

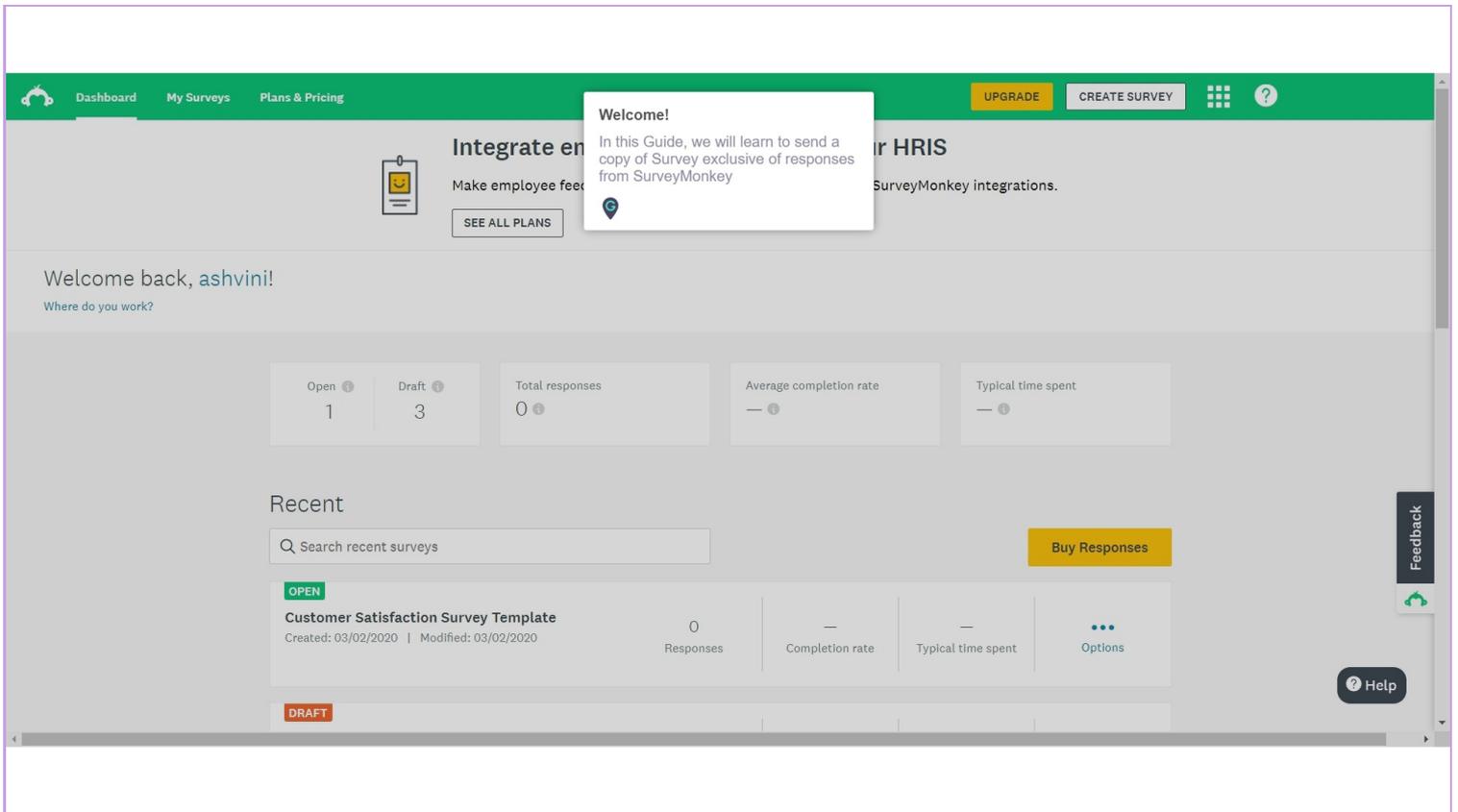


How to send a copy of Survey exclusive of