KNOWLEDGE BASE ARTICLE

How to Set Up Permissions for Quick Poll Responses

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Quick Poll is an SPFx-based **web part** that lets you publish instant polls in seconds. This article describes how to set up permissions so that users with read-only access to the host **site** can still participate in polls and surveys.

Securable Objects

The web part's data structure has two securable objects:

- The **list** of polls.
- The list of responses.

Note

Quick Poll automatically creates its lists once the web part is added to a page or **Teams tab**.

Required Permissions

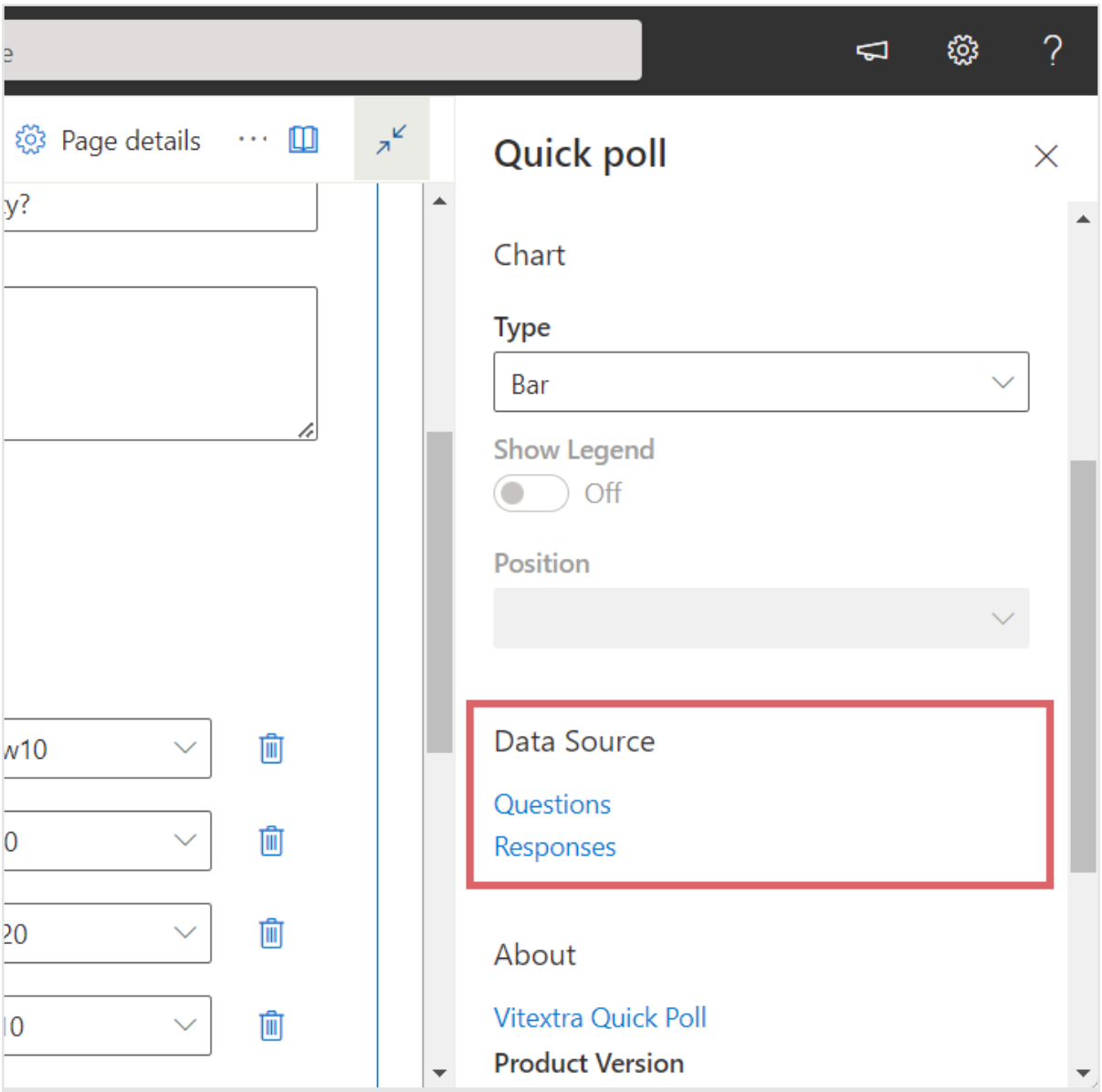
End users don't need edit permissions on the list of polls. Only content managers and others who create new polls need edit access to that list.

