

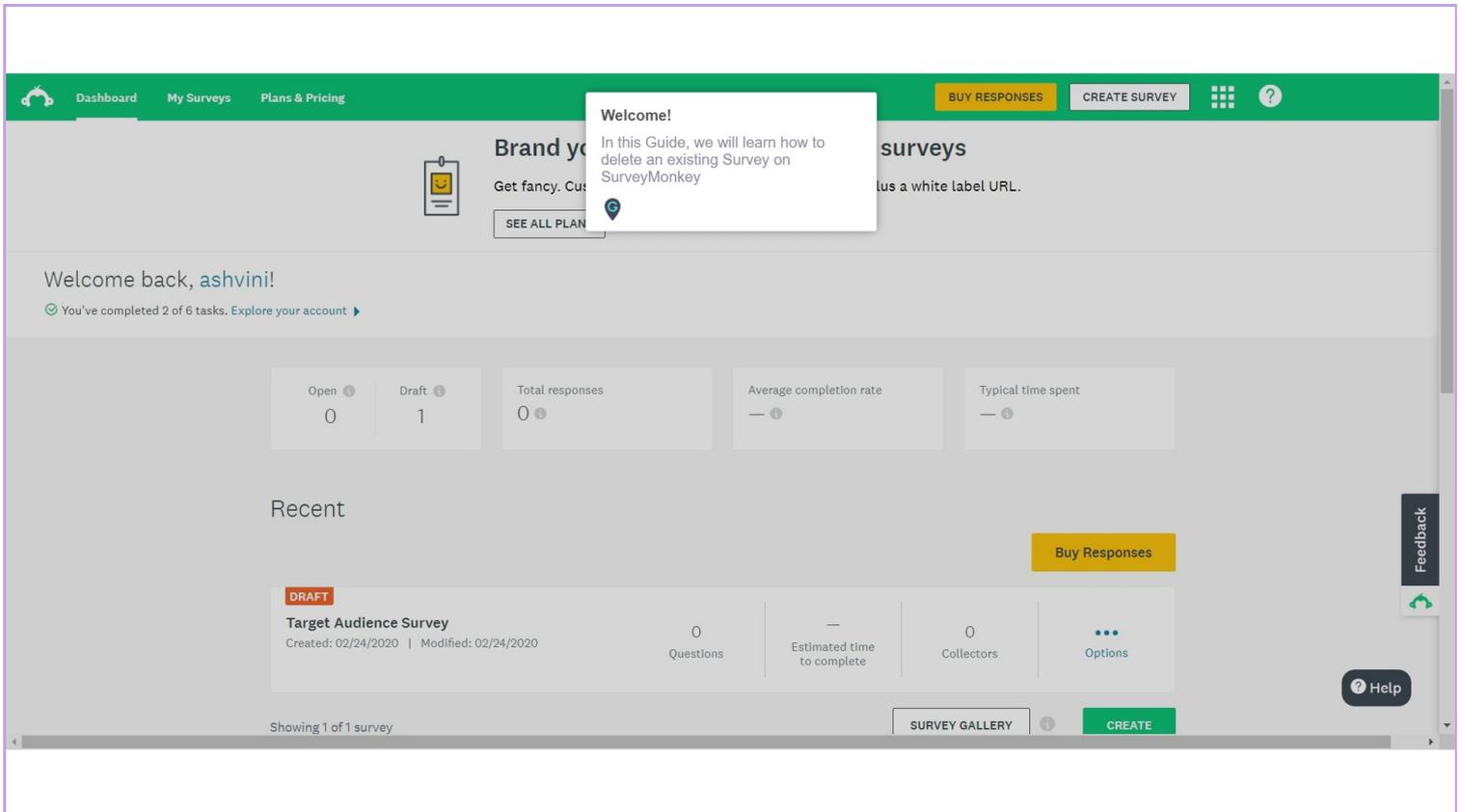


How to delete an existing Survey on
SurveyMonkey

Step: 01

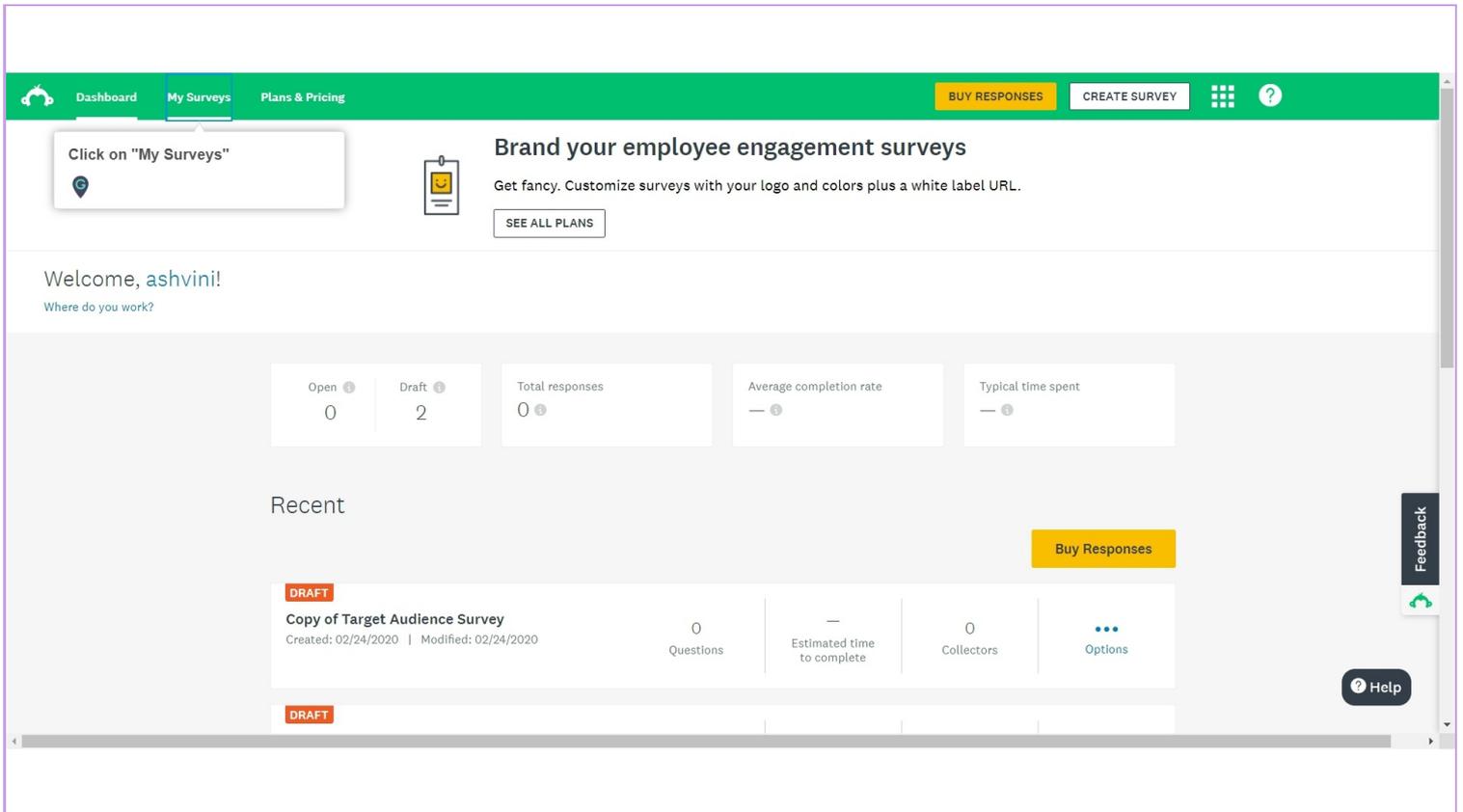
Welcome!

In this Guide, we will learn how to delete an existing Survey on SurveyMonkey



Step: 02

Click on "My Surveys"



Step: 03

Here you will see the surveys you have created

Click on three dots next to the survey which you want to delete

The screenshot displays a dashboard for managing surveys. At the top, there is a filter dropdown set to 'All' and a folder icon. Below this is a table with the following columns: TITLE, MODIFIED, RESPONSES, DESIGN, COLLECT, ANALYZE, SHARE, and MORE. The table lists four surveys:

TITLE	MODIFIED	RESPONSES	DESIGN	COLLECT	ANALYZE	SHARE	MORE
Customer Satisfaction Survey Template Created 03/02/2020	03/02/2020	0					
Customer Satisfaction Survey Template Created 02/28/2020	02/28/2020	0					
Copy of Target Audience Survey Created 02/25/2020	02/25/2020	0					
Target Audience Survey Created 02/24/2020	02/24/2020	0					

Below the table is a green button labeled '+ CREATE SURVEY'. At the bottom right of the table area, it says 'All: 4 of 4'. A callout box is positioned over the 'More' icon of the 'Copy of Target Audience Survey' row, containing the text: 'Here you will see the surveys you have created' and 'Click on three dots next to the survey which you want to delete'. The callout box also features a location pin icon. At the bottom of the dashboard, there are two promotional cards: 'Buy responses for your market research surveys' and 'Get real-time feedback from your target market'. A vertical 'Feedback' button is located on the right edge of the dashboard.

