

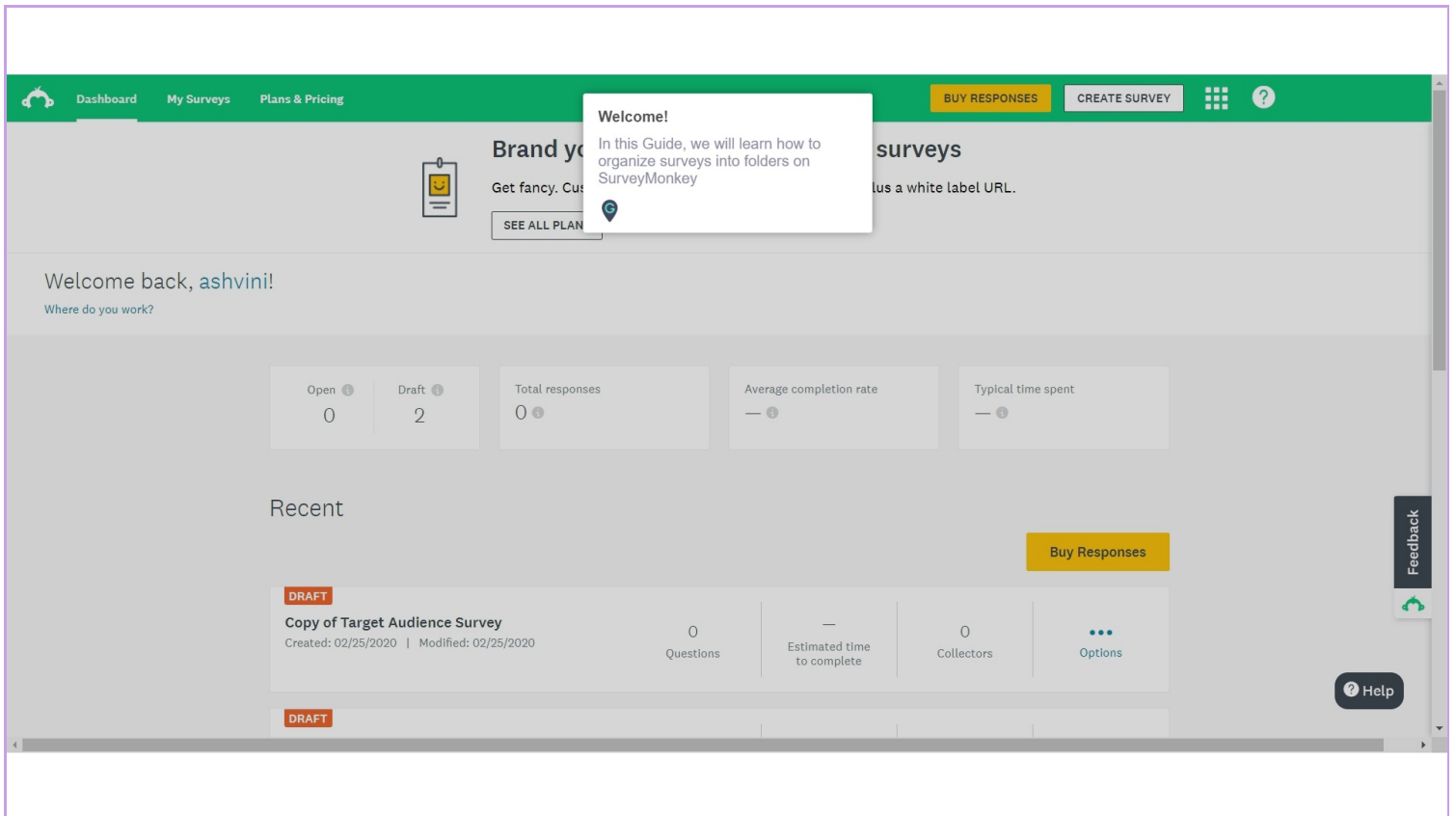


## How to Organize Surveys into folders on SurveyMonkey

# Step: 01

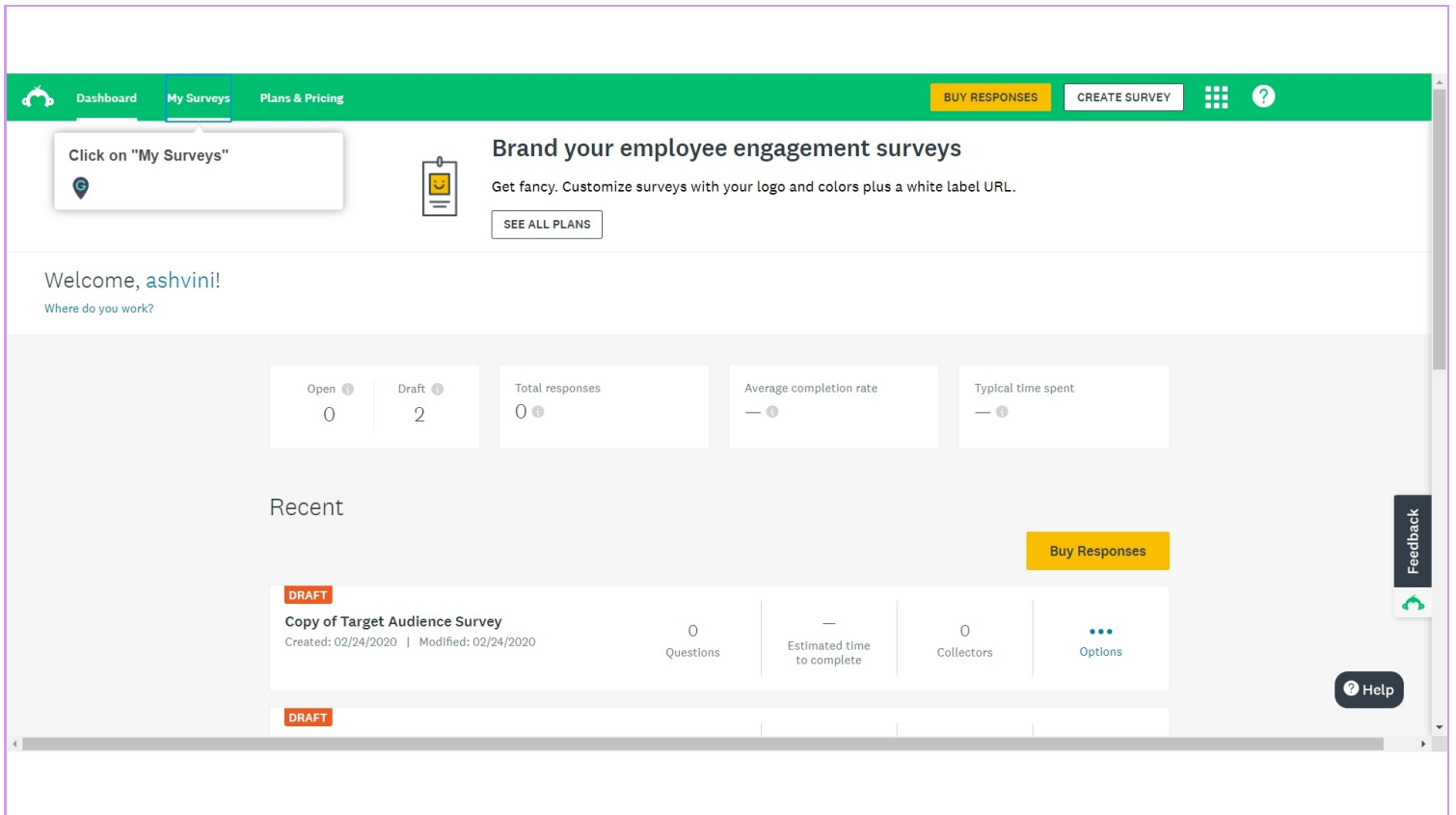
