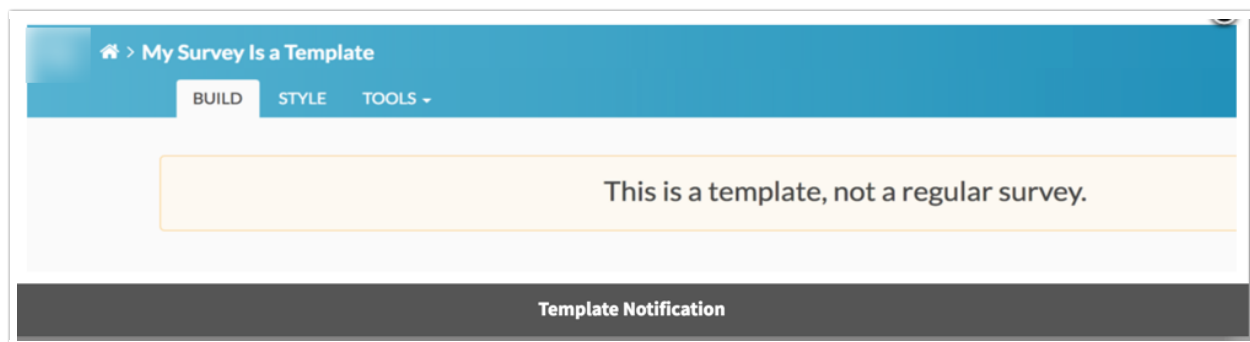


Where Are My Test, Share and Report Tabs?

If you're working on a project and you notice that the Test, Share, and Report tabs are missing from the navigation, that means you're working on a Template! A [Template](#) is a way to build a survey that can be easily reused whenever you want to use that same set of questions again. Think of it like a survey blueprint.



Convert a Template to a Normal Survey

1. To convert a Template back to a normal survey, click the **Tools > Survey Settings**.
2. Locate the **Template** section and uncheck the option to **Make this a template**.

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