responses from SurveyMonkey

Step: 01

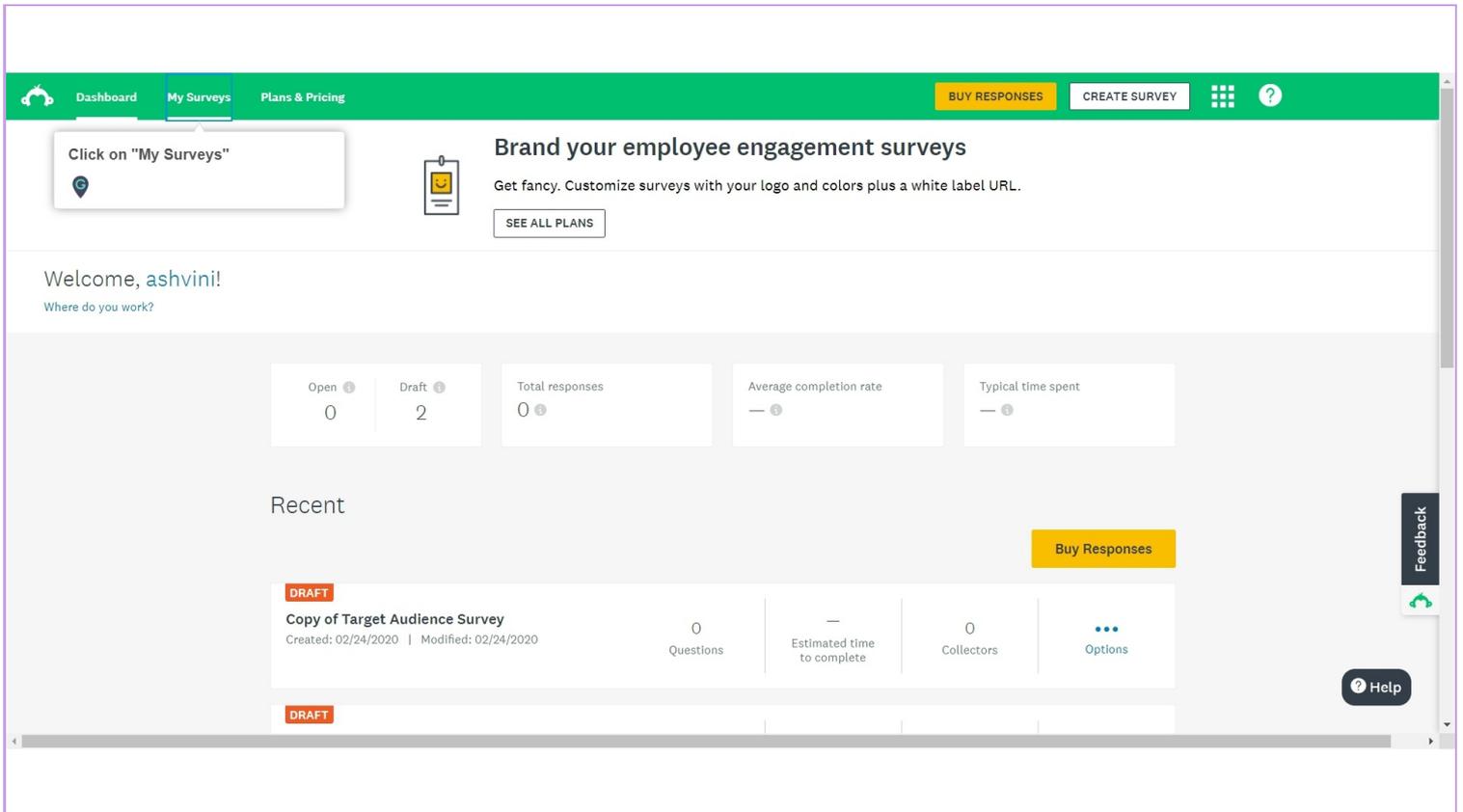
Welcome!