## Welcome!

In this Guide, we will learn how to organize surveys into folders on SurveyMonkey



# Step: 02

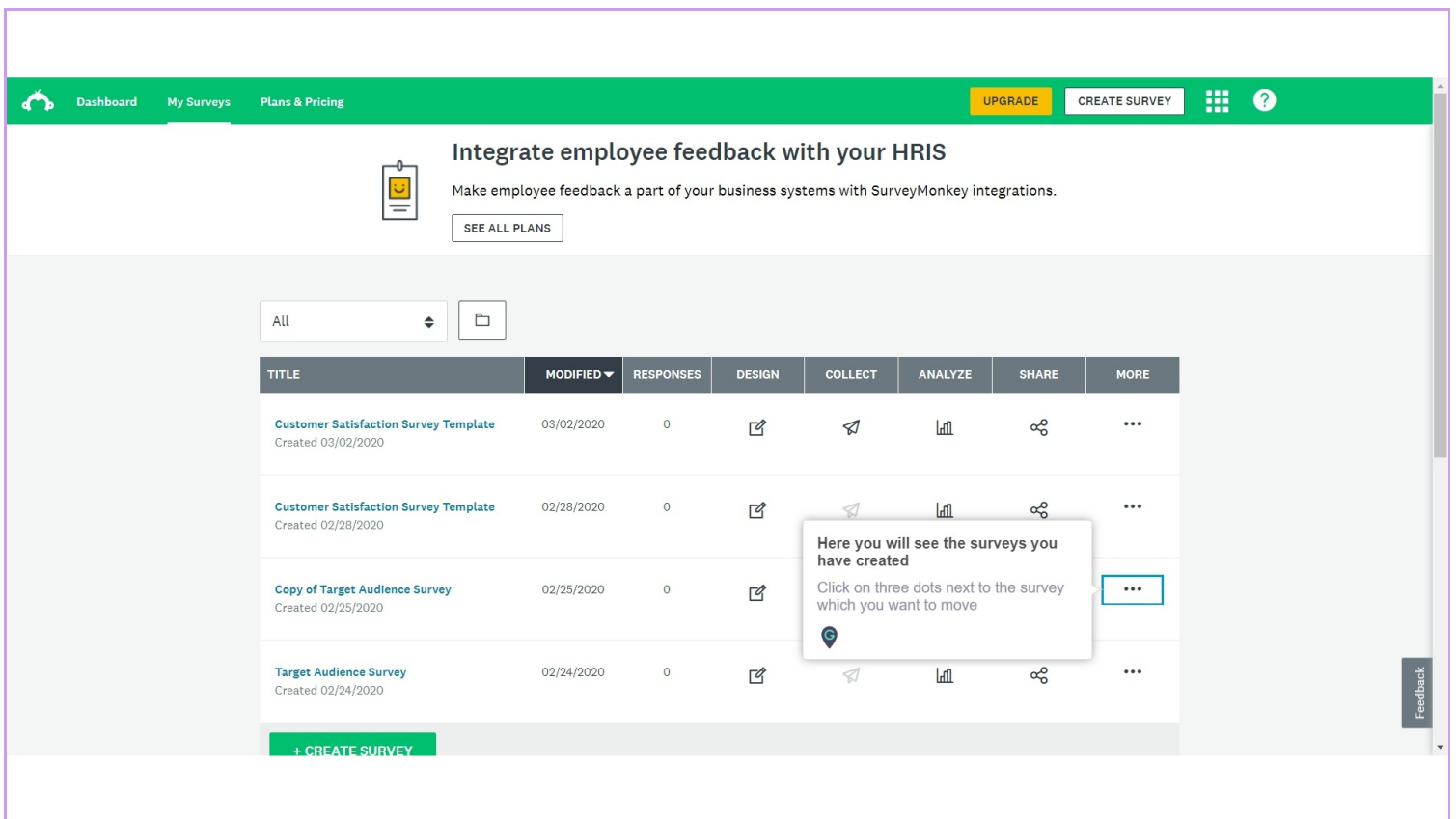
## Click on "My Surveys"



