

PublicInput User Guide

Welcome!

With PublicInput you will be able to more effectively interact with your agency, community, the public, and/or constituents. PublicInput contains a wide-ranging set of tools to help you manage your engagement activity and engagement work.


To help you get started, we've created this useful guide for you!

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The Engage DC Hub



Engage DC

The Washington, D.C. engagement hub is the online home for outreach and listening efforts to shape the future of our community. Here you can find upcoming events, initiatives, and opportunities to share your input on key topics.

Featured Projects



PA **Pennsylvania Avenue East Small Area Plan**

We are planning. We are planning together. We are planning for equity. The Office of Planning (OP) is developing an updated vision and implementation plan for Pennsylvania Avenue SE, east of the Anacostia...

Current Projects

Updates

☒ Via email

Your email

OR

☐ Via text message

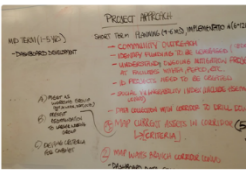
Your phone number

Sign up

Chevy Chase Small Area Plan

Welcome! The Chevy Chase Small Area Plan will focus on land use, housing, urban design, and community development, supported by technical analysis, community engagement, and public outreach. Click on the...

593 932 **Participate**



Project Approach

- COMMUNITY OUTREACH
- TECHNICAL ANALYSIS
- COMMUNITY DEVELOPMENT

Comprehensive Community Development Model

Welcome to the website for the Comprehensive Community Development Model (CCDM). With your help, this model will become a planning tool intended to spark economic development and community...

Participate

Past Projects

Commemorative Works Location Strategy

When you first visit engage.dc.gov, you'll land on the main Engage DC, DC Government hub, which contains all listed DC projects / surveys.

This landing page contains 'Featured Projects,' 'Current Projects,' and 'Past Projects' that have been [published](#) and [listed](#) by either your colleagues or other PublicInput users (more on this later).

Requesting an Account

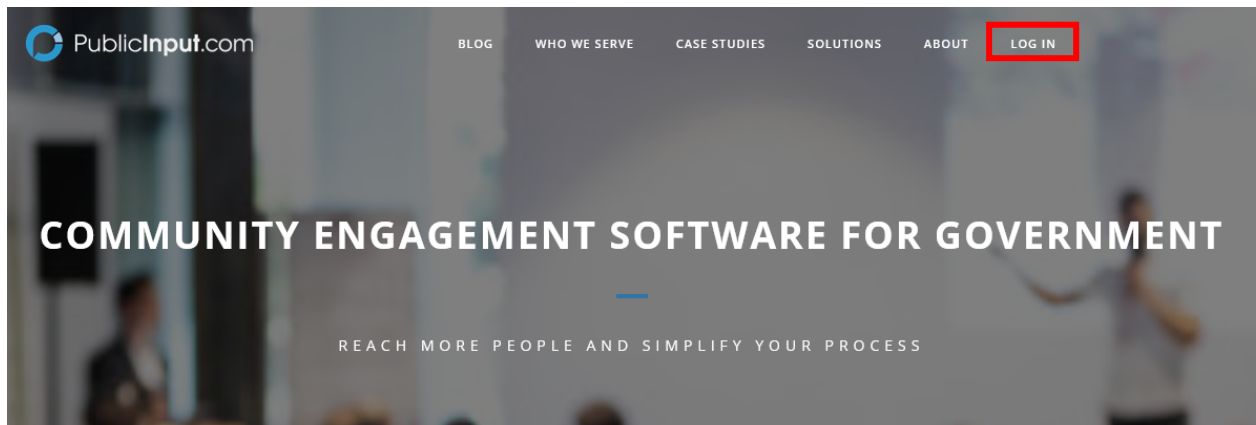
If you would like to get started with creating your own projects or have been assigned the role of being an admin by your manager, then you'll need an account! To request an account, make sure to do the following:

- Email publicinput.octo@dc.gov for a new account.
- Once we receive your email, you'll receive a follow-up confirmation email letting you know that your account has been created. So be on the lookout for an email; if you do not see one make sure to check your spam/junk folder.

Logging Into the Admin Dashboard

PublicInput is powered by PublicInput. After you receive your account confirmation email from us, to access the admin dashboard you'll be visiting PublicInput and logging in through their portal to start working:

1. Visit publicinput.com
2. In the upper-right hand corner, click **LOG IN**.
3. On the next page, enter your email/password, and click Sign In.

The image shows a login form for PublicInput.com. At the top is the PublicInput logo, a blue circle with a white speech bubble inside. Below the logo are two input fields: "Email" and "Password". To the right of the Password field is a link that says "Forgot password?". Below these fields is a blue "Sign In" button. Underneath the button is a horizontal line with the text "or sign in with" in the center. Below this line are four buttons for social login: Facebook (with the 'f' logo), Google (with the 'G' logo), Microsoft (with the four-colored square logo), and Twitter (with the bird logo). At the bottom of the form is a link that says "No account? Sign up here".

Please Note: If your credentials are not working, please make sure to contact us at publicinput.octo@dc.gov for further assistance.

The Admin Dashboard

After successfully logging in, you'll be brought to the admin dashboard. You will see *all* DC Government projects / surveys listed on this page.

Washington, D.C. Engagement Dashboard

PARTICIPANTS	RESPONSES	COMMENTS
401	12,682	1,665

Past 7 Days ▾ View More

Select department ▾ + Create new item ▾ Template Library

Topics

Search

Project Name	Listed	Days Active
Test 2	<input type="checkbox"/>	7
RETURN TO THE WORKPLACE SURVEY	<input type="checkbox"/>	11

To view your department, **click** on the '**Select department**' button and **select your department**:

Washington, D.C. Engagement Dashboard

PARTICIPANTS	RESPONSES	COMMENTS
25,873	201,710	71,817

All time ▾

Select department ▾

- DCPL
- DHCD
- DSLBD
- EOM
- OCTO
- Office of Planning

Topics

Search

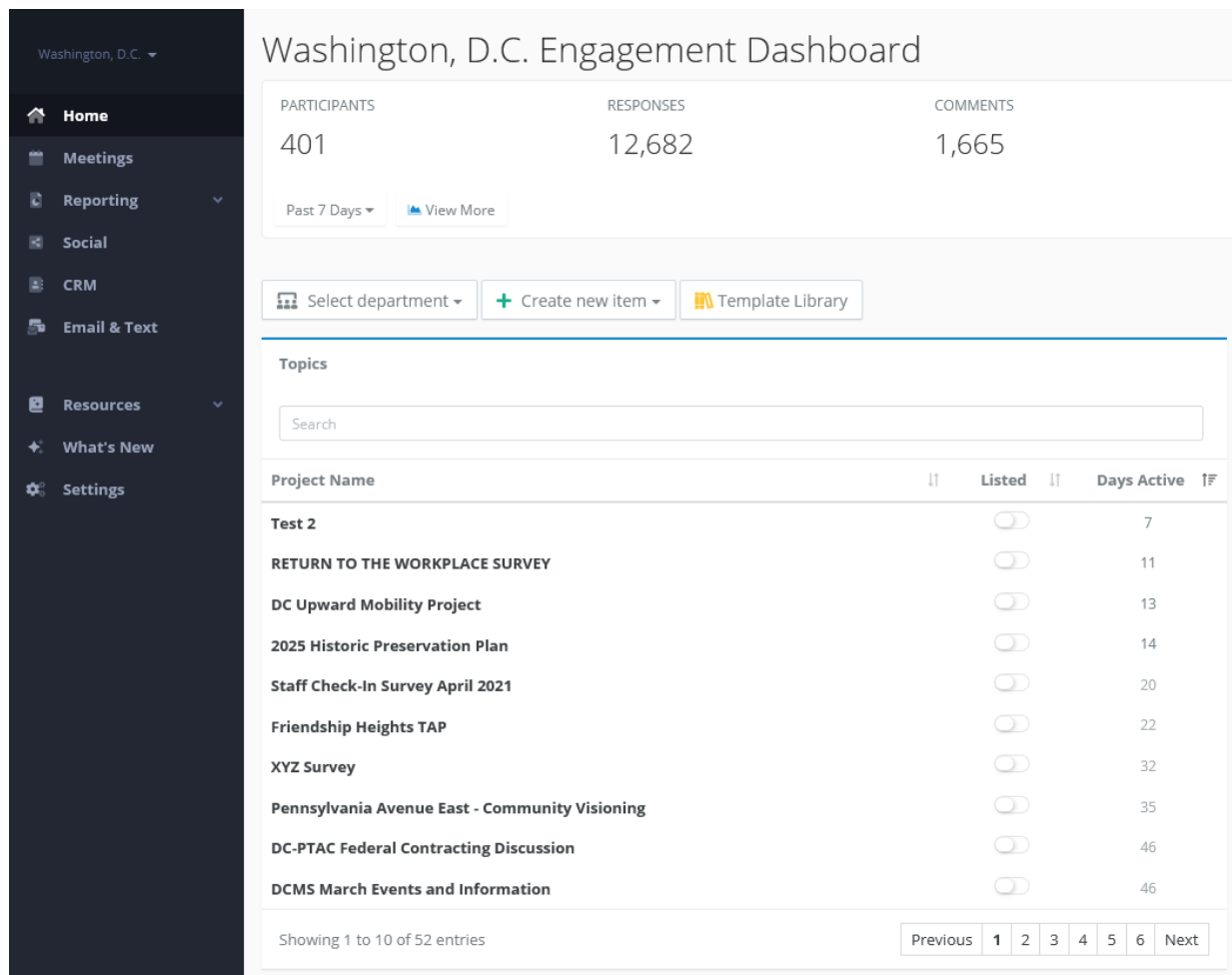
Project Name	Listed	Days Active
--------------	--------	-------------

Please Note: in the screenshot provided above, OCTO has been selected as an example; **make sure to select your appropriate department.**

If you would like to expand the left-hand navigation menu, make sure to click the right-arrow caret in the bottom left, to view the full-text menu.