To let users participate in polls, grant them *Contribute* permissions on the Responses list.

Responses List

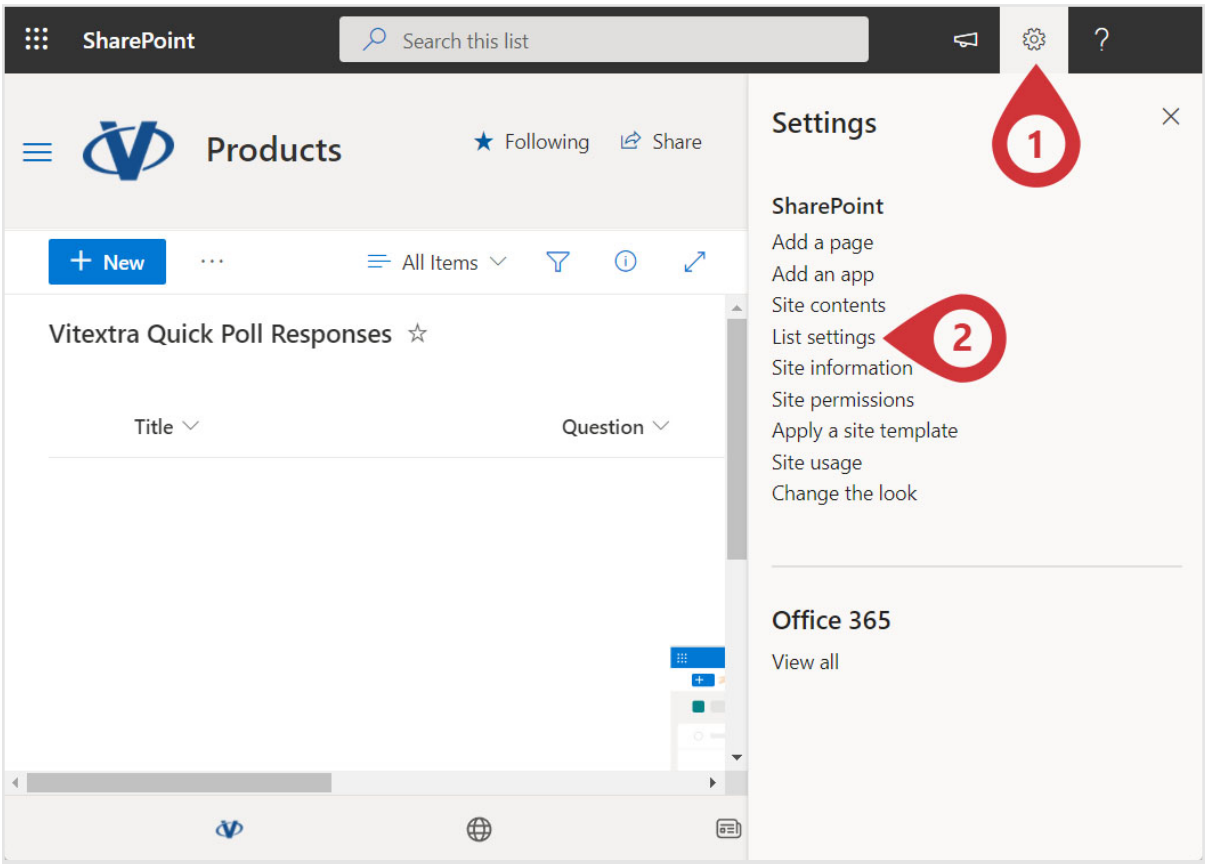
The Quick Poll web part creates hidden lists as soon as it's added to a page or Teams tab. This article deals only with the list of user responses.

