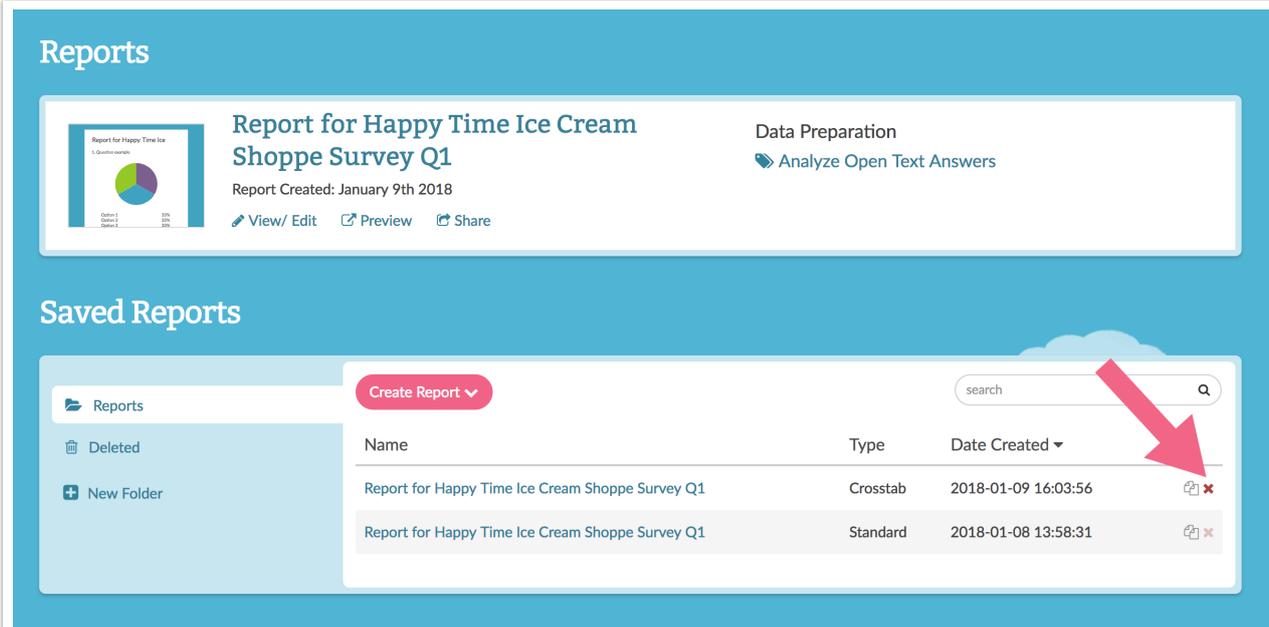


Delete a Report

Any reports that you have created for a particular survey can be deleted. To delete a report, navigate to the **Results > Reports** area of your survey. Here, you will see a list of all existing reports that have been created for the survey.

To delete a report, click the red 'x' icon located in the far right column of your report list.

Note: If you are user on a multi-user account, your account administrator may restrict your ability to delete a report. If you are not seeing the option to delete, contact your administrator to make sure that you have the appropriate permissions for deleting reports.



The screenshot displays the 'Reports' section of a survey dashboard. At the top, there is a report card for 'Report for Happy Time Ice Cream Shoppe Survey Q1', created on January 9th, 2018. Below this, the 'Saved Reports' section features a sidebar with folders for 'Reports', 'Deleted', and 'New Folder'. A table lists the saved reports, with a red arrow pointing to the delete icon (a red 'x') in the rightmost column of the first row.

Name	Type	Date Created	
Report for Happy Time Ice Cream Shoppe Survey Q1	Crosstab	2018-01-09 16:03:56	
Report for Happy Time Ice Cream Shoppe Survey Q1	Standard	2018-01-08 13:58:31	

Once deleted, a report is placed in the **Deleted** folder found to the left of the report list. Any deleted reports can be restored from within the Deleted folder.

Saved Reports

Reports

Deleted

New Folder

Create Report

search



Name

Type

Date Created

Report for Happy Time Ice Cream Shoppe Survey Q1

Crosstab

2018-01-09 16:03:56



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