In this Guide, we will learn to send a copy of Survey exclusive of responses from SurveyMonkey



Step: 02

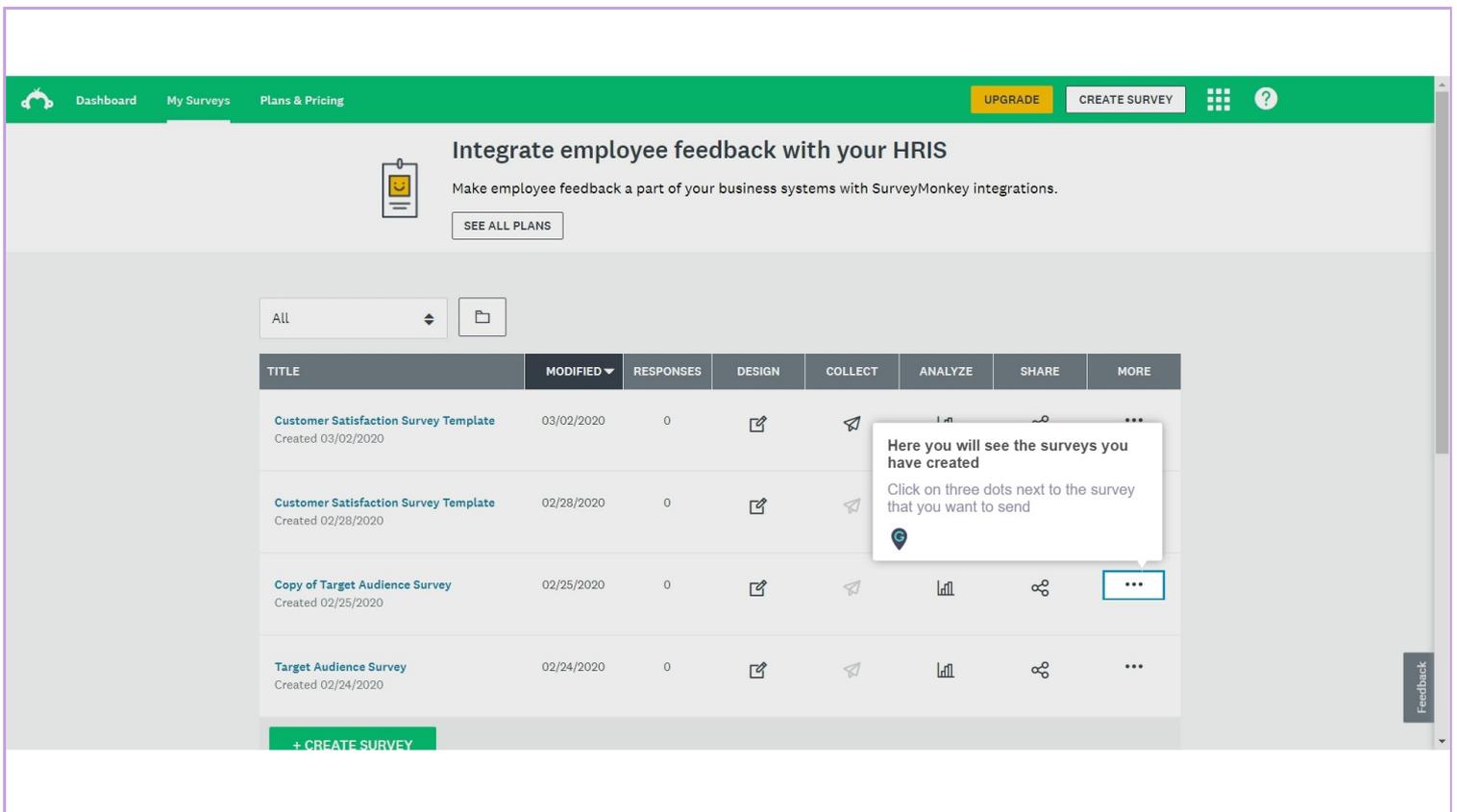
Click on "My Surveys"



Step: 03

Here you will see the surveys you have created

Click on three dots next to the survey that you want to send



The screenshot displays the SurveyMonkey dashboard interface. At the top, there is a green navigation bar with links for 'Dashboard', 'My Surveys', and 'Plans & Pricing', along with 'UPGRADE' and 'CREATE SURVEY' buttons. Below the navigation bar, a section titled 'Integrate employee feedback with your HRIS' is visible, with a sub-header 'Make employee feedback a part of your business systems with SurveyMonkey integrations.' and a 'SEE ALL PLANS' button.

