

Voting Feature Admin User Guide 2025



Admin Poll Access



- Text "Voting Admin" to your chatbot
- Follow the link provided
- Tap the 🕒 button to add a poll



Setting Up Poll(s)

- Enter a Poll Name: A poll can have just one question or multiple questions.
- Add a Report Name (Optional) \bullet
 - This will be the title of the data download report for 0 this poll Multiple Ouestions
- Add the Start Date and Time
- Add the End Date and Time
- Add a Description (Optional)
- Add an Audience (Optional)
 - The poll will send to all eligible voters unless an 0 audience is selected. To narrow the poll audience please reach out to your customer success representative



A poll can have just one question or multiple questions.



If you make a poll visible or live, all questions in that poll are eligible for voting.



in a Poll

in a Poll

New

Adding Poll Questions

- Add Your Question in the 'Question Text' Field
- Add a Short Name for Reports (Optional)
 - In the CSV data download report, this will be the column title for this question
- Add The Possible Responses
 - Default selections are Yea, Nay Ο
 - Additional answer options can be Ο added by typing them into the answer box and hitting return.
- Add Additional Questions if Needed
- See Poll Options on Slide 5

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Poll Options



- Visibility
 - Toggle the 'Visible' option if you would like the poll to be visible in the list of polling questions once the poll is saved. If this toggle is not enabled, the poll will be hidden until it is live.
 - Note the poll start and end date/times must be current for the poll to be visible.
- Allow Write-In
 - If a user can 'write-in' a result rather than select a predefined response, toggle on the 'Allow Write-In' option
- Show Poll Results
 - If you would like users to view the results of the poll, toggle on the 'Show Poll Results' option. If this toggle is not enabled, users cannot see the poll results

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• Save

Editing a Poll

Select the Poll to Edit from the Poll List

- Select "Edit" button /pencil icon
- Edit as needed

NOTE: Once votes have been cast in a poll, the poll can no longer be edited

To Delete a Poll

• Select the "trash can" icon and follow the prompts

NOTE: if a poll is deleted after votes have been cast, all data will be lost.

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Editing

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Viewing Poll Results

- View Results by Question:
 - Select the green bar graph icon

View Results by Voter:
 Select the blue data list icon

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× Rising Presenter	Closed Edit
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Vote for Rising Presenter	
Luis	0
Daly	
Jonathan	1
Nantsy	0
Total Votes 1	
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Results by poll question

Results by voter

Sending Reminders

42 chat[™]

Admin users can send reminders if the poll is active and visible

- Reminders are Pre-Written by your 42Chat Customer Success Representative
- Only One of Each Reminder Can be Sent Per Poll
 - Select the down arrow button
 - Select the 'Remind' Button Remind
 - Select the reminder you would like to send
 - Select "Send Now"

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Convention Ballot

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Graduation

Advancement

Rising Presenter

Day or Night

Closes Sep 09, 2025 12:01 am

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Oct 14 - Oct 20, 2024 • CDT

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Mar 17 - Mar 23, 2025 • CDT

Closes Dec 31, 2025 12:01 am

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Advancement Session

Download a CSV of the Poll Results

- Select the "Hamburger" Button in the Upper Right Corner
- Select "Group Polls By"
- Select "Generate Report"
- Select All or Individual Polls
- Enter Your "Email Address"
- Select "Send"
- A CSV File With Poll Results Will Be Emailed Within a Few Minutes





User Experience











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Recognized for Innovation





#IMEXpitch WINNER 2017



MPI WEC Tech Showcase **WINNER 2018**



CIO Review 10 Most Promising CONVERSATIONAL PLATFORM 2018



SISO Innovation Battlefield WINNER 2017



FFEA ArtFest Fort Myers MOST INNOVATIVE PROJECT 2018



Mirror Review Top 10 **CEM SOLUTIONS 2019**



ibtm World Technology Watch WINNER 2017



Events DC Tech Summit SHEPARD SHARK TANK WINNER 2018



CIO Applications Top 10 CHATBOT SOLUTION PROVIDERS 2019



Event Tech Live Launchpad **FINALIST 2017**



IFEA ArtFest Fort Meyers SILVER 2018



MPI WEC Tech Showcase RUNNER UP 2019



National Sports Forum Tech Tank WINNER 2018



CIO Review 20 Most Promising **CEM SOLUTION PROVIDERS 2018**



Best AI-Based Chatbot Dev Company WESTERN USA 2019



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