

## KNOWLEDGE BASE ARTICLE

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# How to allow users with read-only access to participate in a poll



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The Quick Poll is an **SPFx**-based web part that allows you to publish instant polls quickly. This article describes how to set up permissions to allow users with read-only access to the site where the web part host to participate in polls/surveys.

## Securable Objects

There are two securable objects in the web part data structure:

- List of polls.
- List of responses

### Note

The Quick Poll automatically creates lists once the web part is added to any page or Teams tab.

## Required Permissions

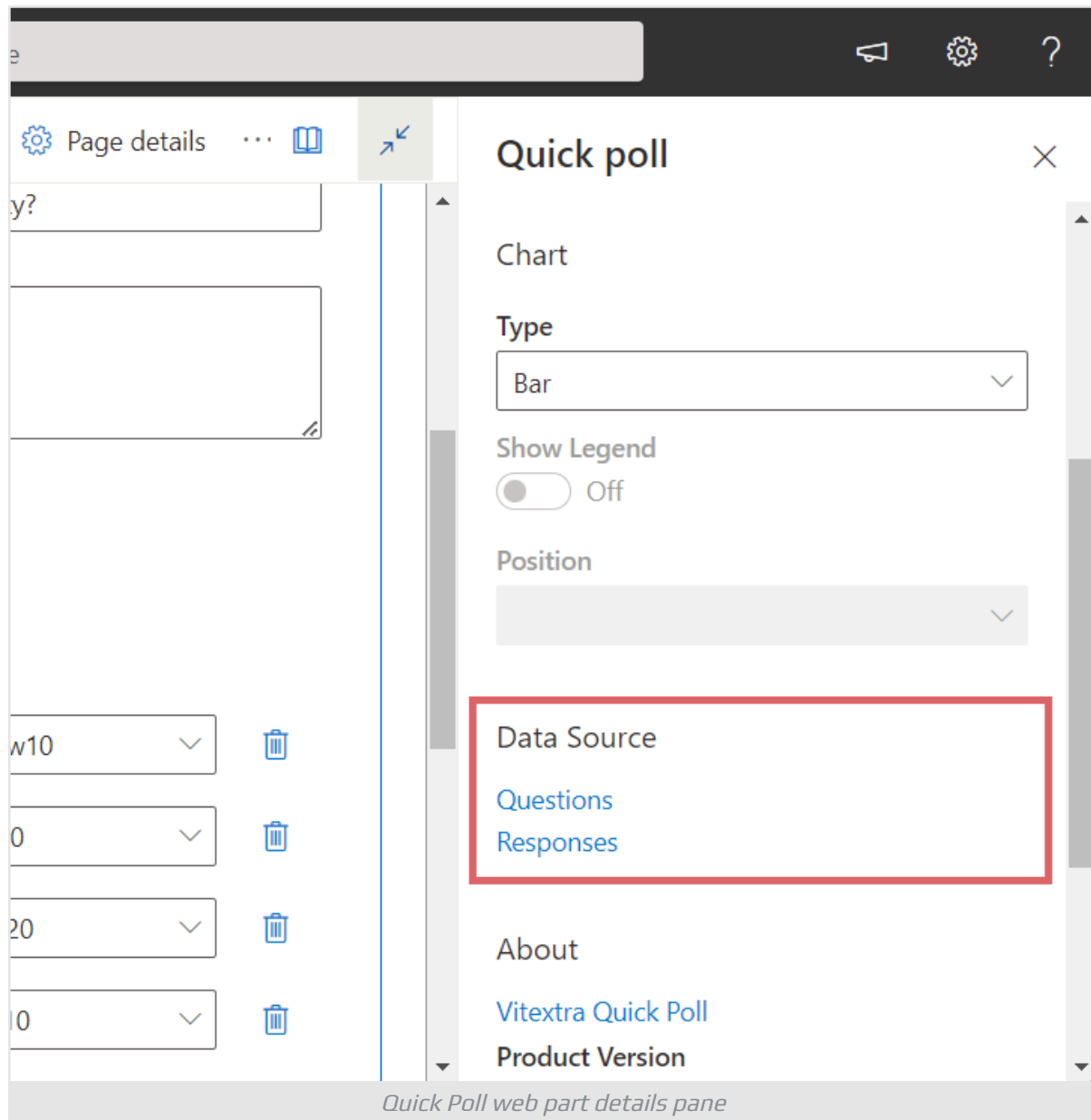
It does not require getting edit permissions for end-users to the list of polls. Only content managers or others who create new polls need to have edit permissions to the list.