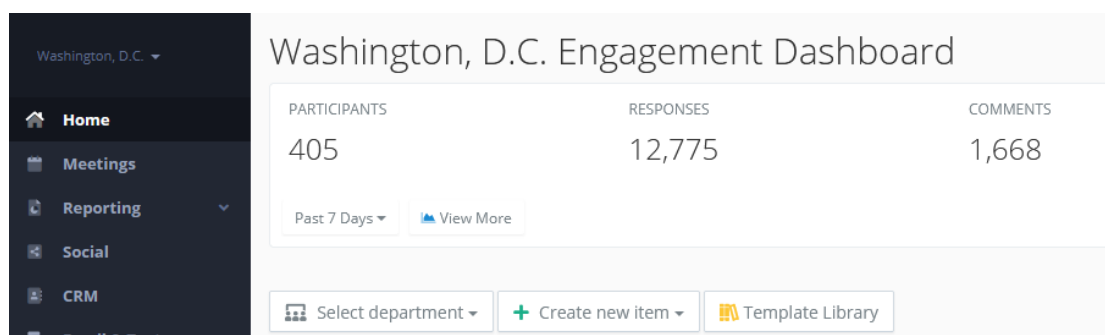
The screenshot displays the 'Washington, D.C. Engagement Dashboard'. At the top, it shows summary statistics: 401 PARTICIPANTS, 12,682 RESPONSES, and 1,665 COMMENTS, with filters for 'Past 7 Days' and a 'View More' link. Below this are buttons for 'Select department', 'Create new item', and 'Template Library'. The main section is titled 'Topics' and includes a search bar. A table lists various projects with columns for 'Project Name', 'Listed' (toggle), and 'Days Active'. The projects listed are: Test 2, RETURN TO THE WORKPLACE SURVEY, DC Upward Mobility Project, 2025 Historic Preservation Plan, Staff Check-In Survey April 2021, Friendship Heights TAP, XYZ Survey, Pennsylvania Avenue East - Community Visioning, DC-PTAC Federal Contracting Discussion, and DCMS March Events and Information. At the bottom of the table, it says 'Showing 1 to 10 of 52 entries' with pagination controls. In the bottom left corner of the dashboard, a red box highlights a right-pointing arrow icon, which is used to expand the left-hand navigation menu.

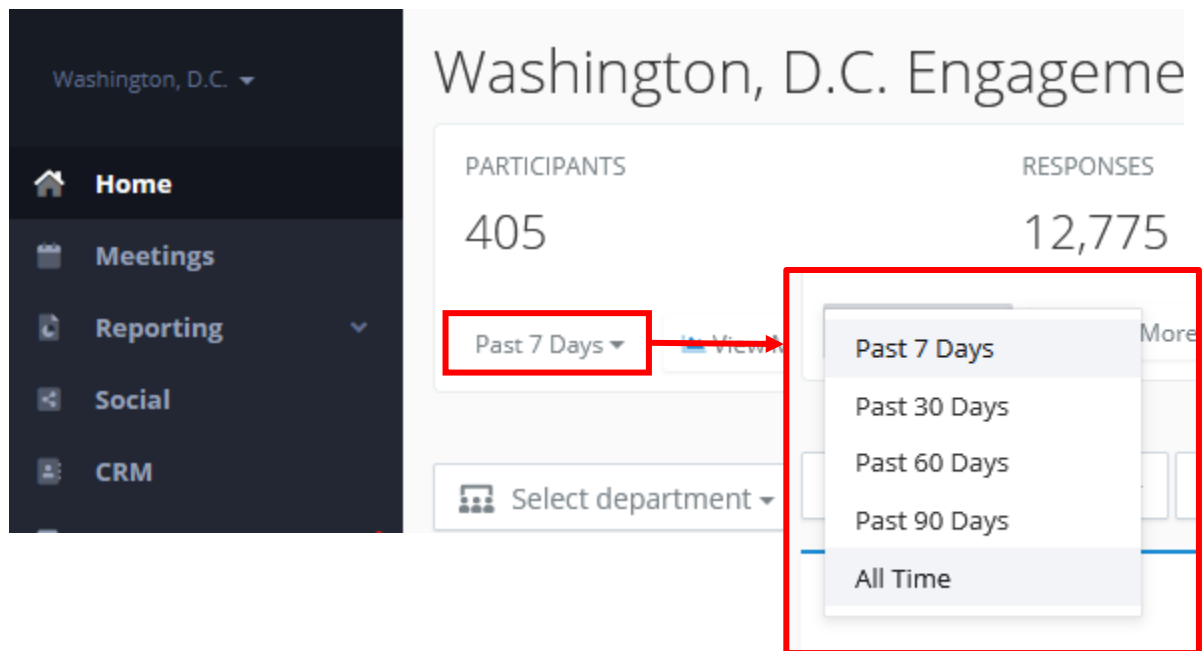
Project Name	Listed	Days Active
Test 2	<input type="checkbox"/>	7
RETURN TO THE WORKPLACE SURVEY	<input type="checkbox"/>	11
DC Upward Mobility Project	<input type="checkbox"/>	13
2025 Historic Preservation Plan	<input type="checkbox"/>	14
Staff Check-In Survey April 2021	<input type="checkbox"/>	20
Friendship Heights TAP	<input type="checkbox"/>	22
XYZ Survey	<input type="checkbox"/>	32
Pennsylvania Avenue East - Community Visioning	<input type="checkbox"/>	35
DC-PTAC Federal Contracting Discussion	<input type="checkbox"/>	46
DCMS March Events and Information	<input type="checkbox"/>	46



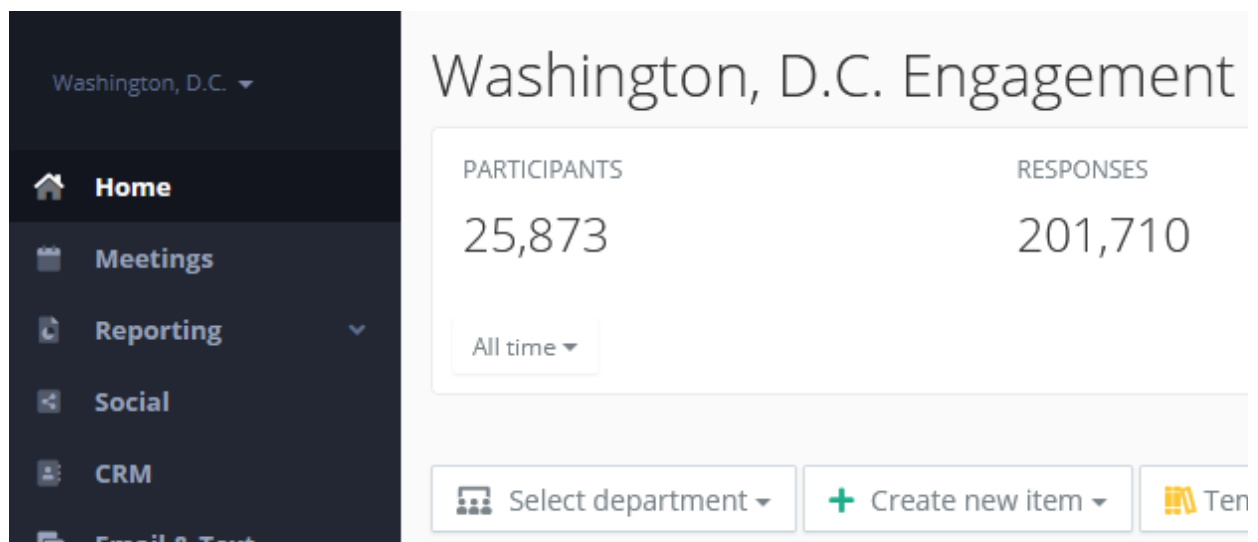
Stats Bar

At the top, you'll find real-time statistics of all DC Government, projects:





By default, the view is set to the '**Past 7 Days ▼**'. To view a different date range such as 'All Time,' simply click on Past 7 Days and change it:



*Please Note: Real-time statistics are a combined total of **all** PublicInput projects. This Stats Bar is only available on the admin dashboard and not individual department pages.*

Towards the middle of the admin dashboard you'll find the most recent DC Government, Projects (underneath Topics) and Events & Meetings.

Topics				
<input type="text" value="Search"/>				
Project Name	↑↓	Listed	↑↓	Days Active
Test 2		<input type="checkbox"/>		7
RETURN TO THE WORKPLACE SURVEY		<input type="checkbox"/>		11
DC Upward Mobility Project		<input type="checkbox"/>		13
2025 Historic Preservation Plan		<input type="checkbox"/>		14
Staff Check-In Survey April 2021		<input type="checkbox"/>		20
Friendship Heights TAP		<input type="checkbox"/>		22
XYZ Survey		<input type="checkbox"/>		32
Pennsylvania Avenue East - Community Visioning		<input type="checkbox"/>		35
DC-PTAC Federal Contracting Discussion		<input type="checkbox"/>		46
DCMS March Events and Information		<input type="checkbox"/>		46
Showing 1 to 10 of 52 entries				
		Previous	1	2
			3	4
			5	6
			Next	

Events & Meetings (All departments)				
<input type="text" value="Search"/>				
Event	↑↓	Listed on hub	↑↓	Date
Congress Heights Small Area Plan Town Hall # 2		<input type="checkbox"/>		5/6/2021
Kick-off Community Meeting: Pennsylvania Avenue East Small Area Plan		<input type="checkbox"/>		4/14/2021
Test Penn Ave		<input type="checkbox"/>		4/8/2021
Watch: Social Equity and Community Resilience Focus Group (4/6)		<input type="checkbox"/>		4/6/2021
Congress Heights: Social Equity and Community Resilience Focus Group		<input type="checkbox"/>		4/6/2021
Social Equity and Community Resilience Office Hours		<input type="checkbox"/>		4/6/2021
Watch: Economic Development and Business Opportunity Focus Group (April 1, 2021)		<input type="checkbox"/>		4/1/2021
Economic Development and Business Opportunities Office Hours		<input type="checkbox"/>		4/1/2021
Watch: Transportation and Access Focus Group (April 1, 2021)		<input type="checkbox"/>		3/30/2021
Transportation and Access Office Hours		<input type="checkbox"/>		3/30/2021
Showing 1 to 10 of 36 entries				
		Previous	1	2
			3	4
			Next	

Finally, you'll find Project Groups and Archived Projects if you scroll further down on the Admin dashboard page:

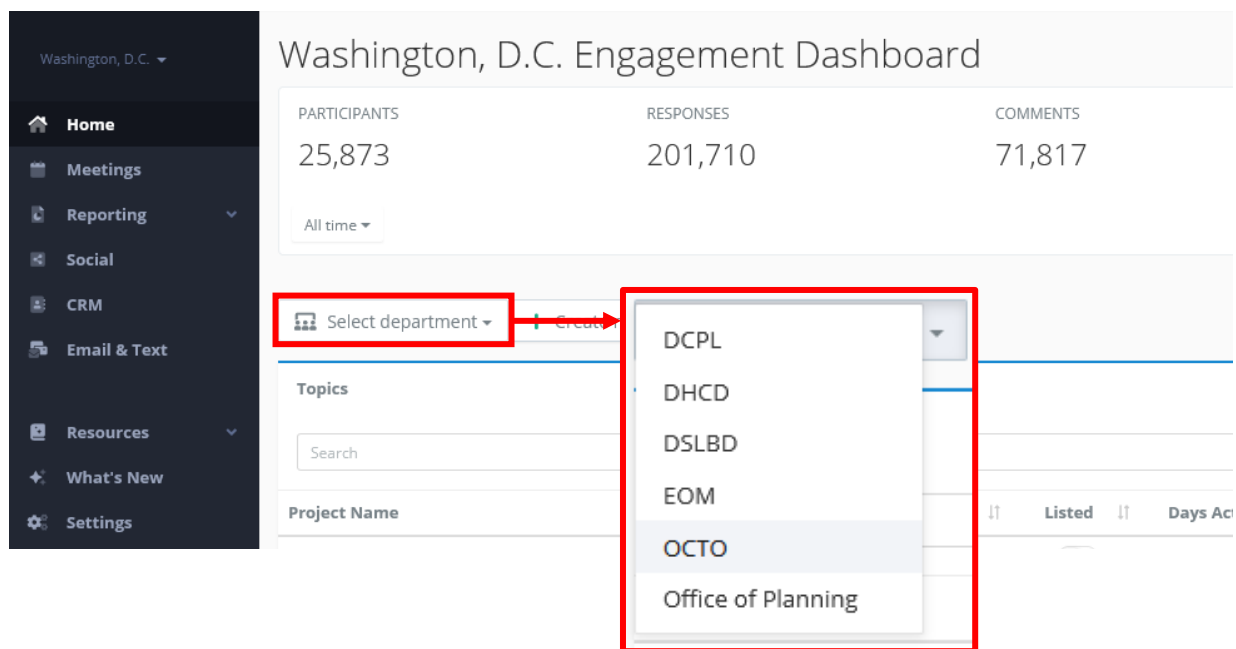
Project Groups			
<input type="text" value="Search"/>			
Topic Name	↑↓	Projects	↑↓
Budget Engagement Forums		3	
Chevy Chase Small Area Plan		0	
Comprehensive Community Development Model		7	
Congress Heights Small Area Plan		7	
OCTO Test Hub		3	
Pennsylvania Avenue East Small Area Plan		1	
ReOpen DC Survey		9	
Training Example Project Group-Delete		2	
Showing 1 to 8 of 8 entries			
Previous		1	Next

Archived Projects ⓘ			
<input type="text" value="Search"/>			
Project Name	↑↓ Listed	Created	↑↓
Test Project - DC	<input type="checkbox"/>	3/19/2021	
Budget Engagement Forum: February 16	<input type="checkbox"/>	1/29/2021	
Outdoor Dining and Retail during the COVID-19 Public Health Emergency Agency Survey	<input type="checkbox"/>	1/13/2021	
Outdoor Dining and Retail during the COVID-19 Public Health Emergency Survey	<input type="checkbox"/>	1/8/2021	
Commemorative Works Location Strategy	<input checked="" type="checkbox"/>	11/17/2020	
Creative Placemaking by: CreativeJunkFood	<input type="checkbox"/>	9/4/2020	
Housing Sub-committee Draft Recommendations	<input type="checkbox"/>	8/27/2020	
Youth Development Sub-committee Recommendations	<input type="checkbox"/>	8/27/2020	
Public Safety in Your Community	<input type="checkbox"/>	8/27/2020	
August Meeting for CCDM	<input type="checkbox"/>	8/27/2020	
Showing 1 to 10 of 14 entries			
Previous		1	2 Next

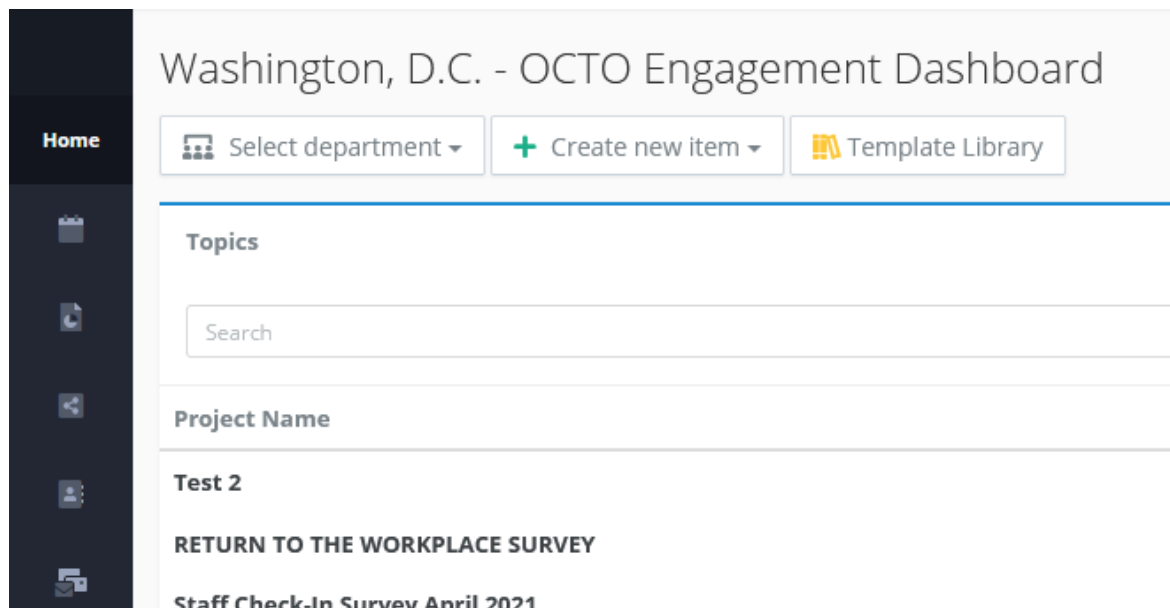
Creating Your First Project / Survey

Select Your Department

To get started on creating your first project, **you'll need to navigate to the right Department.** On the admin dashboard homepage, **click** on the **'Select department'** button and **select your department:**



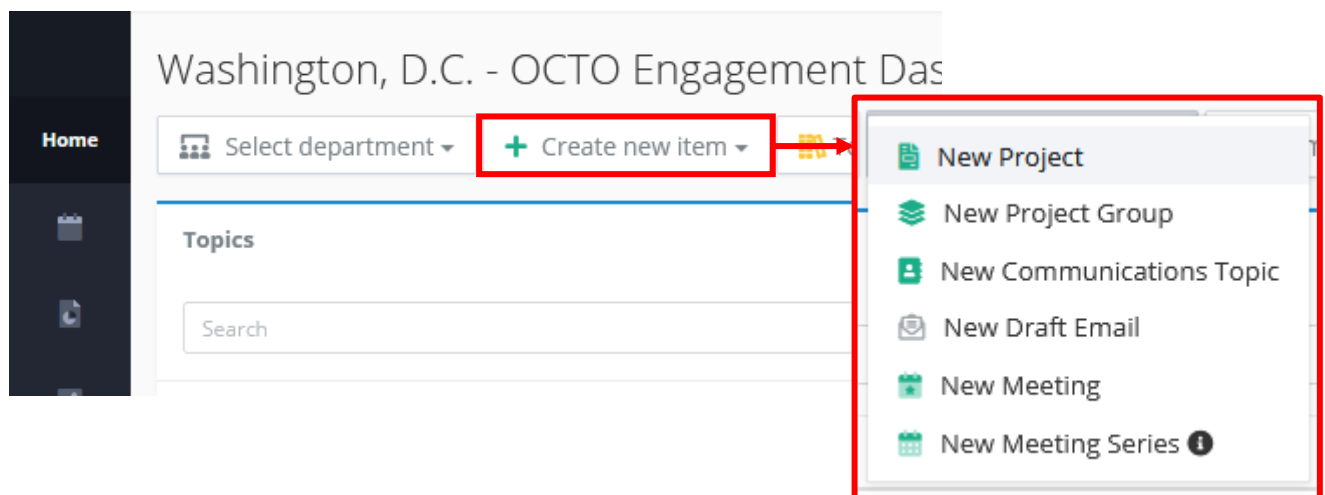
*Please Note: in the screenshot provided here, OCTO has been selected as an example; **make sure to select your appropriate department.***



Once in your respective department page, note that the stats bar has now disappeared and that the title at the top has now changed to '[Department] Engagement Dashboard.'

Create New Item

We will be creating a New Project, so **click '+ Create new item ▼'** and select **'New Project.'**



Create a New Project

Name:

Test Department Survey

Participant Anonymity

Fully Anonymous BETA ✓ Allow Anonymous Light Login Require Login

Page Format

✓ Content + Questions Question Series




☐ Include Sidebar ⓘ

Cancel Create Project

A new window will appear, asking you what you would like to name your new project. **Name your new project.** In this case, we will be showing you how to create a survey. In the screenshot example above, we've named this Test Department Survey.