## Step: 03

Here you will see the surveys you have created

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



The screenshot shows the SurveyMonkey dashboard with a green header. The main content area features a section titled "Integrate employee feedback with your HRIS" with a "SEE ALL PLANS" button. Below this is a table of surveys. A callout box points to the three dots menu next to the "Copy of Target Audience Survey" row.

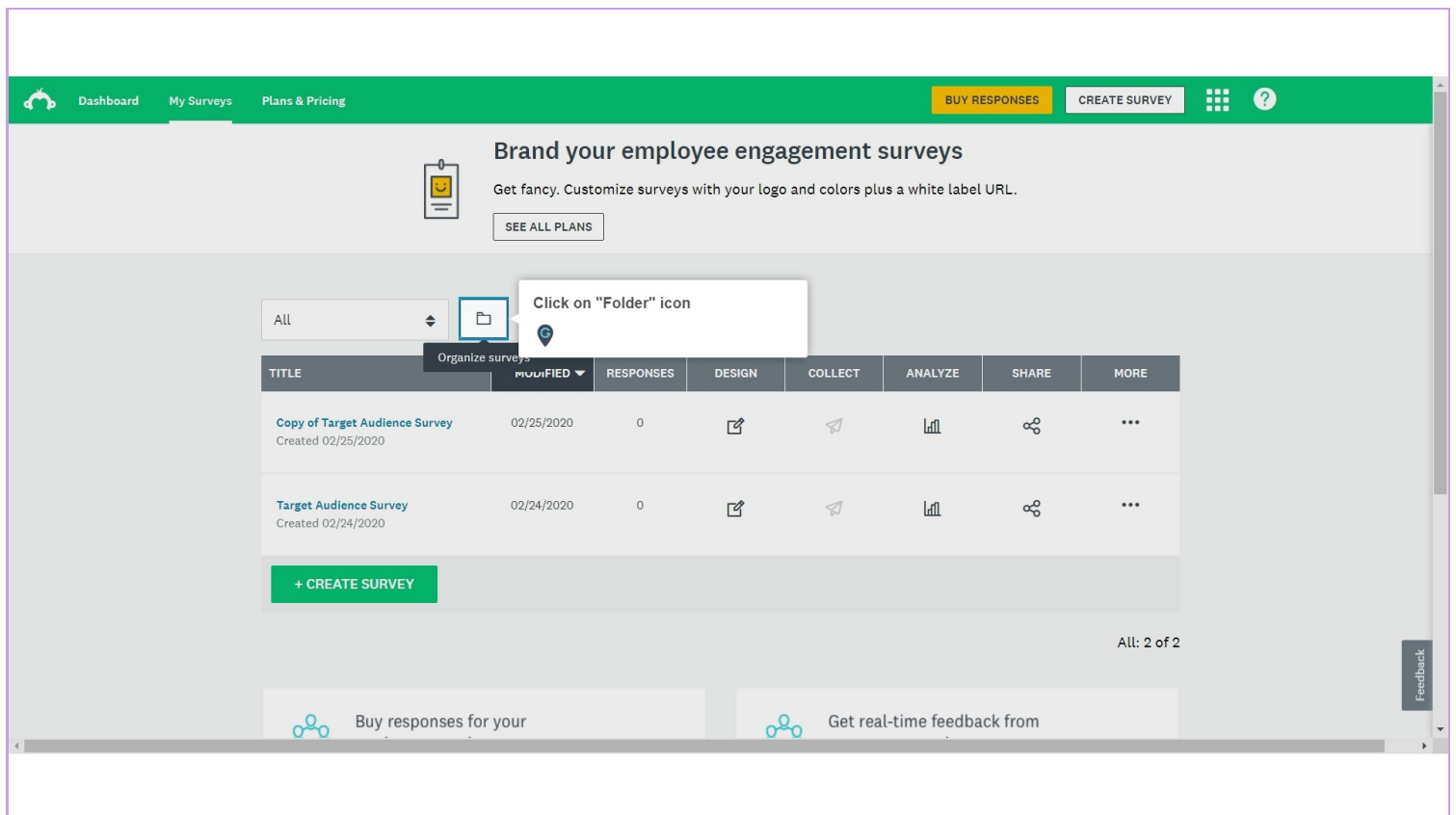
TITLE	MODIFIED	RESPONSES	DESIGN	COLLECT	ANALYZE	SHARE	MORE
<b>Customer Satisfaction Survey Template</b> Created 03/02/2020	03/02/2020	0					
<b>Customer Satisfaction Survey Template</b> Created 02/28/2020	02/28/2020	0					
<b>Copy of Target Audience Survey</b> Created 02/25/2020	02/25/2020	0					
<b>Target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