To allow users to participate in polls, you need to grant them *Contribute* permissions for the Responses List.

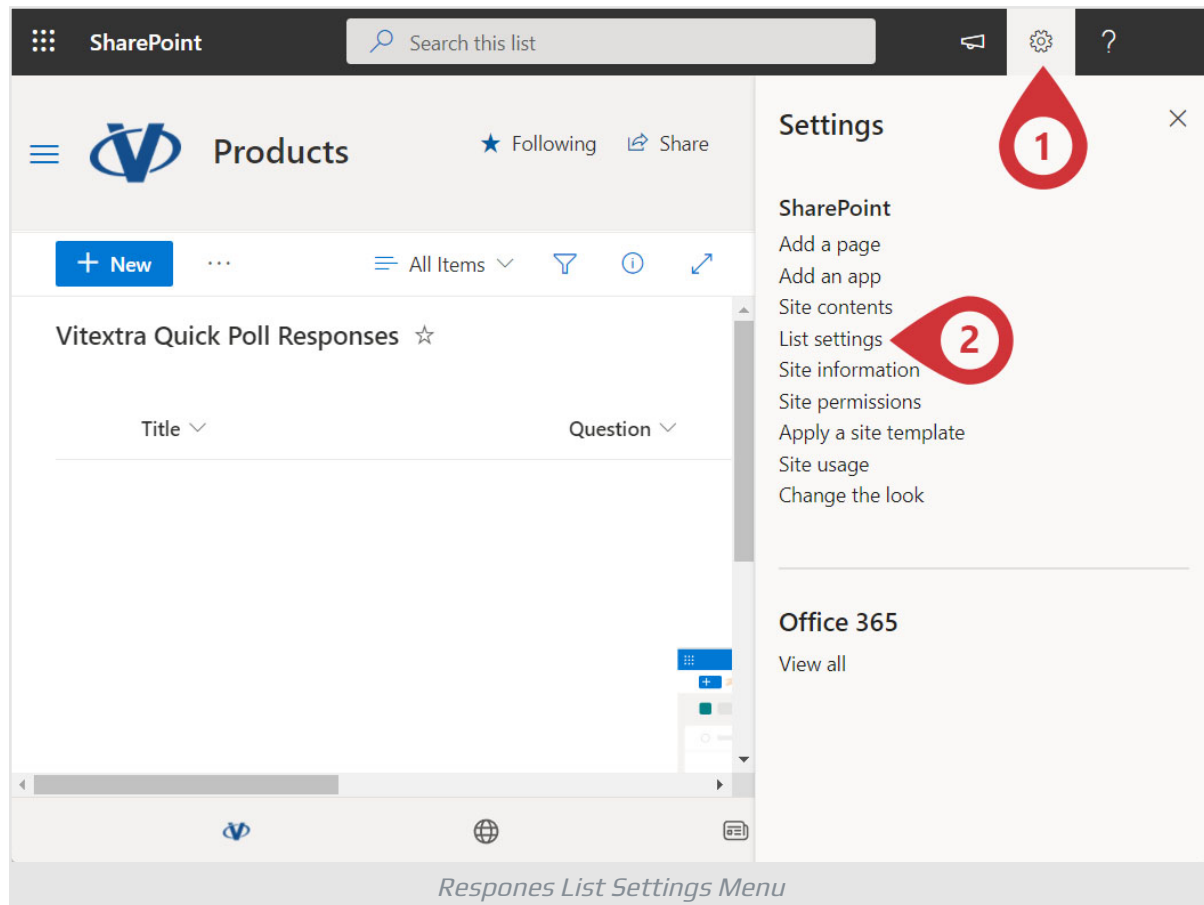
## Responses List

The Quick Poll web part creates hidden **lists** once added to a page or Teams tab. In this article, we are considering only the list of user responses. Open the web part details pane and scroll down to the **Data Source** section to get the list.

Select **Responses** under **Data Source** heading to open the list.