To open it, open the web part details pane, scroll down to the **Data Source** section, and select **Responses**.



Quick Poll web part details pane

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

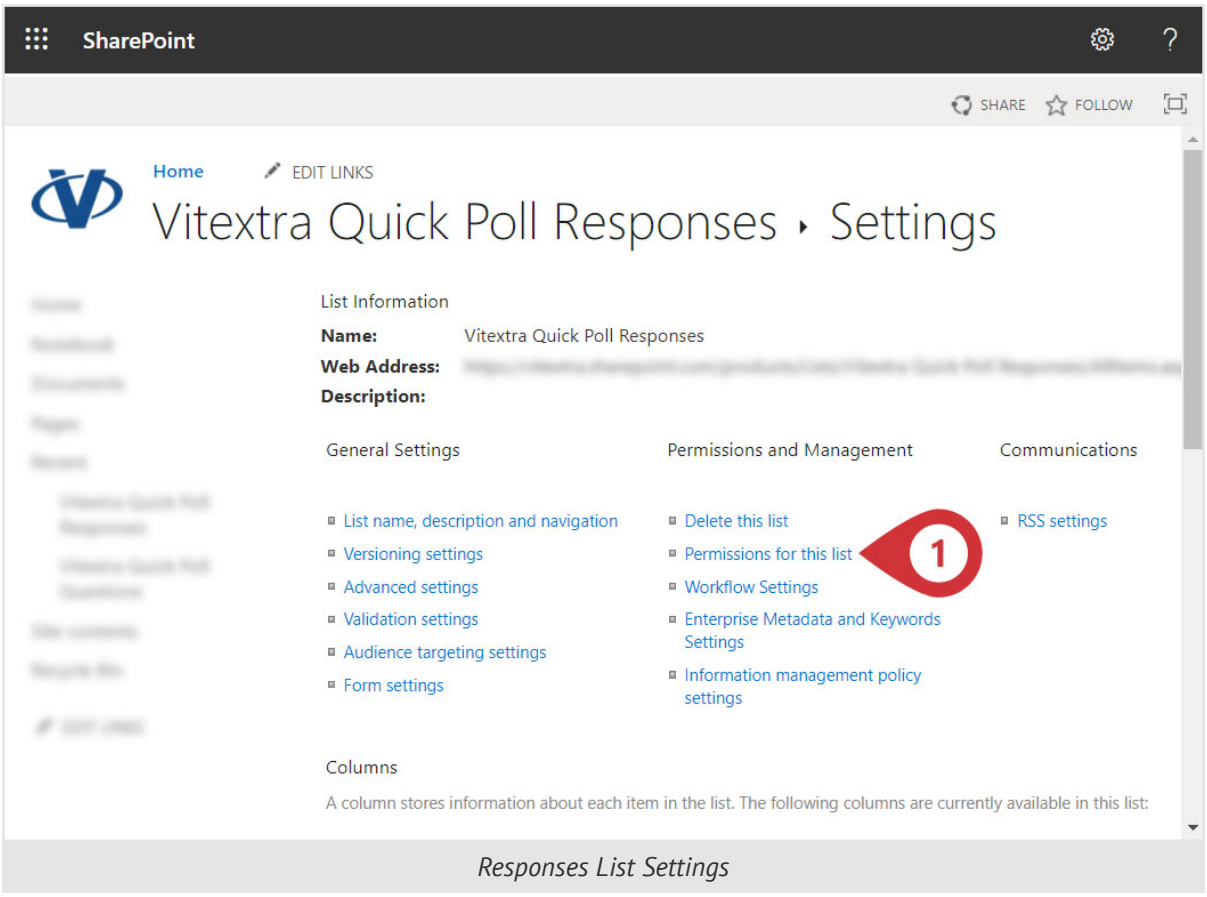


Responses List Settings Menu

Tip

You can rename the responses list or create new views if needed; this does not affect Quick Poll functionality.