**Callout Box:** Here you will see the surveys you have created. Click on three dots next to the survey which you want to move.

**Footer:** + CREATE SURVEY

## Step: 04

Click on "Folder" icon



The screenshot displays the myGuide dashboard interface. At the top, there is a green navigation bar with links for "Dashboard", "My Surveys", and "Plans & Pricing". On the right side of this bar are buttons for "BUY RESPONSES" and "CREATE SURVEY", along with a grid icon and a help icon. Below the navigation bar, a promotional banner reads "Brand your employee engagement surveys" with a sub-headline "Get fancy. Customize surveys with your logo and colors plus a white label URL." and a "SEE ALL PLANS" button.

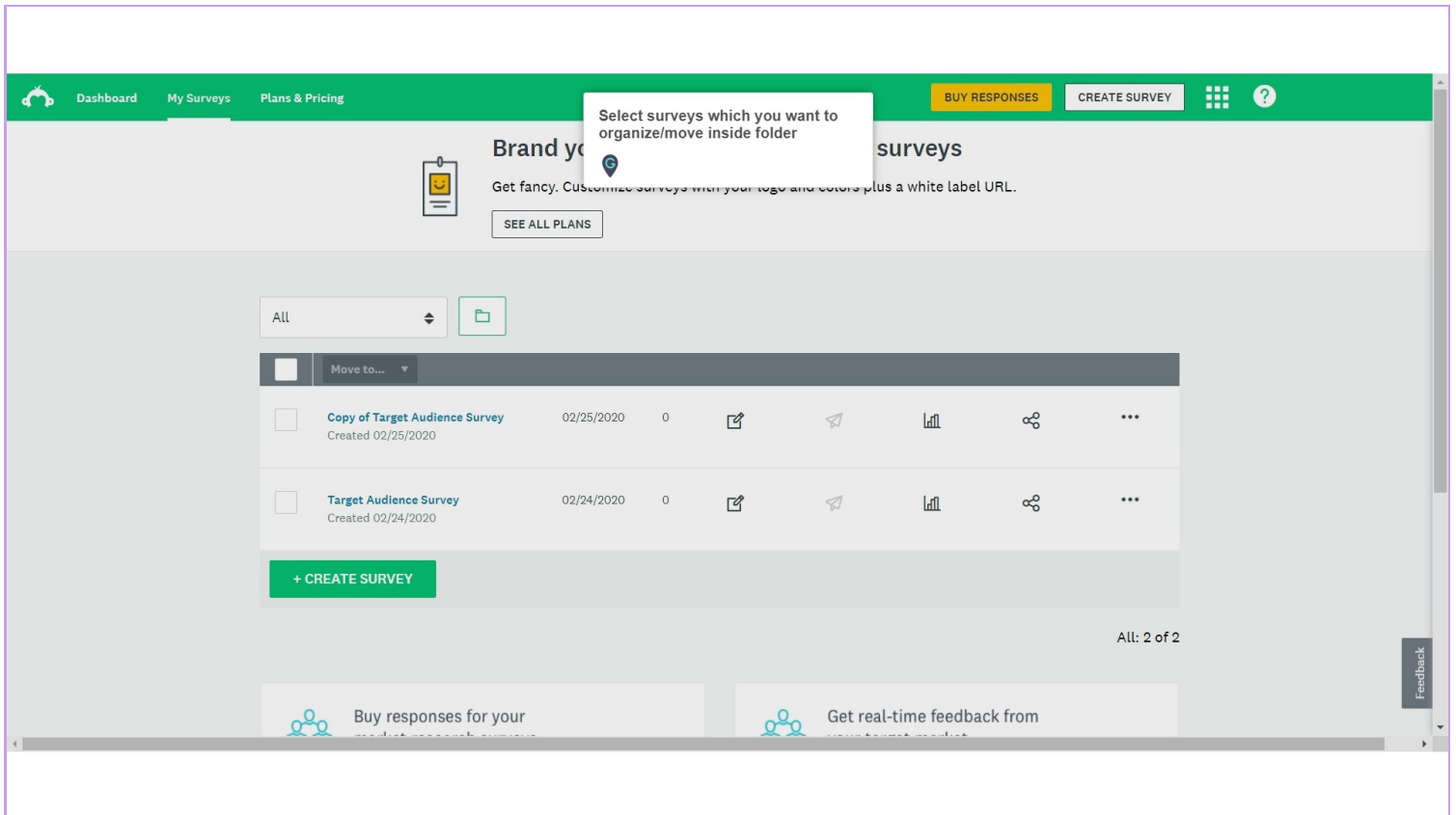
The main content area features a filter dropdown set to "All" and a "Folder" icon. A callout box with the text "Click on 'Folder' icon" points to this icon. Below the filter is a table of surveys:

TITLE	CREATED	RESPONSES	DESIGN	COLLECT	ANALYZE	SHARE	MORE
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 "+ CREATE SURVEY" button. At the bottom right of the table area, it says "All: 2 of 2". At the bottom of the dashboard, there are two promotional cards: "Buy responses for your" and "Get real-time feedback from". A vertical "Feedback" button is located on the far right edge of the dashboard.

## Step: 05

Select surveys which you want to organize/move inside folder



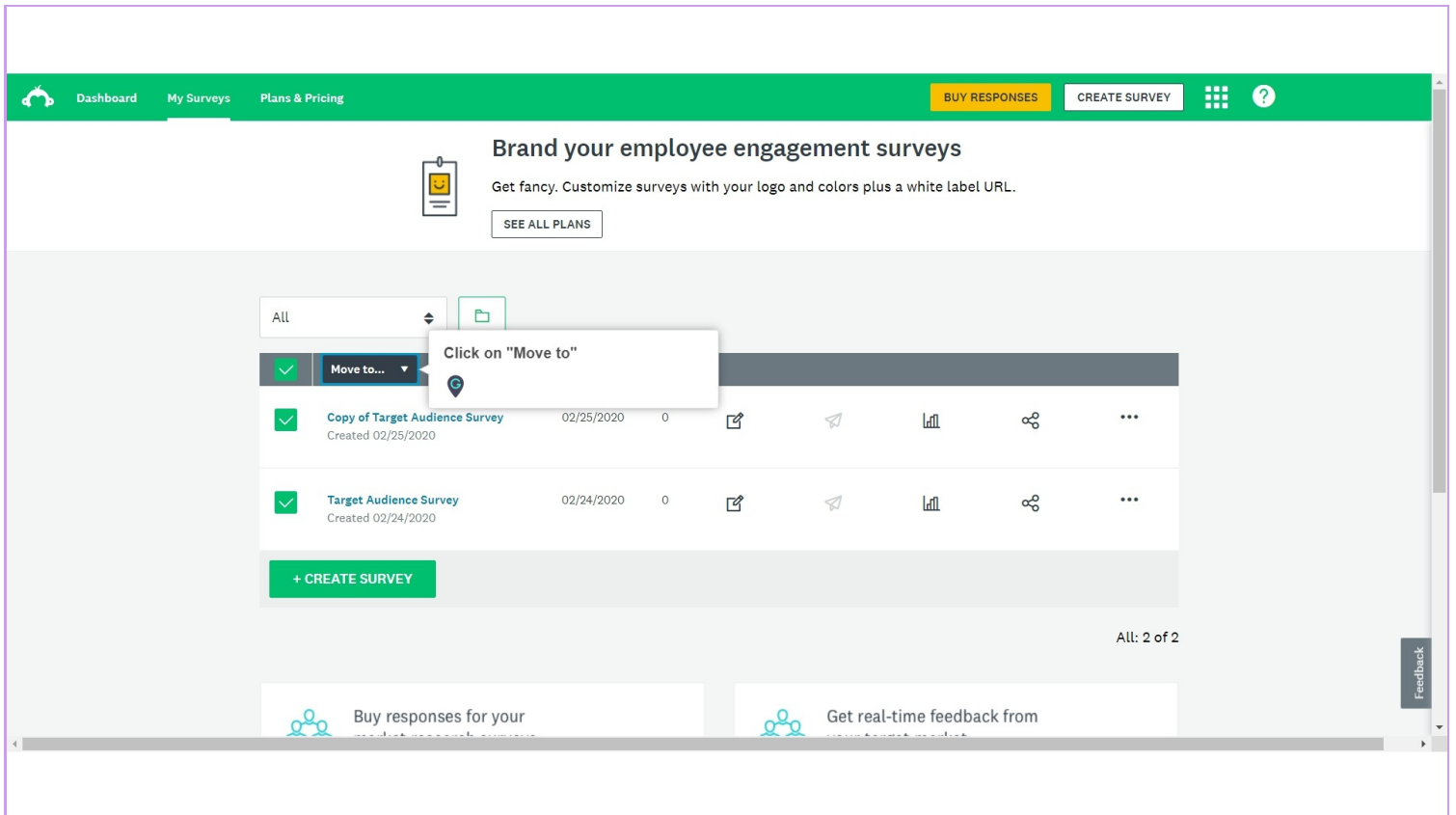
The screenshot displays the myGuide dashboard interface. At the top, there is a green navigation bar with links for 'Dashboard', 'My Surveys', and 'Plans & Pricing'. On the right side of this bar are buttons for 'BUY RESPONSES' and 'CREATE SURVEY', along with a grid icon and a help icon. Below the navigation bar, the main content area features a header for 'Brand your surveys' with a sub-header 'Get fancy. Customize surveys with your logo and colors plus a white label URL.' and a 'SEE ALL PLANS' button. A white tooltip box is overlaid on the page, containing the text 'Select surveys which you want to organize/move inside folder'. Below the header, there is a filter dropdown set to 'All' and a folder icon. A table lists two surveys:

<input type="checkbox"/>	Move to...							
<input type="checkbox"/>	Copy of Target Audience Survey Created 02/25/2020	02/25/2020	0					
<input type="checkbox"/>	Target Audience Survey Created 02/24/2020	02/24/2020	0					

Below the table is a green '+ CREATE SURVEY' button. At the bottom right of the table area, it says 'All: 2 of 2'. At the bottom of the dashboard, there are two promotional cards: 'Buy responses for your product research surveys' and 'Get real-time feedback from your target market'. A vertical 'Feedback' button is located on the far right edge of the dashboard.

# Step: 06

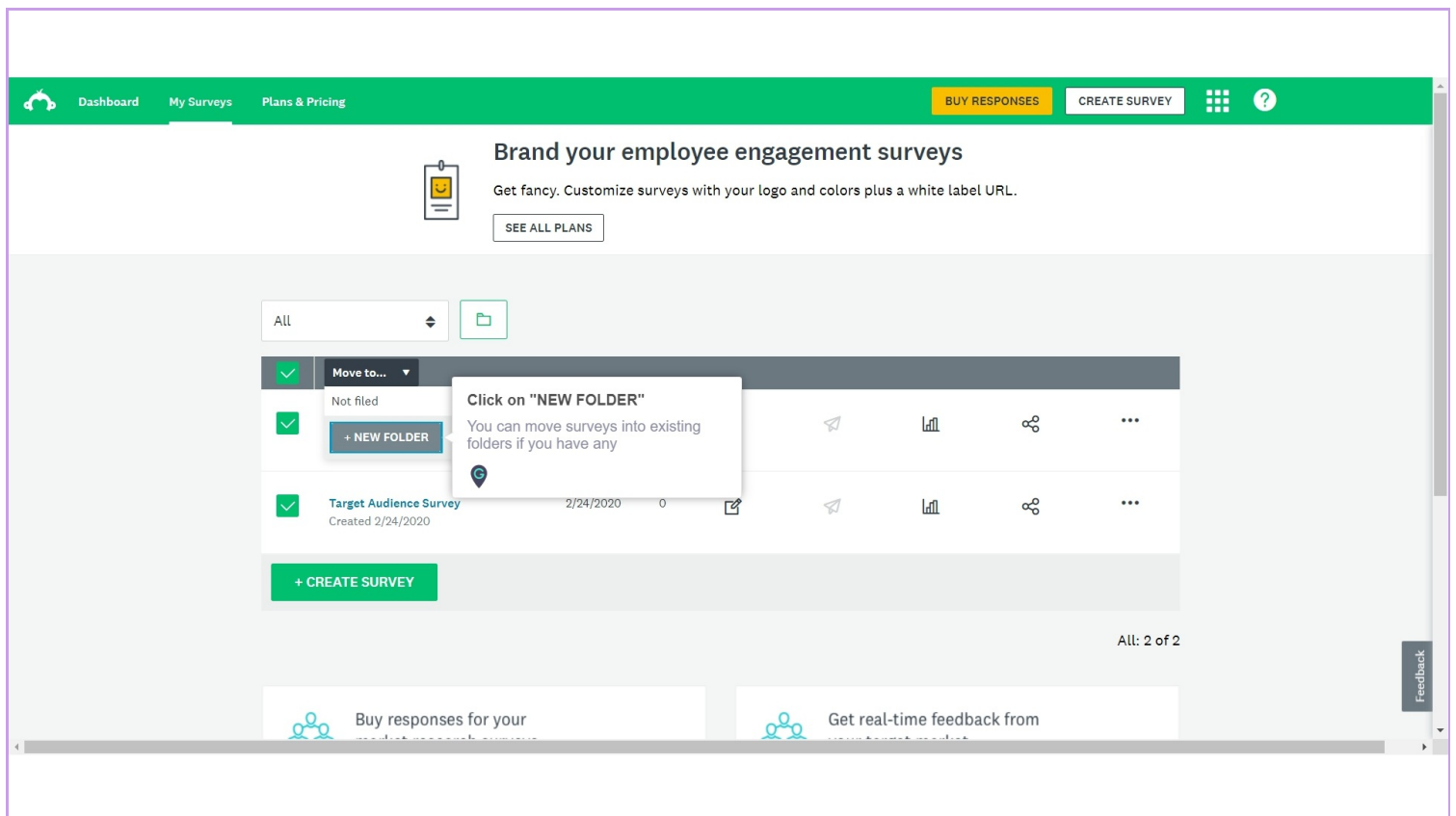
Click on "Move to"