Step: 04

Click on "Delete"

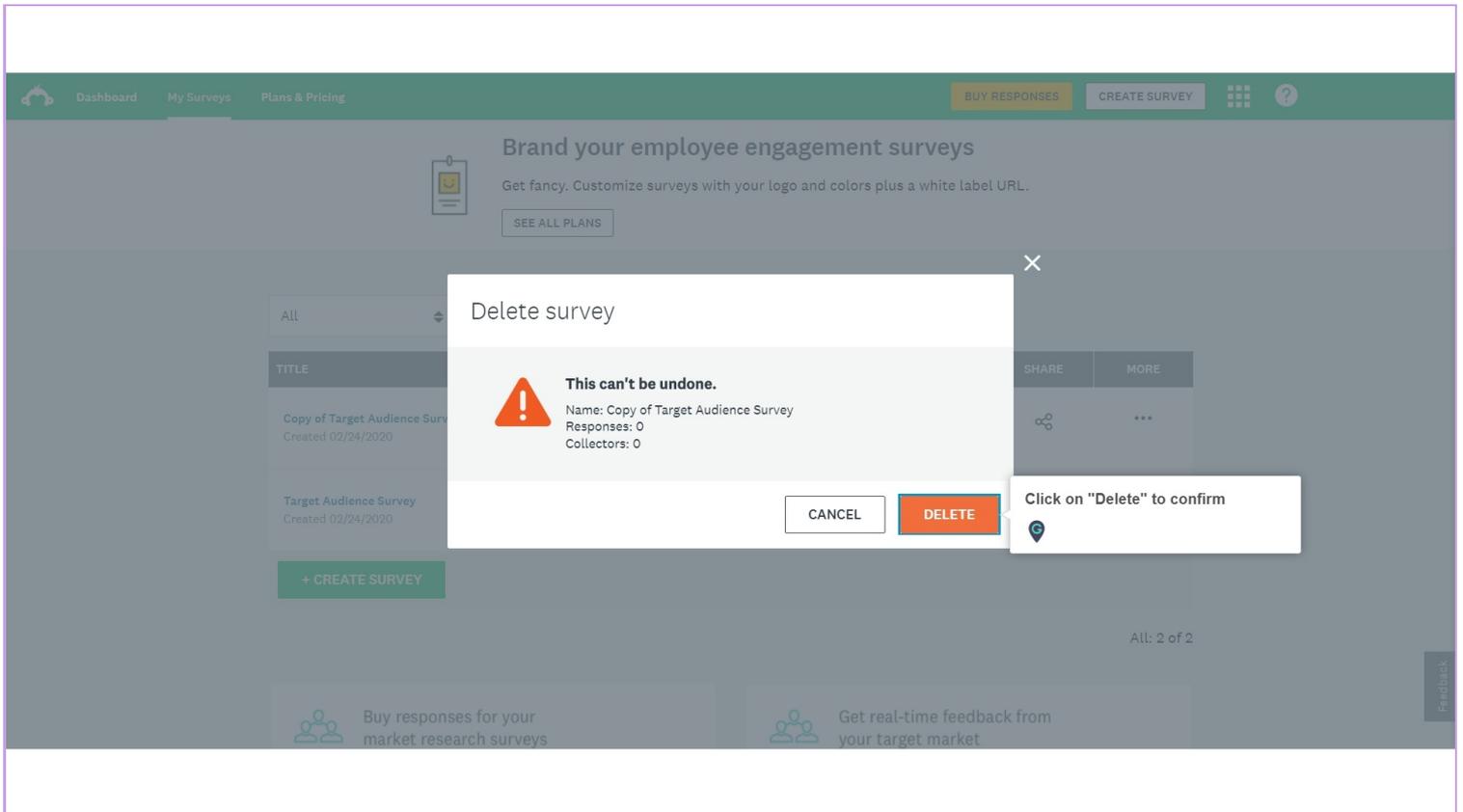
The screenshot shows the MySurveys dashboard interface. At the top, there is a green navigation bar with 'Dashboard', 'My Surveys', and 'Plans & Pricing' tabs. On the right side of the bar are buttons for 'BUY RESPONSES' and 'CREATE SURVEY', along with a grid icon and a help icon. Below the navigation bar, there is a promotional banner for 'Brand your employee engagement surveys' with a 'SEE ALL PLANS' button. The main content area features a filter dropdown set to 'All' and a folder icon. A table lists two surveys:

TITLE	MODIFIED	RESPONSES	DESIGN	COLLECT	ANALYZE	SHARE	MORE
Copy of Target Audience Survey Created 02/24/2020	02/24/2020	0					
Target Audience Survey Created 02/24/2020	02/24/2020	0					

Below the table is a '+ CREATE SURVEY' button. A context menu is open over the 'More' column of the second survey, listing options: 'Send a copy', 'Transfer', 'Make a copy', 'Create template', 'Clear responses', and 'Delete'. A callout box points to the 'Delete' option with the text 'Click on "Delete"'. At the bottom of the dashboard, there are two promotional cards: 'Buy responses for your' and 'Get real-time feedback from'. A 'Feedback' button is visible on the right edge of the dashboard.