The main content area features a list of surveys. A dropdown menu is set to 'All'. The survey list has the following columns: TITLE, MODIFIED, RESPONSES, DESIGN, COLLECT, ANALYZE, SHARE, and MORE. The surveys listed are:

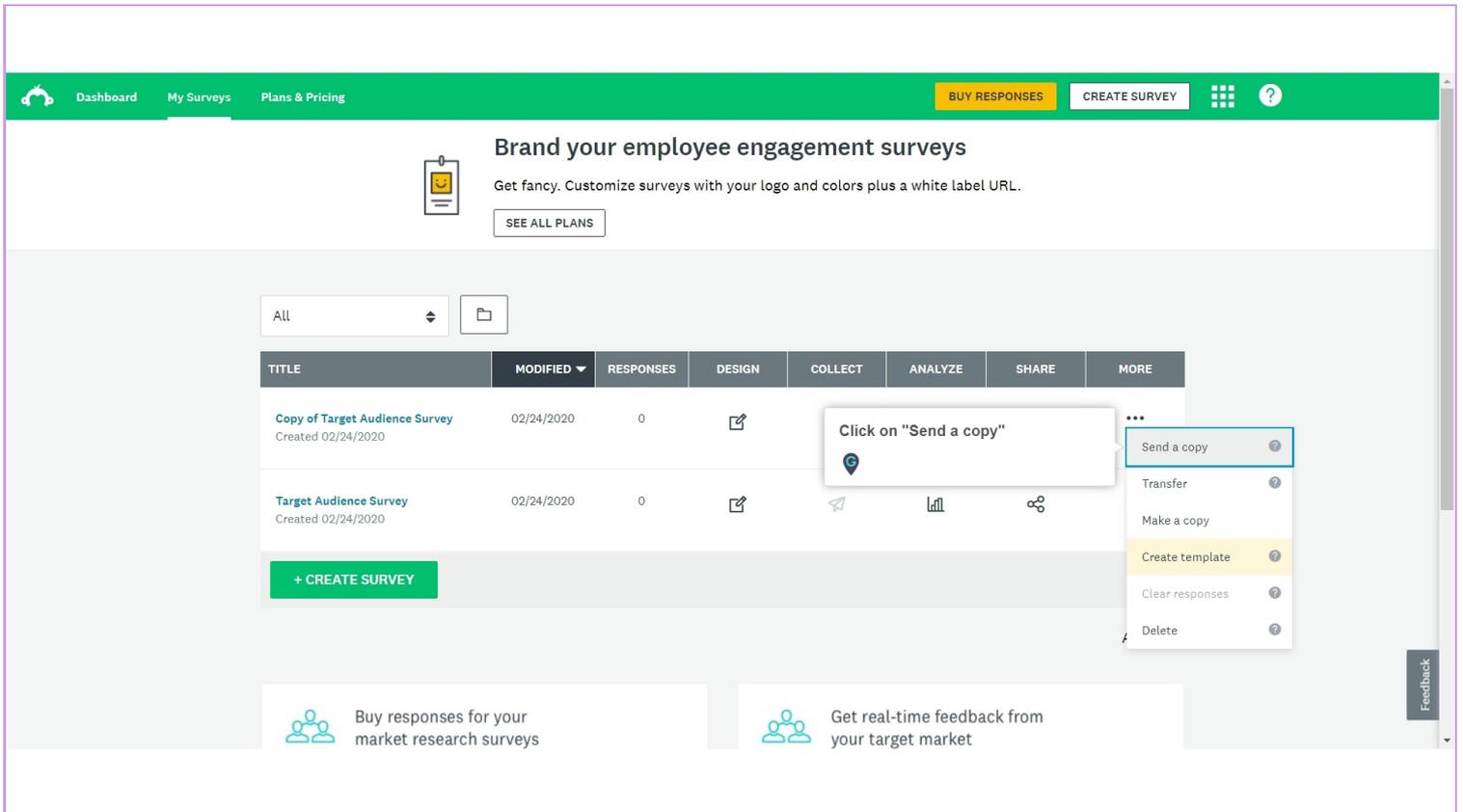
TITLE	MODIFIED	RESPONSES	DESIGN	COLLECT	ANALYZE	SHARE	MORE
Customer Satisfaction Survey Template Created 03/02/2020	03/02/2020	0					
Customer Satisfaction Survey Template Created 02/28/2020	02/28/2020	0					
Copy of Target Audience Survey Created 02/25/2020	02/25/2020	0					
Target Audience Survey Created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