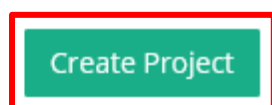
Participant Anonymity

Participant anonymity allows you to choose what personal information is required in order to participate in your survey:

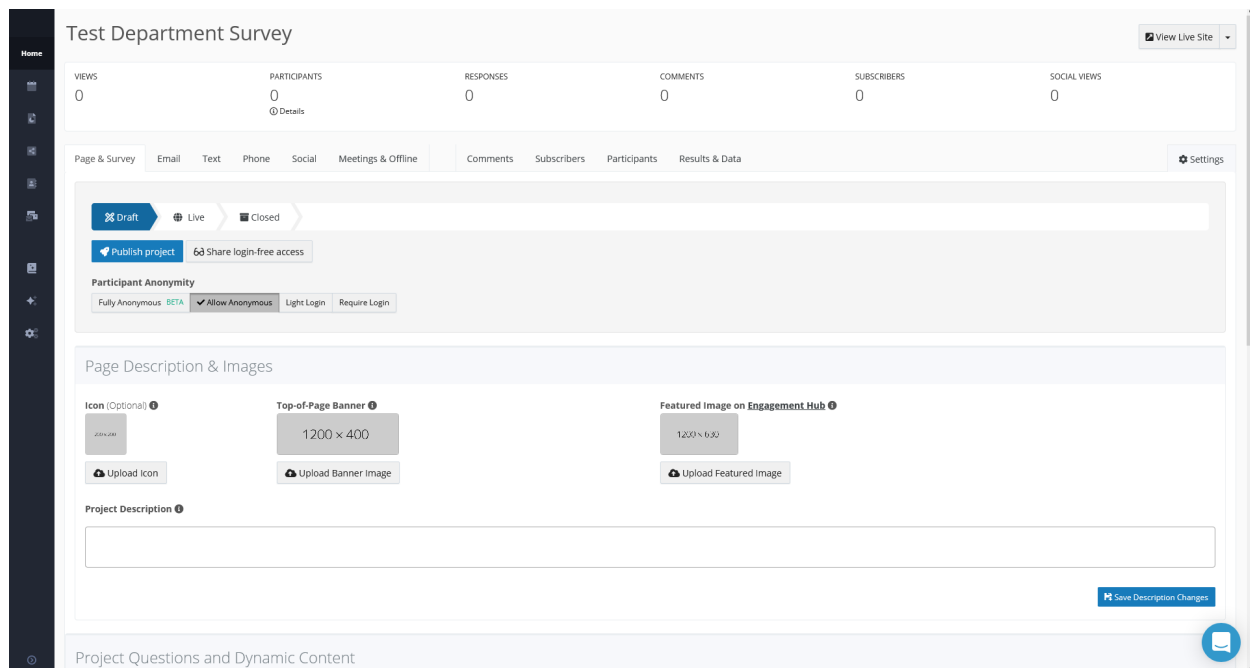
 Allow Anonymous	Allows participants to participate anonymously, with controls in place to avoid ballot box stuffing
 Light login	Participants must sign in with an email or social account (Facebook, Google, etc.)
 Require Login	Participants must provide name and email, but does not require password or authentication.

By default, the 'Allow Anonymous' option is selected and **it is recommended that you keep the Allow Anonymous option selected** to get as much engagement as possible from your surveys (less barrier to entry for survey takers).

By default, '√ Content + Questions' is selected, and this is the most dynamic option to choose so we will keep this option. **Click Create Project.**



Once you create your project, you'll be brought to your project page:



Draft Status

By default, your project will be in Draft status. We will leave the project in Draft status and we will *not* Publish the project until we are ready to do so. The only users that will be able to view your draft project are other admin users (they will be asked to login to PublicInput to view your draft).

Page Description & Images

If you would like, you may add an 'Icon,' 'Top-of-Page Banner,' or a 'Featured Image on Engagement Hub' to your project / survey. **To upload an image**, simply **click on the appropriate 'Upload' button under each corresponding image description**. Don't forget to add your Project Description as well. **Click 'Save Description Changes.'**

Page Description & Images

Icon (Optional) ⓘ

200 × 200

Upload Icon

Top-of-Page Banner ⓘ

1200 × 400

Upload Banner Image

Featured Image on Engagement Hub ⓘ

1200 × 630

Upload Featured Image

Project Description ⓘ

This is an example of an OCTO Test Project Page (#3). Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla tempor ante nulla, quis dignissim ex pulvinar eu. Praesent gravida, quam sed auctor mollis, magna est efficitur eros, eu semper purus urna a eros. Duis aliquet, felis tempor porta ornare, nisi nisl scelerisque nibh, sit amet porta justo libero ac felis.

Save Description Changes

Icon

You have the option to upload an icon for your project / survey. If you choose to upload an icon (200 x 200 pixels), this appears at the top of your project / survey page alongside your Project Description:



This icon also appears alongside your project / survey title on the [PublicInput hub](#) (project must be [published](#) and [listed](#) on the hub; more on this later).

The following custom PublicInput Icons have been added to the Media Library for your use:






To upload one of the icons shown, navigate to your project Page Description & Images section, underneath the Icon column, **click** on **'Upload Icon'**:

Page Description & Images


Icon (Optional) ⓘ

200 × 200

 Upload Icon


Top-of-Page Banner ⓘ

1200 × 400


 Upload Banner Image

Featured Image on Engagement Hub ⓘ

1200 × 630

 Upload Featured Image

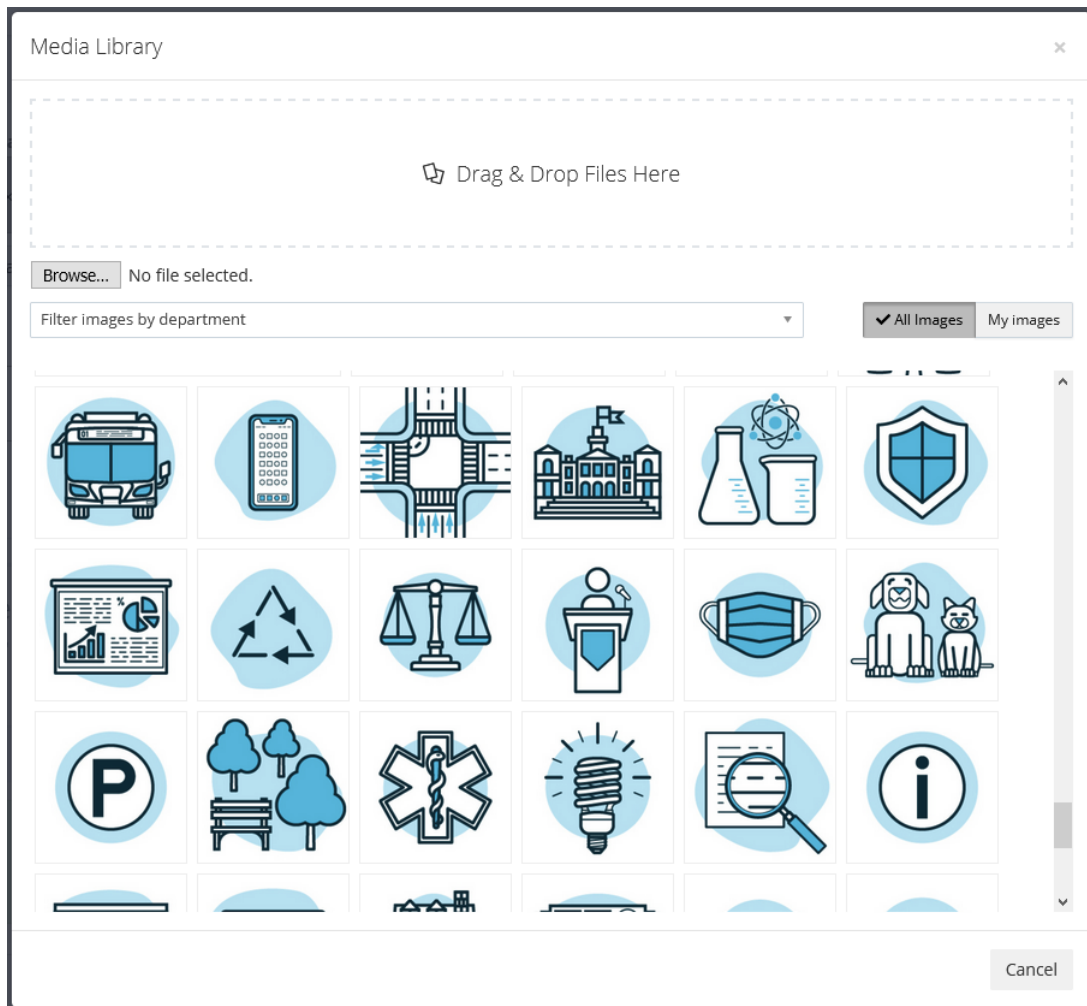
Project Description ⓘ

 Save Description Changes

octo

| Office of the Chief Technology Officer

21

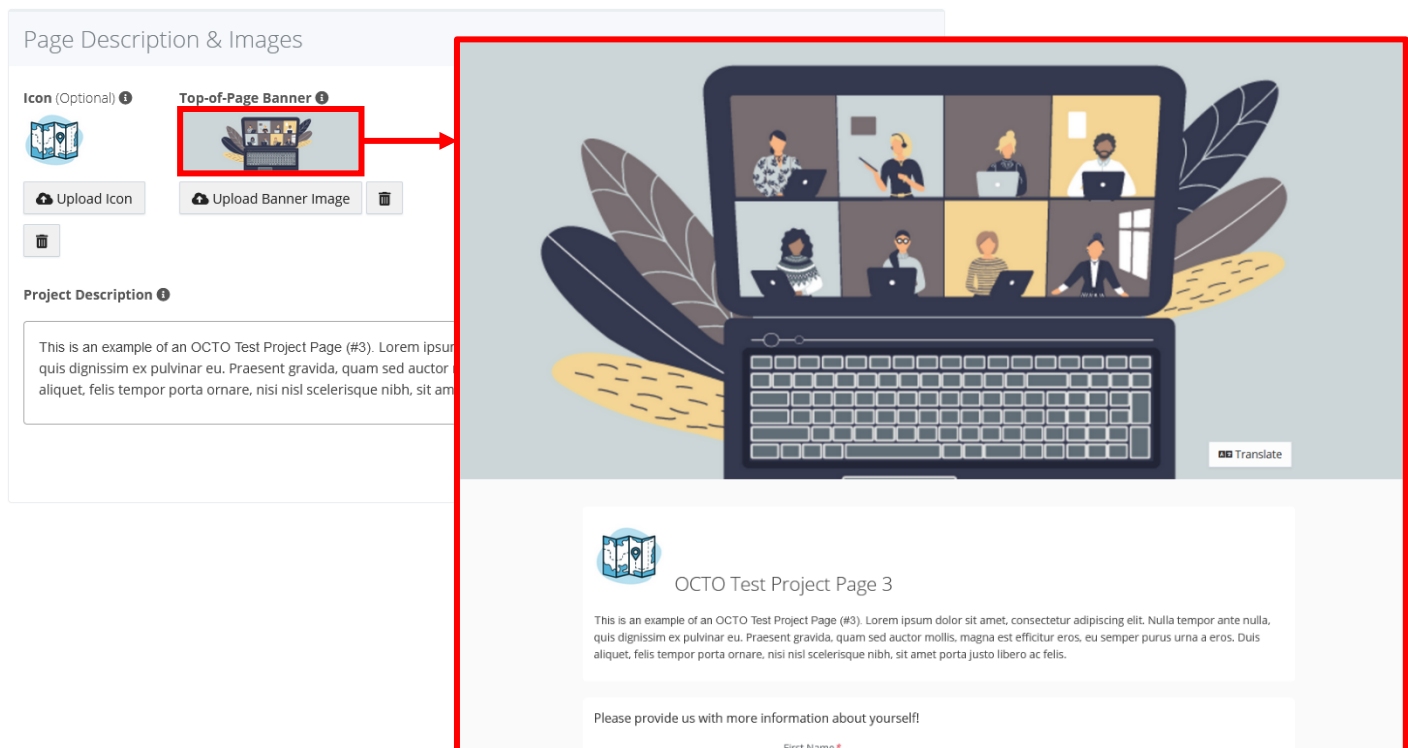


In the new window, scroll down until you find the uploaded icons. Feel free to use whichever icon suits your project / survey best. Black and white versions of these very same icons have been uploaded as well.