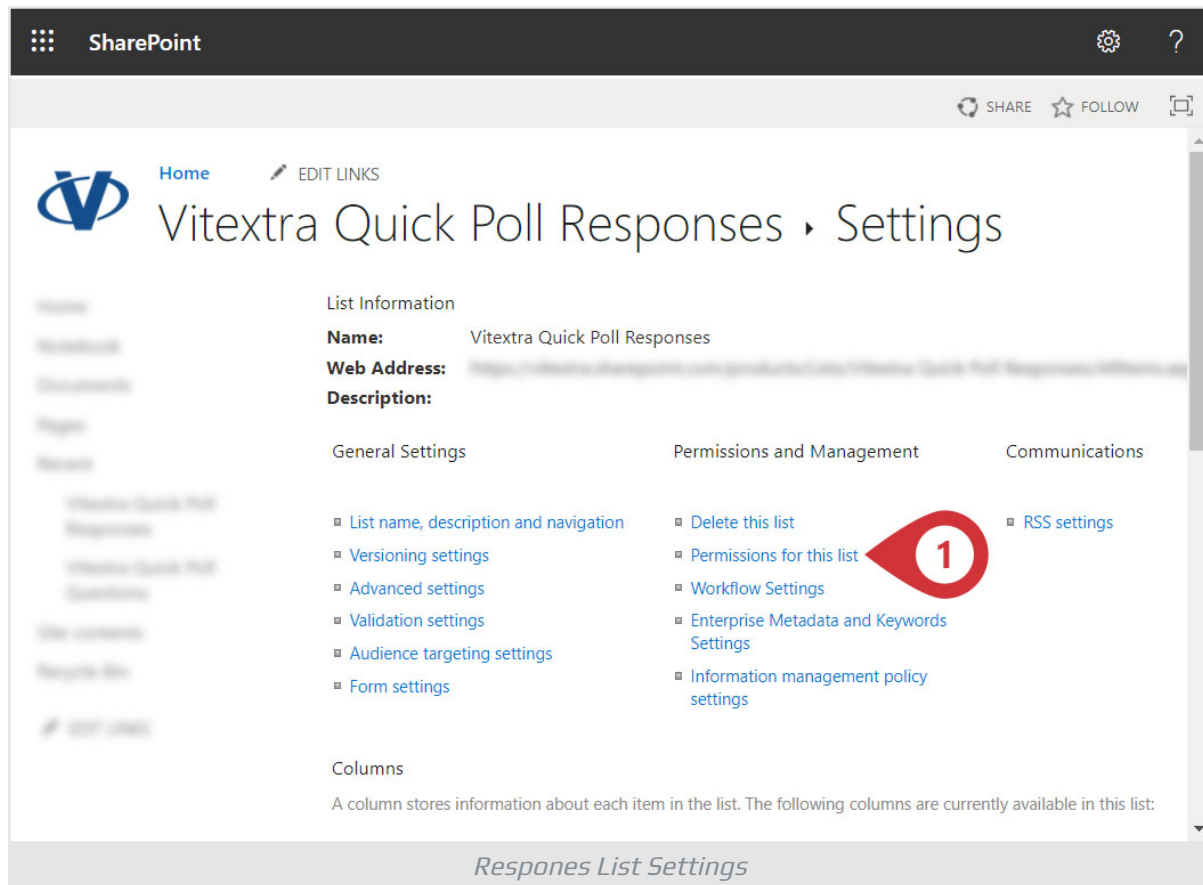
In the list go to **Settings** and select **List settings**:



### Tip

You can rename the responses list or create new views if necessary. It does not affect Quick Poll functionality.

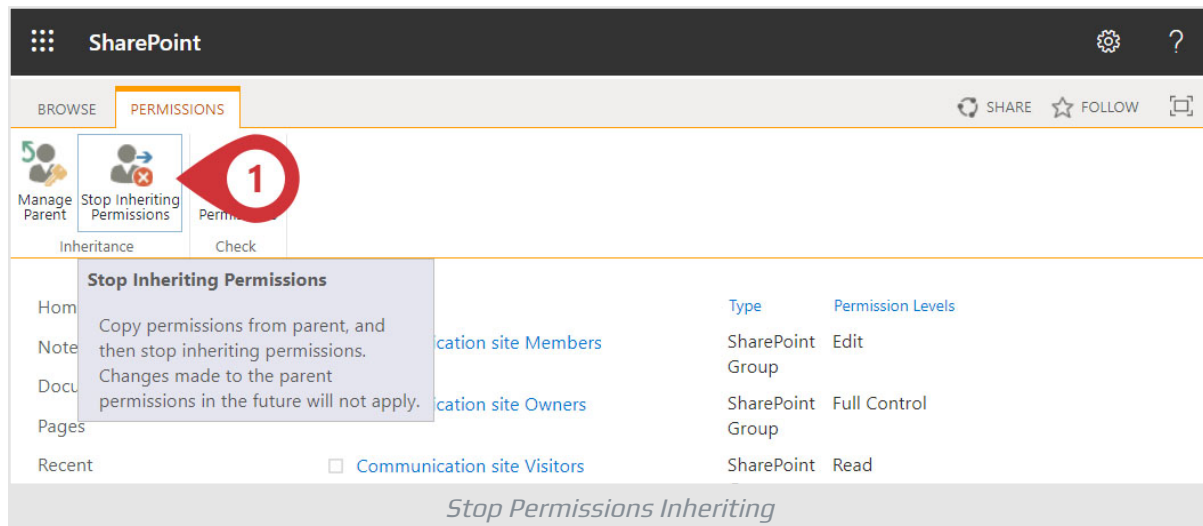
Select **Permissions for this list** under **Permissions and Management**:



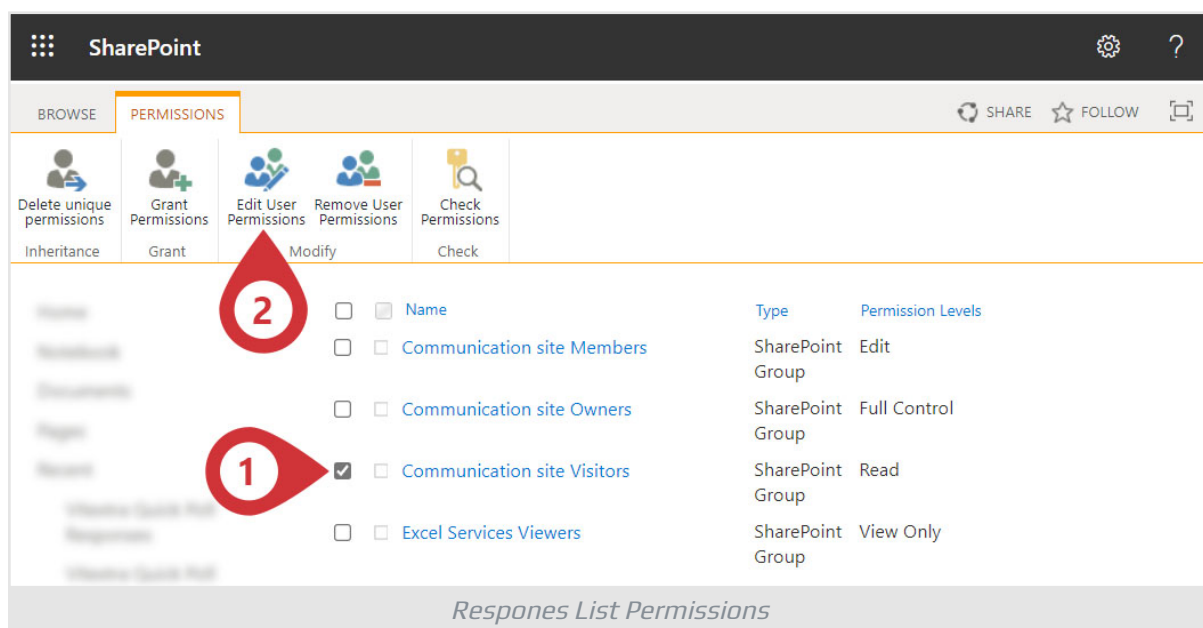
### Note

By default, the lists created by the Quick Poll web part inherit permissions from the site where stored.

To change the access level for a specific list, you need to stop permissions inheriting. Click **Stop inheriting permission** on the ribbon and confirm the operation.



After you break permission inheritance, you can change the access level for a specific user or group. This article shows an example of changing the permissions of an existing user group. To change the access level for the user group, select it in the list and click **Edit User Permissions** on the ribbon.





Choose Permissions

Choose the permissions you want these users or groups to have.

Permissions:

- ☐ Full Control - Has full control.
- ☐ Design - Can view, add, update, delete, approve, and customize.
- ☐ Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
- ☒ Contribute - Can view, add, update, and delete list items and documents.
- ☒ Read - Can view pages and list items and download documents.
- ☐ Restricted View - Can view pages, list items, and documents. Documents can be viewed in the browser but not downloaded.
- ☐ View Only - Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser but not downloaded.

OK Cancel

Permissions for Read-Only Access Group or User

Under **Permissions**, check the box **Contribute...** and select **Save** button.

### Tip

See [Customize permissions for a SharePoint list or library](#) article for more details about permission management.

## Teams Tab

If the web part is hosted in a Teams channel tab, it does not require changing access level because all channel members have the necessary permissions.

# Terms

## **List**

A list is a storage unit in SharePoint. The list can contain columns of different types, content types, views. Document Library is a special type of List and therefore Library inherits the functionality of List.

## **SharePoint Framework (SPFx)**

Model for building client-side web-part, components, and extensions for SharePoint Online, SharePoint On-premises, and Microsoft Teams.

SPFx customizations are based on JavaScript and support Modern UI natively.