A tooltip is displayed over the 'MORE' menu 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 that you want to send'. A red box highlights the 'more' icon in the tooltip.

At the bottom of the survey list, there is a '+ CREATE SURVEY' button. A vertical 'Feedback' button is located on the right side of the dashboard.

Step: 04

Click on "Send a copy"

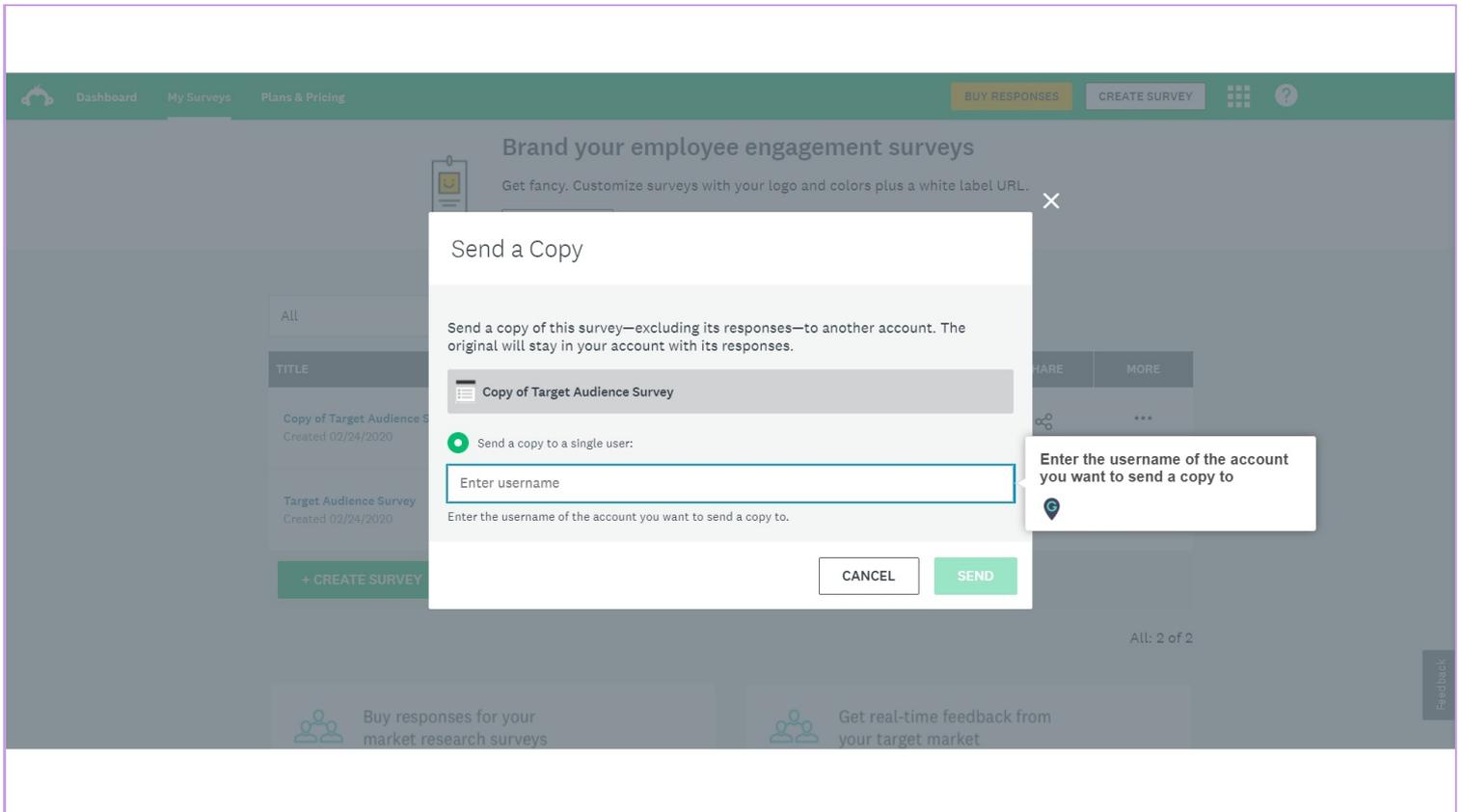


The screenshot shows the myGuide dashboard interface. At the top, there is a green navigation bar with 'Dashboard', 'My Surveys', and 'Plans & Pricing' on the left, and 'BUY RESPONSES', 'CREATE SURVEY', a grid icon, and a help icon on the right. Below the navigation bar, there is a section titled 'Brand your employee engagement 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. The main content area features a filter dropdown set to 'All' and a table of surveys. The table has columns for 'TITLE', 'MODIFIED', 'RESPONSES', 'DESIGN', 'COLLECT', 'ANALYZE', 'SHARE', and 'MORE'. Two survey entries are visible: 'Copy of Target Audience Survey' and 'Target Audience Survey', both created on 02/24/2020 with 0 responses. A context menu is open over the 'MORE' column of the first survey, listing options: 'Send a copy', 'Transfer', 'Make a copy', 'Create template', 'Clear responses', and 'Delete'. A callout box points to the 'Send a copy' option with the text 'Click on "Send a copy"'. Below the table is a '+ CREATE SURVEY' button. At the bottom, there are two promotional cards: 'Buy responses for your market research surveys' and 'Get real-time feedback from your target market'. A 'Feedback' button is located on the right side of the dashboard.

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					

Step: 05

Enter the username of the account you want to send a copy to