Top-of-Page Banner

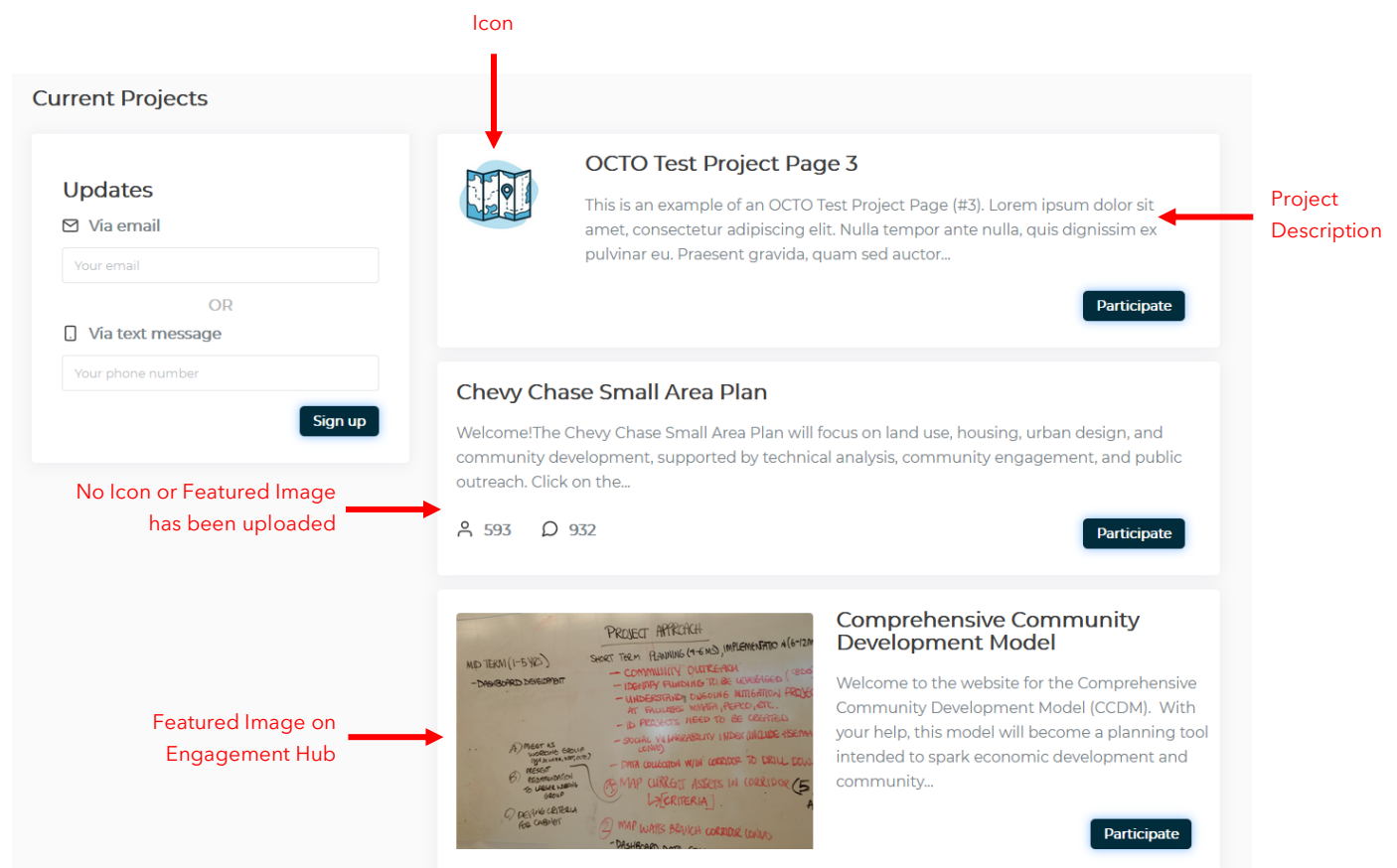
The Top-of-Page Banner is an optional background image (1200 x 400 pixels) that is shown at the top of your project / survey page. It may also appear on social networking platforms when the project link is shared.

Here is an example of how the top-of-page banner would look on the actual project / survey page:



The Featured Image on Engagement Hub (1200 x 630 pixels) is shown with your project on the PublicInput hub.

Visual Representation of Page Description & Images



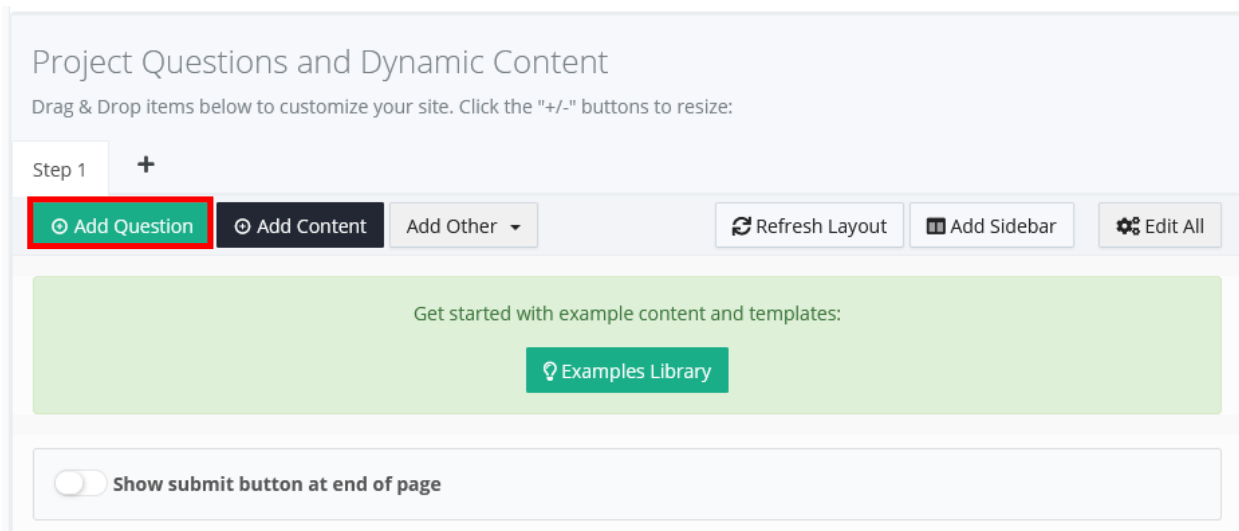
Optimum Image Size Dimensions

- Icon: 200 x 200 pixels
- Top-of-Page Banner: 1200 x 400 pixels
- Featured Image on Engagement Hub: 1200 x 630 pixels

Creating Your Questions

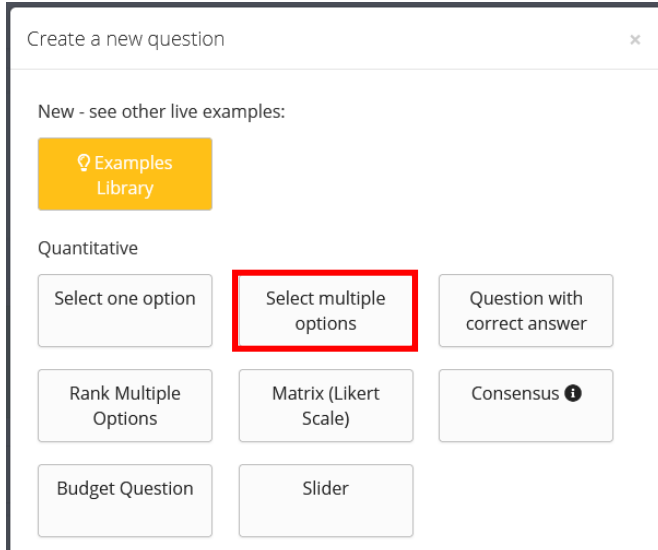
Add Question

Now that you've created your first project / survey, we'll show you how to generate questions for your survey-takers to answer. On your project page, scroll down. **Underneath** the '**Project Questions and Dynamic Content**' section, **click** on '**+ Add Question**':



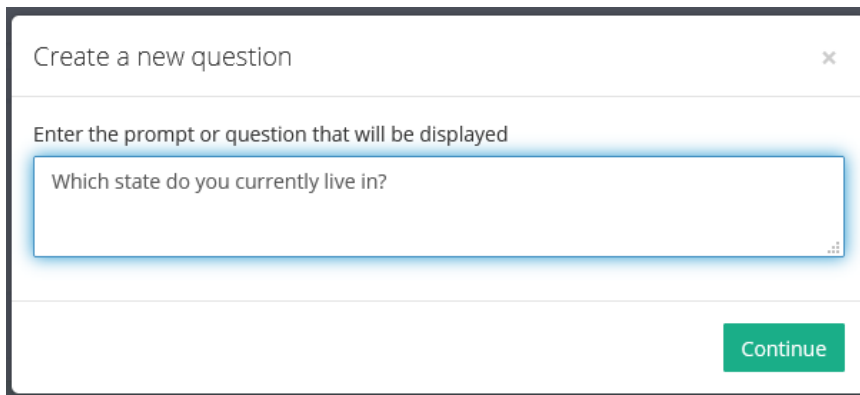
Select Multiple Options

The 'Create a new question' window will show. For a survey question with multiple options, **click** on '**Select multiple options**':



The screenshot shows a window titled "Create a new question" with a close button (X) in the top right corner. Below the title bar, it says "New - see other live examples:". There is a yellow button labeled "Examples Library" with a lightbulb icon. Below this, under the heading "Quantitative", there are several buttons: "Select one option", "Select multiple options" (which is highlighted with a red border), "Question with correct answer", "Rank Multiple Options", "Matrix (Likert Scale)", "Consensus" (with an information icon), "Budget Question", and "Slider".

