

Adding Poll Editors

(**Note:** This document is about adding other people to edit a poll and the responses. It is not about adding poll respondents.)

APOLLO contains Poll Areas which then contain Polls (surveys). Access can only be granted to areas NOT to specific polls. If you don't want a new user to have access to other polls in your area you might want to consider adding a new poll area (log a [DOI help desk](#) job or contact [Enterprise Systems](#)) for that particular user and their poll.

There are categories of access:

- Poll Administration – ability to create/maintain polls.
- Poll Reporting – view the results of the poll.
- Delete Responses – ability to delete, responses and polls. Also includes resetting of polls.
- Owner – ability to add users to this area. It also includes Poll Administration, Poll Reporting and Delete Responses access.

If you are an Owner you can add users to APOLLO yourself following these instructions. If you are NOT an owner you will need to locate the owner and ask them to do it, or log a [DOI help desk](#) job or contact [Enterprise Systems](#).

Before you start:

You will need the following details:

- The University ID number of the person requiring access
- The Poll Area they require access to.
- The type of access required (Administration/Reporting/Delete/Owner as above).

Process to follow:

1. Go to the ANUBIS site (<http://anubis.anu.edu.au/>) and login with your University ID and OLAMS password (same as ISIS\HORUS).
2. Select **Admin** in the left hand menu.
3. Select **Users** from the **Admin** menu.
4. Enter the University ID of the person, Select APOLLO as the Application, and select the Search button.
5. If the User is listed, select the pencil icon to edit their record (skip to step 6). If the user is not listed, select the **Add** button to create an account for them:
 1. When you select **Add** a new screen will appear. Enter the University ID in the User box. The Application field should be set to **Apollo**. Do not set the Relationship field.

2. Click on the **Add** button. You will now be in the same screen as you would have been if you edited the user.
6. The User Record will display. Under the APOLLO heading, select the **relevant** area name from the **Apollo - Add Area** select list. Click on the green plus button to add that area to the user record.

7. If the user is to be an Owner, select Owner from the Role column to automatically check all the access boxes. Otherwise, leave the Role as Custom and just check the boxes for the appropriate access levels for the user.
Note: The Administrator checkbox at top right should only be assigned to Enterprise Systems team members. This allows full access to all Areas and Polls within Apollo.
8. Click the **Save** button, to save changes.
9. You can **Logout** now or to add another user, select the << **Back** button.
10. Advise the user that they now have access and provide them with the URL to log on (<http://anubis.anu.edu.au>). Explain the level of access they have been granted (as per explanation at top of this page).