The screenshot displays the myGuide dashboard interface. At the top, there are navigation tabs for 'Dashboard', 'My Surveys', and 'Plans & Pricing'. A green header bar contains 'BUY RESPONSES' and 'CREATE SURVEY' buttons. The main content area features a section titled 'Brand your employee engagement surveys' with a sub-header 'Get fancy. Customize surveys with your logo and colors plus a white label URL.' Below this is a list of surveys, including 'Copy of Target Audience Survey' and 'Target Audience Survey'. A modal dialog box titled 'Send a Copy' is open, showing a survey card for 'Copy of Target Audience Survey'. The dialog includes a radio button for 'Send a copy to a single user:' and a text input field labeled 'Enter username'. A tooltip points to this field with the text 'Enter the username of the account you want to send a copy to'. At the bottom of the dialog are 'CANCEL' and 'SEND' buttons. The background is dimmed, and a 'Feedback' button is visible on the right side.

Step: 06

Click on "SEND" and you're done!

A copy of this survey will be sent to this account without its responses and the original will stay in your account with its responses

The screenshot displays the myGuide dashboard with a modal dialog box titled "Send a Copy". The dialog box contains the following text: "Send a copy of this survey—excluding its responses—to another account. The original will stay in your account with its responses." Below this, there is a list of survey titles, with "Copy of Target Audience Survey" selected. A radio button is selected for "Send a copy to a single user:", and the email address "demo@xyz.com" is entered in the field below. A note at the bottom of the dialog says "Enter the username of the account you want to send a copy to." There are "CANCEL" and "SEND" buttons at the bottom of the dialog. A callout box on the right side of the dialog says "Click on 'SEND' and you're done!" and "A copy of this survey will be sent to this account without its responses and the original will stay in your account with its responses". The background shows a navigation bar with "Dashboard", "My Surveys", and "Plans & Pricing", and a main heading "Brand your employee engagement surveys".

Thank You!

myguide.org