Enter your question or prompt that you would like your survey-takers to answer. **Click 'Continue'**:



The screenshot shows the same "Create a new question" window. The prompt entry field is now active, containing the text "Which state do you currently live in?". The "Continue" button is visible in the bottom right corner.

On this next window, **Add the first response option** for your multiple options, question. **Click '+ New Option'** to add the rest of your response options. *The 'Add Other' option is there for you as well.*

The screenshot shows a question editor interface. At the top, there's a 'Question Format' section with a dropdown menu set to 'Select multiple options' and a gear icon labeled 'Options'. Below this is the 'Question wording' section with a text area containing 'Which state do you currently live in?'. Underneath the text area are buttons for 'Add Explainer Text' and 'Add Image'. The 'Response Options' section features a text input field with 'D.C.' and a red 'X' icon. Below the input field are three buttons: '+ New Option' (highlighted with a red box), 'Add "Other"', and 'Save New Options'. There is also a toggle switch for 'Show vote counts and results to voters' and an 'Advanced Options' button. At the bottom, there's a 'Comments Disabled' dropdown.

If you need to edit any of your response options, hover your mouse over the response and click the pencil icon:

This close-up shows the 'Response Options' section. It includes the 'Add Explainer Text' button and the 'Response Options' heading. Below the heading is a list of response options, with the first one being 'D.C.'. A red box highlights a pencil icon next to 'D.C.', indicating that clicking it allows for editing the response option.

Check your work. **When you're finished, click 'Save New Options.'**



Click on the 'X' in the upper-right hand corner to close out of this window.

Question Format:

Select multiple options ▾

Question wording:

Which state do you currently live in?

bold _italics_

① Add Explainer Text 🖼 Add Image

Response Options:

D.C.	0%	≡	⚙ ▾
Maryland	0%	≡	⚙ ▾
Virginia	0%	≡	⚙ ▾
Other	0%	≡	⚙ ▾

+ New Option ➡ Add "Other"

Customize "Other" prompt(optional)

Save

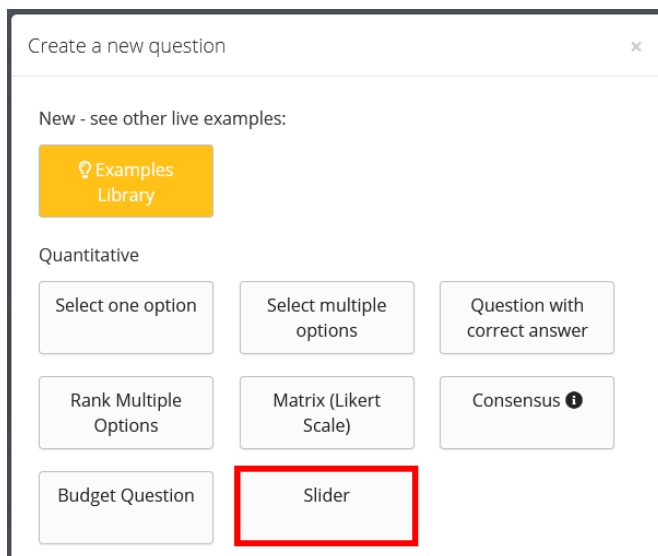
☒ Show vote counts and results to voters

⚙ Advanced Options

Comments Disabled ▾

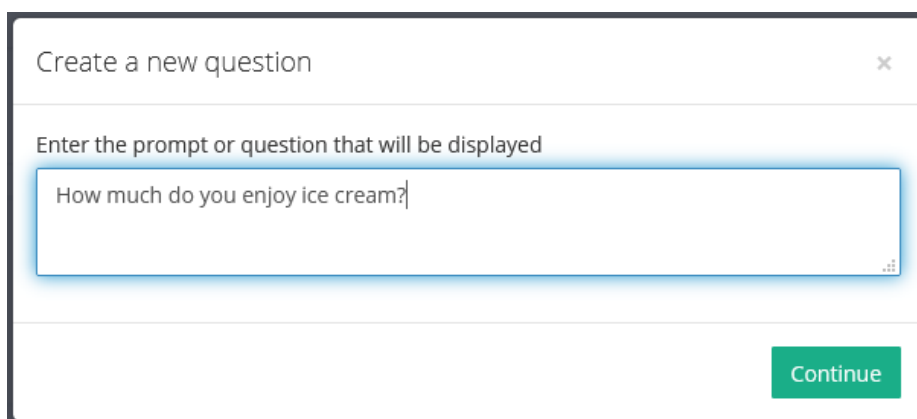
Slider

To add a slider question for your survey, go through the same steps to [Add Question](#) to your project. The 'Create a new question' window will show. For a survey question with a slider, **click** on '**Slider**':



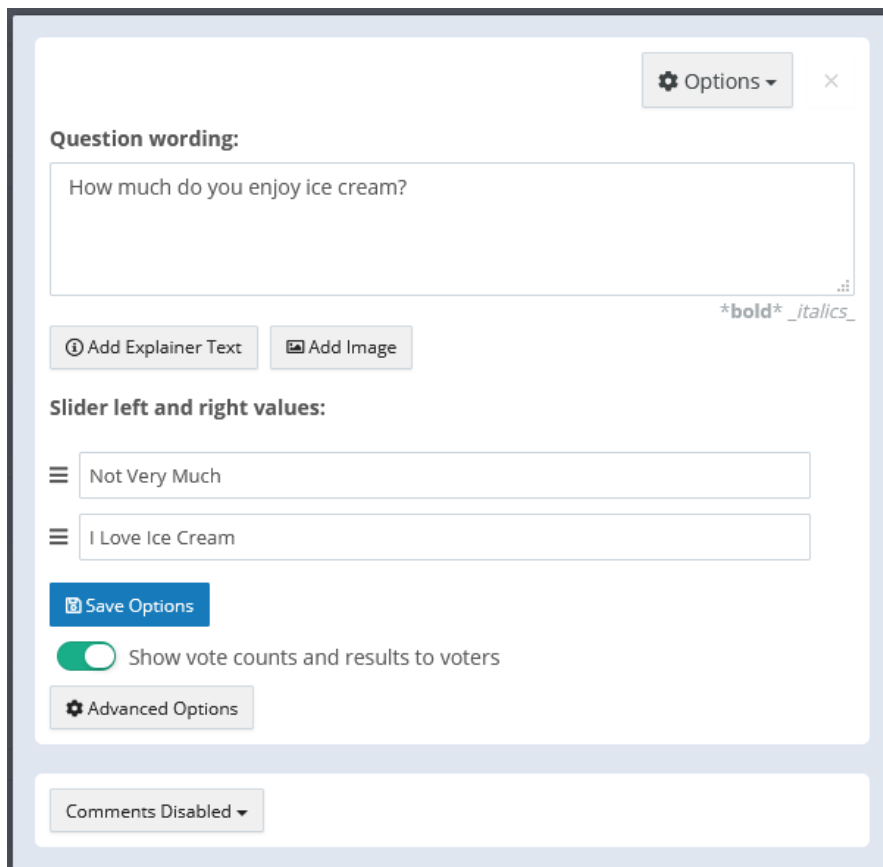
The screenshot shows a window titled "Create a new question" with a close button (X) in the top right corner. Below the title bar, it says "New - see other live examples:". There is a yellow button labeled "Examples Library" with a lightbulb icon. Under the heading "Quantitative", there are six buttons arranged in a grid: "Select one option", "Select multiple options", "Question with correct answer", "Rank Multiple Options", "Matrix (Likert Scale)", and "Consensus" (with an information icon). The "Slider" button is highlighted with a red rectangular border.

Enter your question or prompt that you would like your survey-takers to answer. **Click 'Continue'**:



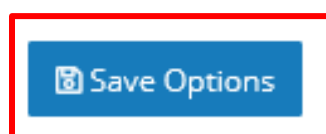
The screenshot shows the same "Create a new question" window. The text "Enter the prompt or question that will be displayed" is above a text input field. The input field contains the text "How much do you enjoy ice cream?". Below the input field, the "Continue" button is highlighted with a green background.

In this slider question example, we will be asking the survey-taker, "How much do you enjoy ice cream?"



The screenshot shows a survey question editor interface. At the top right, there is a gear icon and the text "Options" with a dropdown arrow, and a close icon (X). Below this, the "Question wording:" section contains a text box with the question "How much do you enjoy ice cream?". To the right of the text box is a small icon of three dots. Below the text box are two buttons: "Add Explainer Text" (with an information icon) and "Add Image" (with an image icon). Below these buttons is the "Slider left and right values:" section. It contains two text boxes, each preceded by a slider icon (three horizontal lines). The first text box contains "Not Very Much" and the second contains "I Love Ice Cream". Below these text boxes is a blue button labeled "Save Options" with a save icon. Below the button is a toggle switch that is currently turned on, labeled "Show vote counts and results to voters". Below the toggle switch is a button labeled "Advanced Options" with a gear icon. At the bottom of the interface, there is a button labeled "Comments Disabled" with a dropdown arrow.

With slider questions, there are only two values that you may present to the survey-taker. In this example, we will add the values, "Not Very Much," and, "I Love Ice Cream" to this survey question. After you add your two values, that's it! No need to add weights or to do anything else; PublicInput will handle the rest. **Click Save Options.**



Click the 'X' in the upper right-hand corner to close out of this window.