## Step: 07

### Click on "NEW FOLDER"

You can move surveys into existing folders if you have any

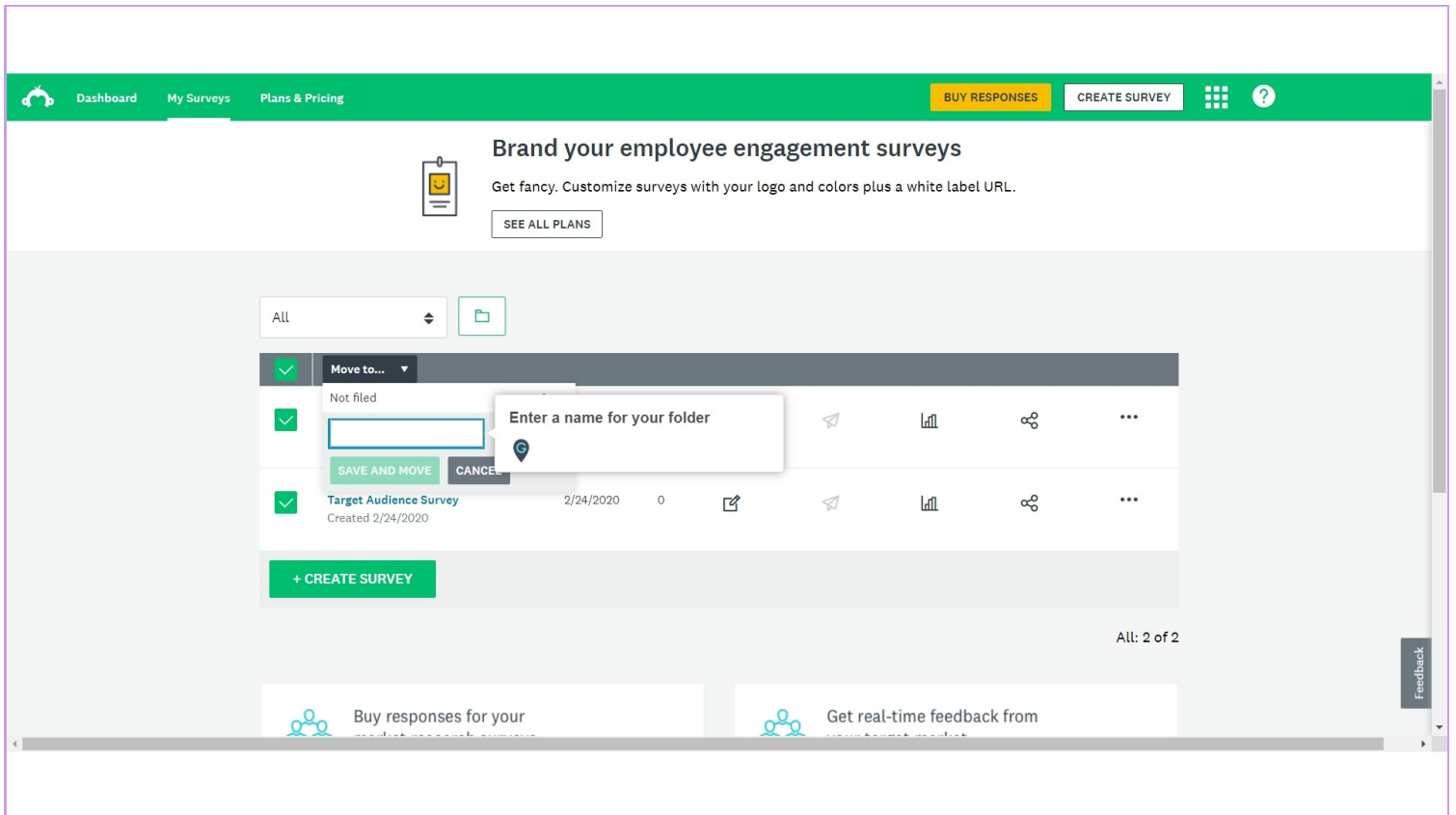


The screenshot displays the myGuide dashboard interface. At the top, there is a green navigation bar with links for 'Dashboard', 'My Surveys', and 'Plans & Pricing', along with buttons for 'BUY RESPONSES' and 'CREATE SURVEY'. Below the navigation bar, a section titled 'Brand your employee engagement surveys' offers customization options. The main content area shows a list of surveys under the 'All' filter. A 'Move to...' dropdown menu is open, showing 'Not filed' and '+ NEW FOLDER'. A tooltip points to the '+ NEW FOLDER' button, stating: 'Click on "NEW FOLDER" You can move surveys into existing folders if you have any'. A survey titled 'Target Audience Survey' is visible in the list, created on 2/24/2020. At the bottom, there are two promotional cards: 'Buy responses for your...' and 'Get real-time feedback from...'. A 'Feedback' button is located in the bottom right corner.



