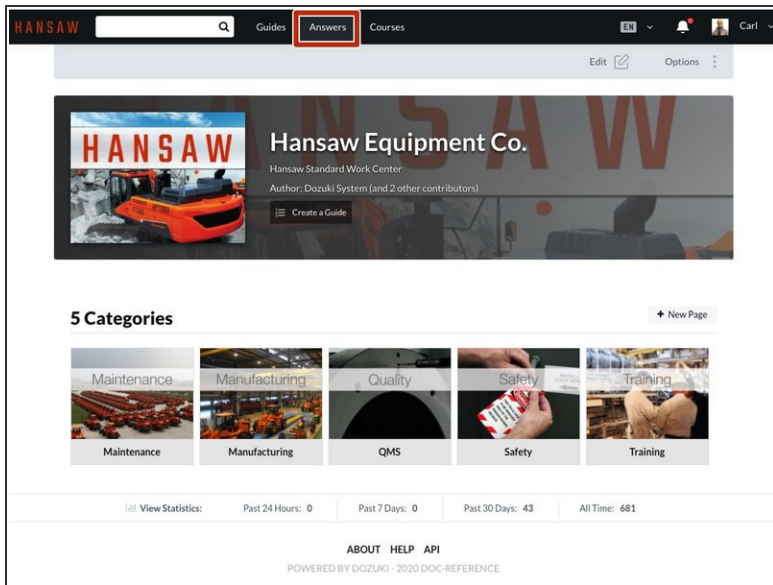
Written By: Dozuki System

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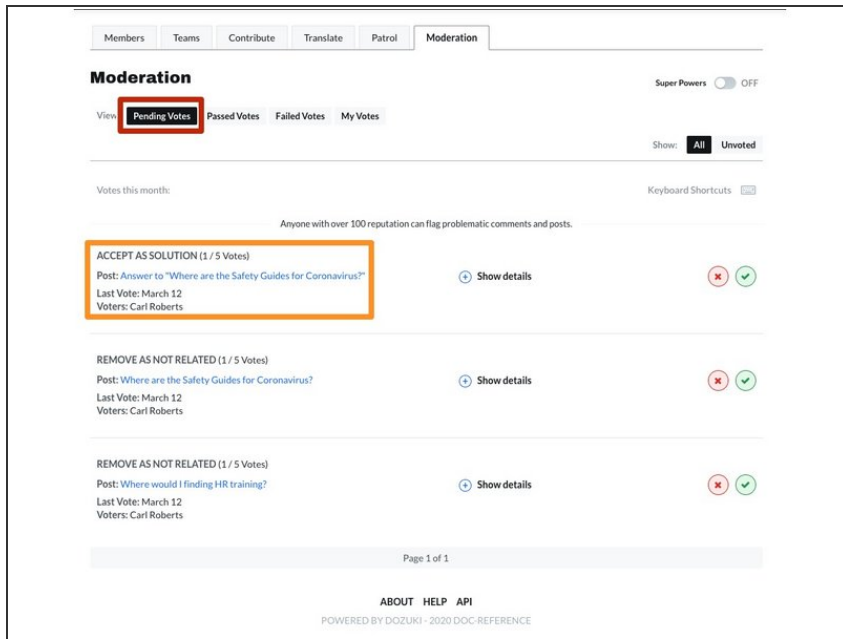
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INTRODUCTION

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 How to Moderate Answers 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.
  - ⓘ 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 [Reputation](#) guide for details.

Step 5 — Target Post

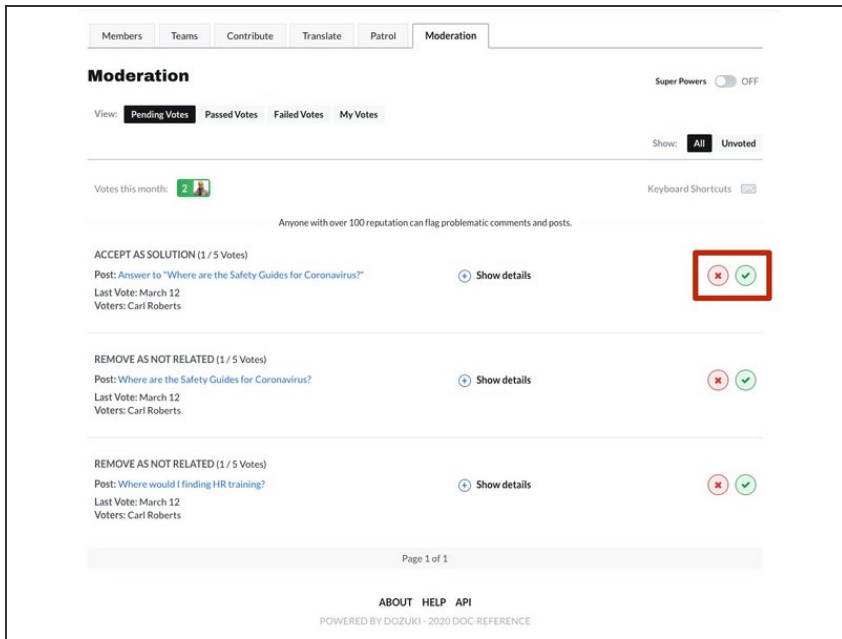- If the vote is to change something within a post or move the post to a new location, the **Target Post** option will appear.

- ⓘ 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.

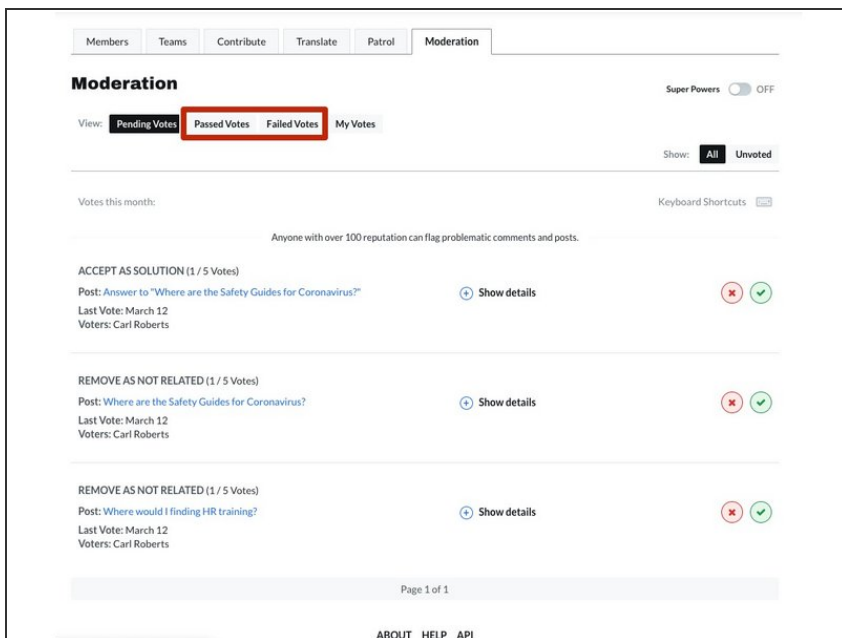- ⓘ This option shows you the context of the new target destination.

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.

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