The image shows a configuration window for a poll. In the top right corner, there is a grey button with a gear icon and the text "Options", and next to it is a red-outlined square button containing a grey "X" icon. Below the "Options" button is a section titled "Question wording:" followed by a large text input field containing the text "How much do you enjoy ice cream?". To the right of the input field is a small icon of three dots. Below the input field are two buttons: "Add Explainer Text" (with an information icon) and "Add Image" (with an image icon). Below these buttons is a section titled "Slider left and right values:". This section contains two rows. The first row has a light grey bar with the text "Not Very Much" on the left and "0%" on the right, followed by a hamburger menu icon and a gear icon. The second row has a light grey bar with the text "I Love Ice Cream" on the left and "0%" on the right, followed by a hamburger menu icon and a gear icon. Below the slider section is a blue button labeled "Save Options". Below that is a toggle switch that is currently turned on, followed by the text "Show vote counts and results to voters". Below the toggle is a button labeled "Advanced Options" with a gear icon. At the bottom of the window is a button labeled "Comments Disabled" with a downward arrow icon.

Options

Question wording:

How much do you enjoy ice cream?

bold _italics_

Add Explainer Text Add Image

Slider left and right values:

Not Very Much 0%

I Love Ice Cream 0%

Save Options

Show vote counts and results to voters

Advanced Options

Comments Disabled

Examples Library

When creating survey questions, although it may be tempting to select the 'Example Library' button, it is not recommended that you click on this when starting:

Create a new question

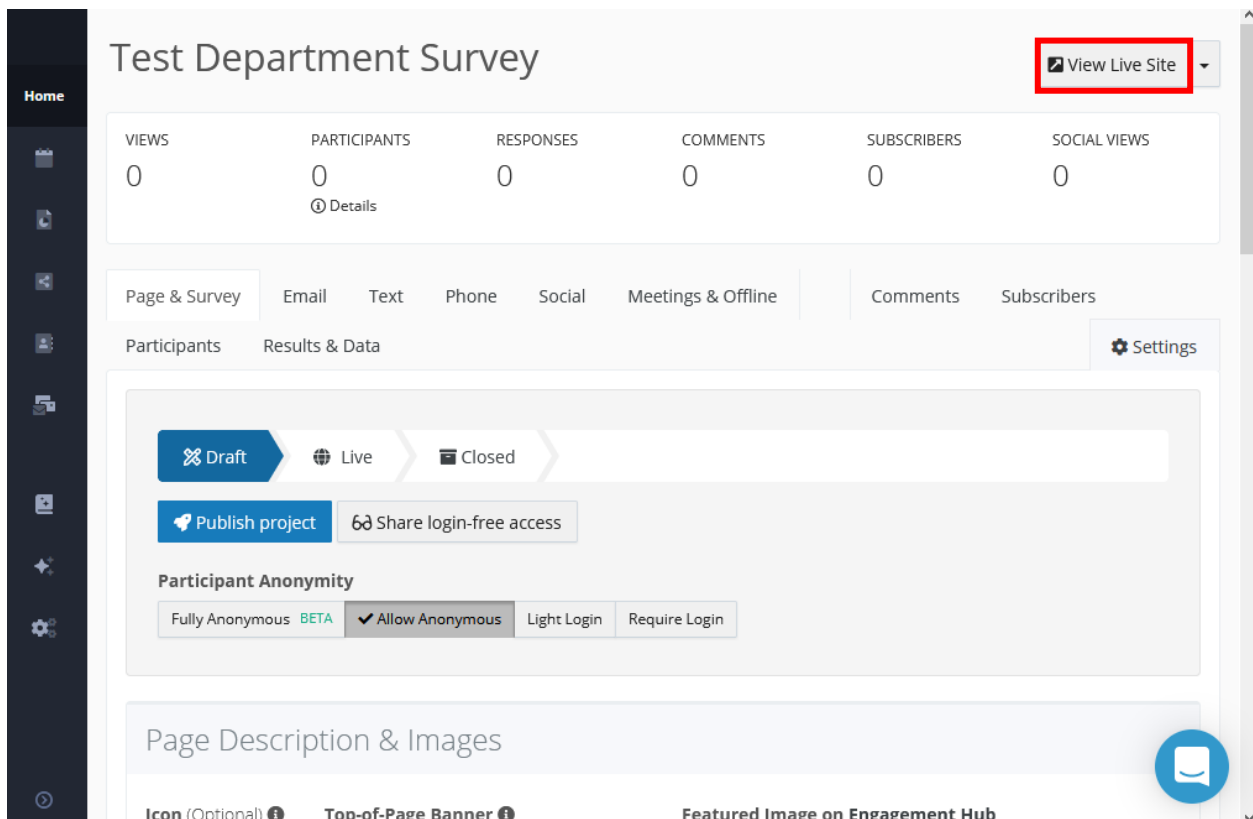
New - see other live examples:



This examples library contains *all* PublicInput questions that have been created by other admins for their specific projects, so these questions may not be applicable to your particular project.

View Live Site

To check your work, scroll back to the top of your project page. Click on the 'View Live Site' button in the upper right-hand corner:



Please Note: Do not worry, as mentioned before, projects are always in [Draft Status](#) by default. Even though the button mentions 'View Live Site,' your project is not live, or viewable by anyone other than admins, until you actually '[Publish project](#).' You will simply use this View Live Site button to check your work from time-to-time.

After you click on View Live Site, the following is what our survey-taker will see (this is the [Select Multiple Options survey example](#) that we created earlier):

Washington, D.C. > Test Department Survey test@dc.gov

[Translate](#)

Which state do you currently live in?

☐ D.C.

☐ Maryland

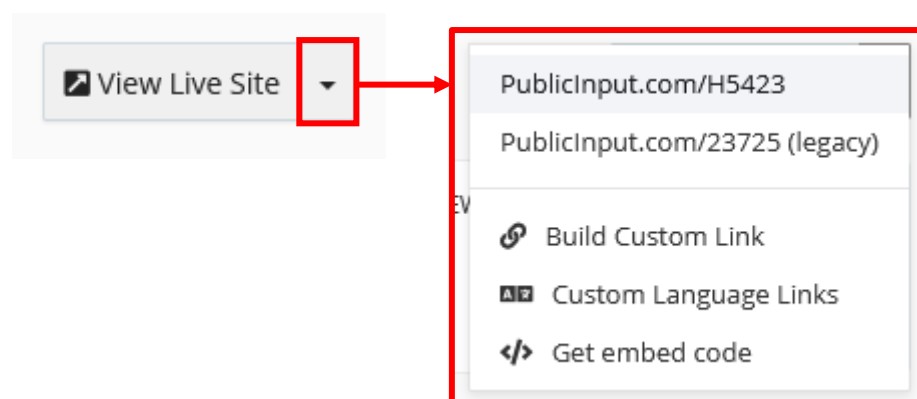
☐ Virginia

☐ Other

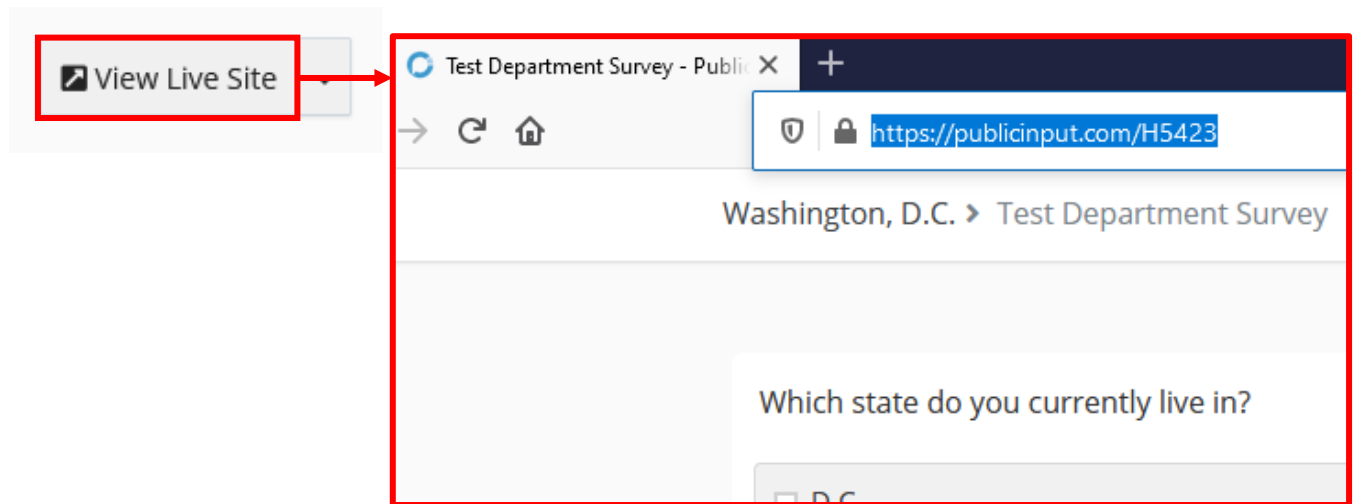
[Click to view results](#)

Project / Survey URL Link

If you need to share your project URL to your other admin colleagues for feedback, or if the project is published and you need the URL, go back to the top of your project page and click on the down-arrow caret next to View Live Site:

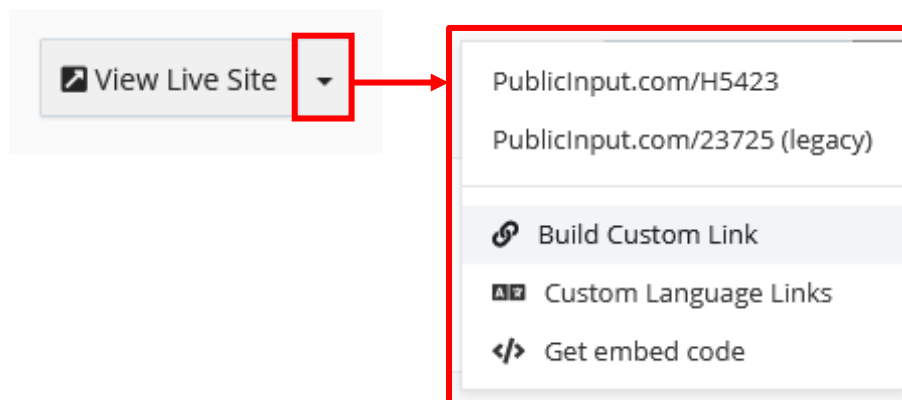


Alternatively, you can **click** on **View Live Site**, and then **copy the URL from the address bar**:



Build a Custom Link

If you would like to build a custom link for your project / survey, **click on the down-arrow caret** next to View Live Site, **select** the '**Build Custom Link**' option:



You will now see the Settings of your Project. Scroll down to the Custom Links section:

Test Department Survey View Live Site

VIEWS	PARTICIPANTS	RESPONSES	COMMENTS	SUBSCRIBERS	SOCIAL VIEWS
0	0 Details	0	0	0	0

Page & Survey | Email | Text | Phone | Social | Meetings & Offline | Comments | Subscribers | Participants | Results & Data | **Settings**

[Get embed code](#) [Copy to a New Project](#) [Clear all responses & views](#) [Admin Event History](#) [Site Format](#) [Change Type](#)

[Restore Archived Content](#)

[Delete Project](#)

☒ Require login if duplicate responses received from same IP address

☐ Analyze comments to create "Smart Tag" Visualization

☐ Step names are clickable

☐ Display cookie notice

End-of-page submit settings have moved to the bottom of the page and survey tab.