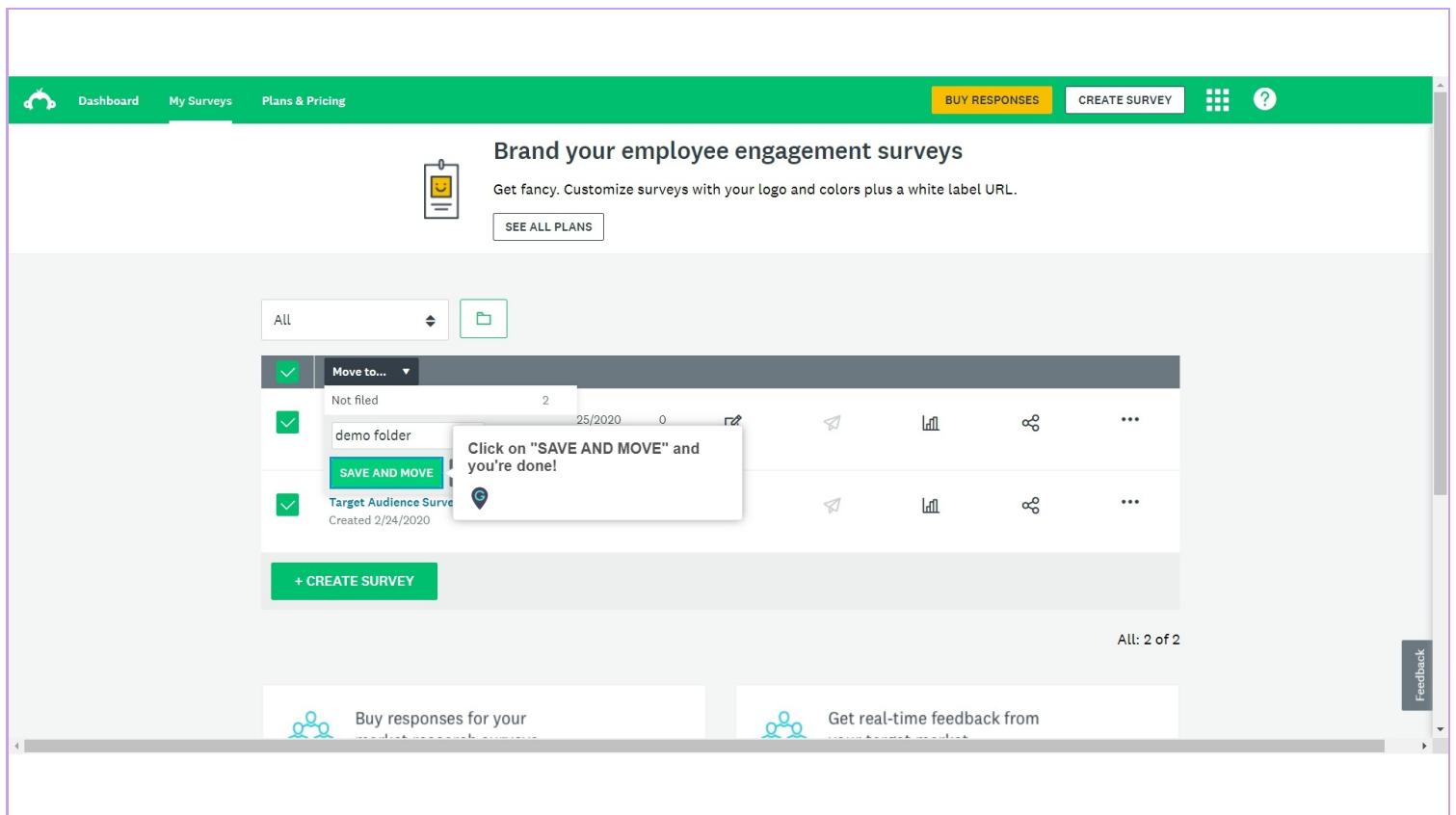
# Step: 08

## Enter a name for your folder



## Step: 09

Click on "SAVE AND MOVE" and you're done!



The screenshot displays the myGuide dashboard interface. At the top, there is a green navigation bar with links for 'Dashboard', 'My Surveys', and 'Plans & Pricing'. On the right side of this bar are buttons for 'BUY RESPONSES' and 'CREATE SURVEY', along with a grid icon and a help icon. Below the navigation bar, a section titled 'Brand your employee engagement surveys' provides instructions: 'Get fancy. Customize surveys with your logo and colors plus a white label URL.' and a 'SEE ALL PLANS' button. The main content area features a list of surveys. A dropdown menu is open, showing options like 'Not filed', 'demo folder', and 'Target Audience Survey'. A green 'SAVE AND MOVE' button is highlighted over the 'demo folder' option. A tooltip callout points to this button with the text: 'Click on "SAVE AND MOVE" and you're done!'. Below the survey list is a '+ CREATE SURVEY' button. At the bottom of the dashboard, there are two promotional cards: 'Buy responses for your product research surveys' and 'Get real-time feedback from your target market'. A 'Feedback' button is visible on the right edge of the dashboard.

# Step: 10

## Surveys have been moved!

The screenshot shows the myGuide dashboard with a green navigation bar. The main content area features a notification box at the top stating "Surveys have been moved!". Below this, there is a header for "Brand your surveys" with a sub-header "Get fancy. Customize surveys with your logo and colors plus a white label URL." and a "SEE ALL PLANS" button. A table lists two surveys:

TITLE	MODIFIED	RESPONSES	DESIGN	COLLECT	ANALYZE	SHARE	MORE
Copy of Target Audience Survey Created 2/25/2020	2/25/2020	0					
Target Audience Survey Created 2/24/2020	2/24/2020	0					

Below the table is a "+ CREATE SURVEY" button. At the bottom right, a dark notification box says "All: 2 of 2" and "Your surveys have been moved".

# Thank You!

[myguide.org](https://myguide.org)