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

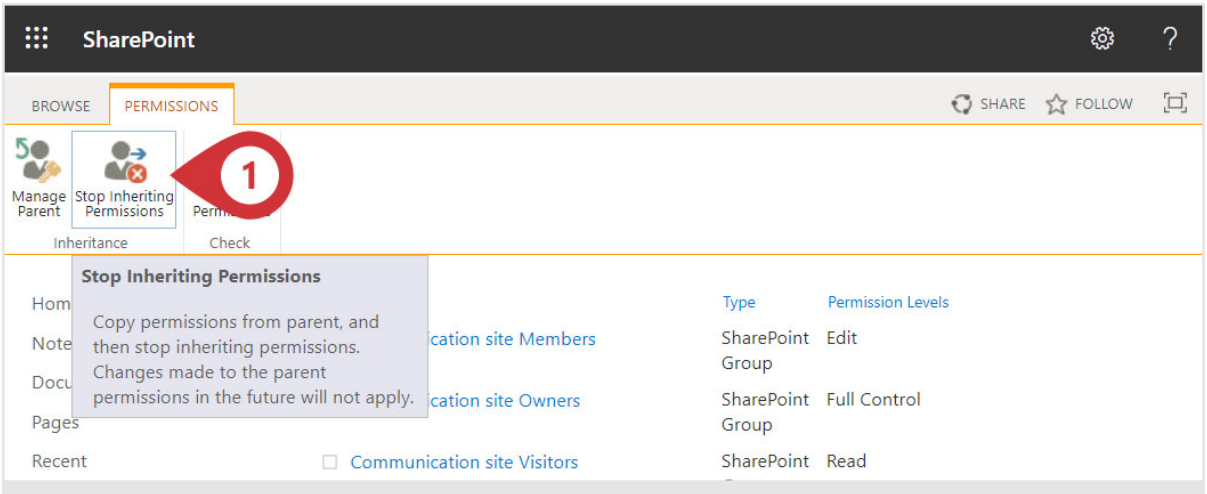


Responses List Settings

Note

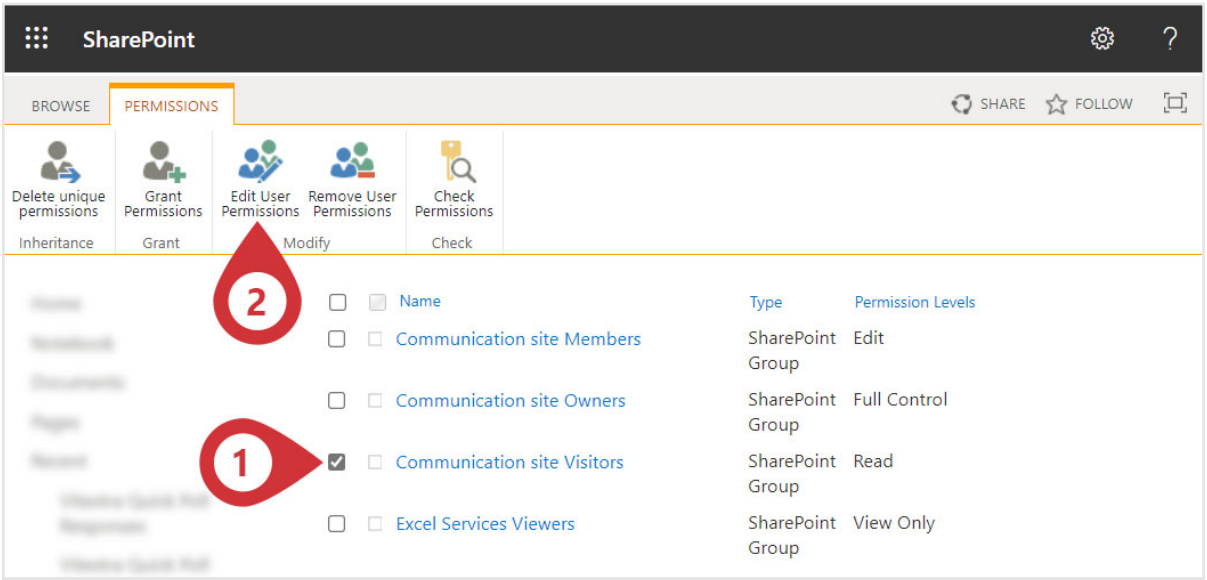
By default, the lists created by the Quick Poll web part inherit permissions from the site where they are stored.