Custom Links

Custom links help you track who is participating and can automatically add visitors who follow the link to a segment.

<https://PublicInput.com/>

- ✓ At least 5 characters and less than 30 characters
- ✓ Not currently in use
- ✓ Does not contain spaces or special characters (@#"*!&%\$)

Associated meeting: Add visitors to segment: Language:

[Create New Link](#)

Make sure you adhere to the requirements for the Custom Link:

- At least 5 characters long and less than 30 characters
- Not currently in use
- Does not contain any spaces or special characters (@#"*!&%\$)

Custom Links

Custom links help you track who is participating and can automatically add visitors

https://PublicInput.com/

- ✓ At least 5 characters and less than 30 characters
- ✓ Not currently in use
- ✓ Does not contain spaces or special characters (@#"*!&%\$)

Associated meeting:

N/A

Add visitors to segment:

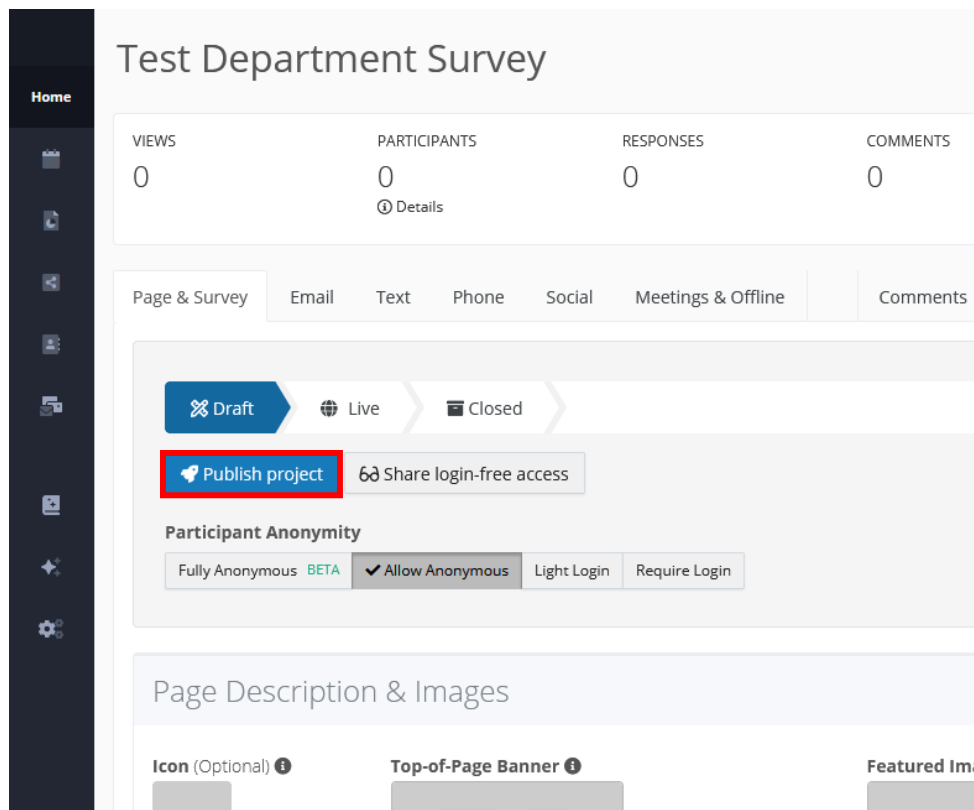
Don't assign a segment

 [Create New Link](#)

In our example above, we've opted for the custom link 'customtest.' **Once you've met all the listed requirements**, you'll see green check marks next to each requirement, go ahead and **click 'Create New Link.'**

Publish Project

Once you've added all of your questions, you've checked your work via the [Live Site button](#), and you're ready for prime time, it's time to Publish your project! **Click** on '**Publish project**':



You'll receive a message, in the upper left-hand corner, letting you know that your project has been successfully published:



Unpublish Project

At this point, you'll notice that your project has moved into the 'Live' chevron status. If need be, you can click 'Return to draft' if you'd like to unpublish this project to continue working on any edits.

Page & Survey
Email
Text
Phone
Social
Meetings & Offline
Co

Draft
Live
Closed

Return to draft
Close project to responses

☐ List on Washington, D.C. home
☐ Feature on Washington, D.C. home

Close at a specific time
 (UTC-05:00) Eastern Time (US & Can...
Sche

Participant Anonymity
Fully Anonymous BETA
Allow Anonymous
Light Login
Require Login

List Your Project / Survey on Main Hub

Once you Publish your project, you'll also notice two new options appear on your Project, Page & Survey page: **'List on DC Government home'** and **'Feature on DC Government home'**.

☐ List on Washington, D.C. home
☐ Feature on Washington, D.C. home

Enabling any one of these options will show your project / survey on the main [PublicInput hub](#), so be careful when doing this because not every project will warrant being listed, or need to be listed, on the main hub.

List on DC Government home will show your project underneath 'Current Projects' towards the bottom of the PublicInput hub:

Current Projects

Updates

☒ Via email

OR

☐ Via text message

Sign up

Chevy Chase Small Area Plan

Welcome!The Chevy Chase Small Area Plan will focus on land use, housing, urban design, and community development, supported by technical analysis, community engagement, and public outreach. Click on the...

593

932

Participate

PROJECT PURPOSE

WED TALK (1-5 PM)


COMMUNITY DEVELOPMENT

WELCOME TO THE WEBSITE FOR THE COMPREHENSIVE COMMUNITY DEVELOPMENT MODEL (CCDM). With your help, this model will become a planning tool intended to spark economic development and community...

Participate

Feature on DC Government home will feature your project as a large block towards the top of the PublicInput hub:

Featured Projects



PA


Pennsylvania Avenue East Small Area Plan

We are planning. We are planning together. We are planning for equity. The Office of Planning (OP) is developing an updated vision and implementation plan for Pennsylvania Avenue SE, east of the Anacostia...

203

295

Participate


 | Office of the Chief Technology Officer


40


In-Depth Questions & Engagement Activities You Can Add


<u>Quantitative questions:</u>	Select one option - buttons Select one option - drop down menu Select multiple options Question with correct answer Rank Options Matrix Consensus Budget Slider
<u>Qualitative Questions:</u>	Open-ended comments
<u>Participant Information Questions:</u>	Location Question types (3) Contact information
<u>Geospatial Questions:</u>	Interactive map response Select shape on an image
<u>Demographic Questions:</u>	Demographics module
<u>Other Question types:</u>	Confirmation message Skip-Logic


Tips & Best Practices


 If your project is in [Draft](#) mode, don't forget to click [Publish Project](#) when you are ready to go **Live**.

 Test responses will be counted in your project metrics! If you want to start fresh after [sharing login-free access](#) to test your project, be sure to [clear all project views and responses](#) before you go live. Otherwise, you can [delete individual responses](#) on the **Participants** tab (meaning people you know were in your test audience.)

 If you're testing the survey yourself, it's best practice to open it in a private or "incognito" browser window. This will allow you to see the survey as a participant would, rather than as you would while logged in as an admin.

 If you need to add paper survey responses, use the [data entry](#) button under the **Meetings & Offline** tab to add participants' responses individually.

 Need to make a change? No problem! Nothing in the system is ever set in stone.

 If you get stuck, don't get frustrated! Click the little **chat button** on the bottom right to talk to one of PublicInput's customer support team members.

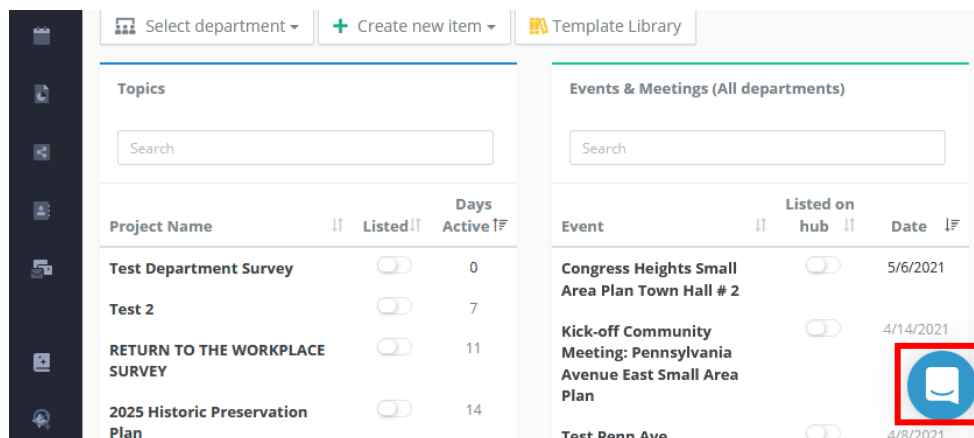
Additional Support

PublicInput Resources

PublicInput is powered by PublicInput. For additional training options, view the PublicInput.com Academy on-demand [Refresher Training](#), [Seminar Series](#) on new features, and the PublicInput [Help Center](#).

PublicInput Live Chat

If you ever need to chat with a live PublicInput representative, feel free to click on the chat icon in the lower right-hand corner:



Admin Account Assistance

For PublicInput Admin account access or account assistance, contact us at: publicinput.octo@dc.gov.