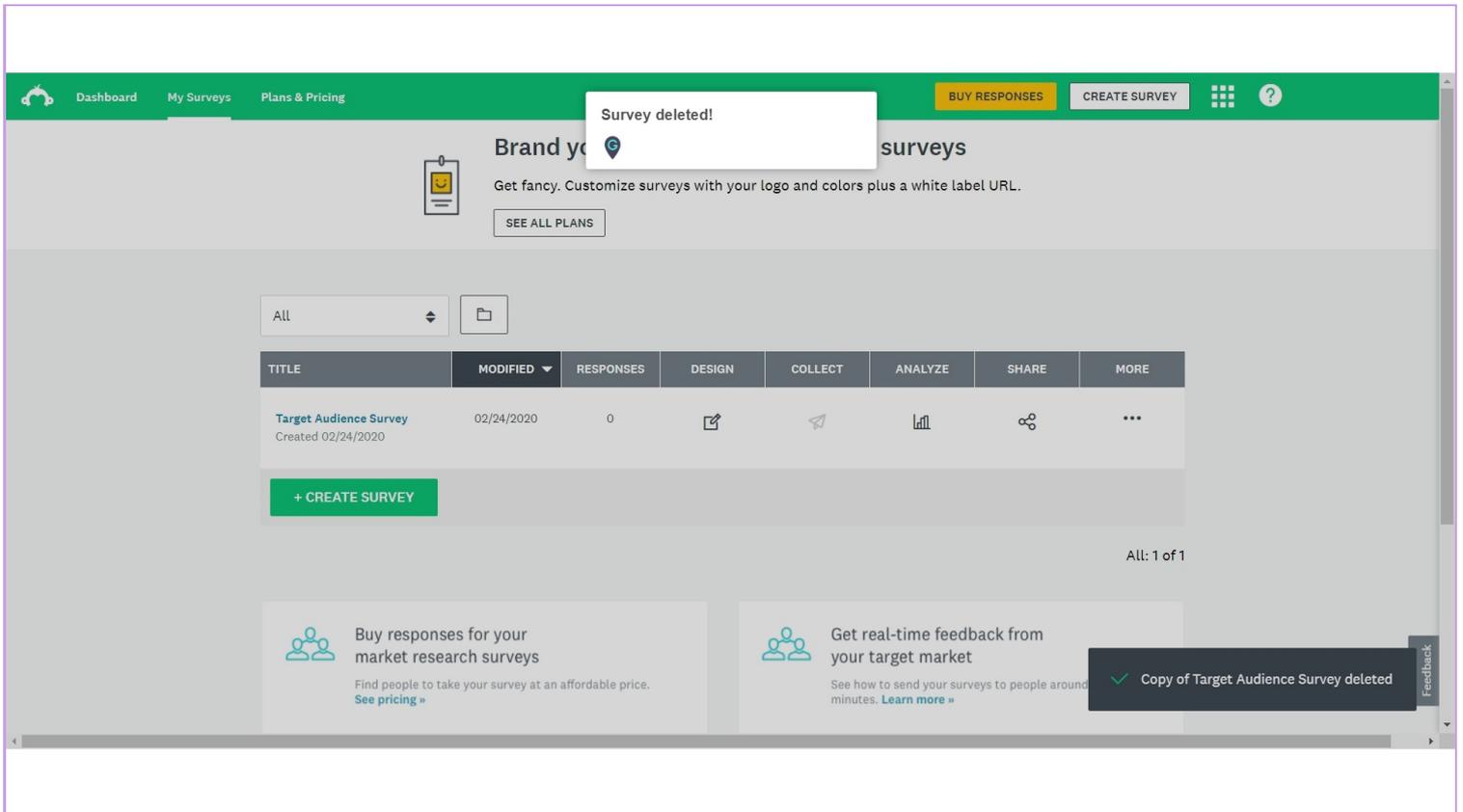
Step: 05

Click on "Delete" to confirm



Step: 06

Survey deleted!



Thank You!

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