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

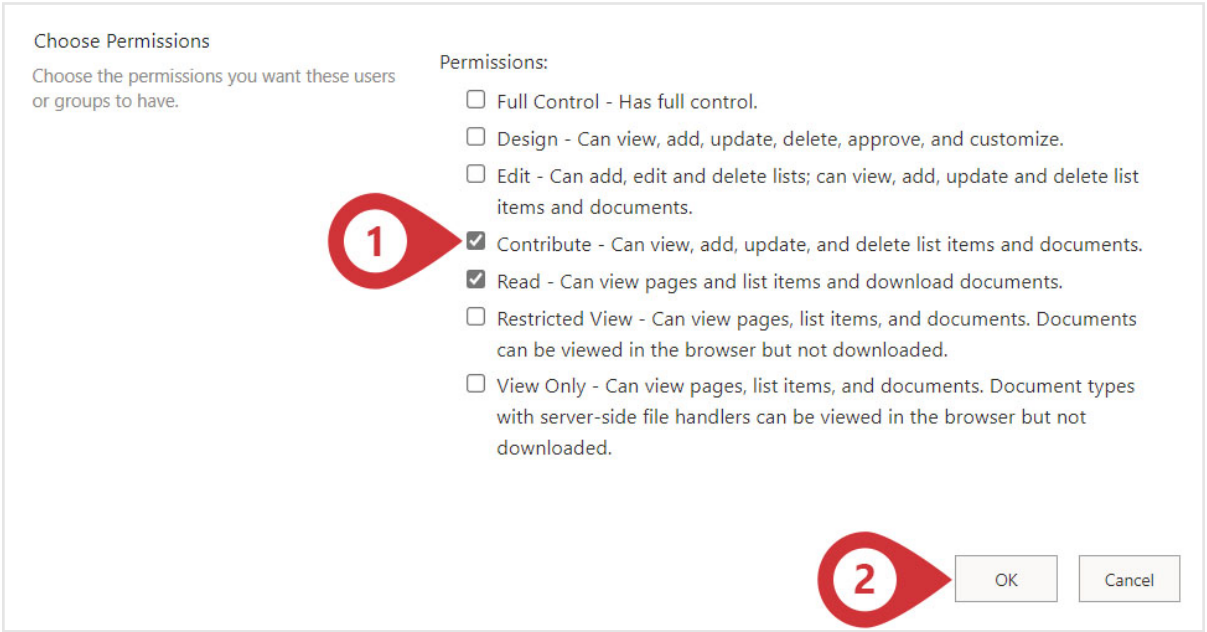


Stop Permissions Inheriting

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



Responses List Permissions



Permissions for Read-Only Access Group or User

Under **Permissions**, select the **Contribute** checkbox and click **Save**.

Tip

For more about permission management, see the Customize permissions for a SharePoint list or library article.

Teams Tab

If the web part is hosted in a Teams channel tab, no permission changes are needed - all channel members already have the necessary permissions.

Terms

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

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Teams Tab
A tab in Microsoft Teams is a page that is embedded in a channel, chat, or meeting and displays web content or an app, such as a SharePoint page or a custom application, at the top of the conversation.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.