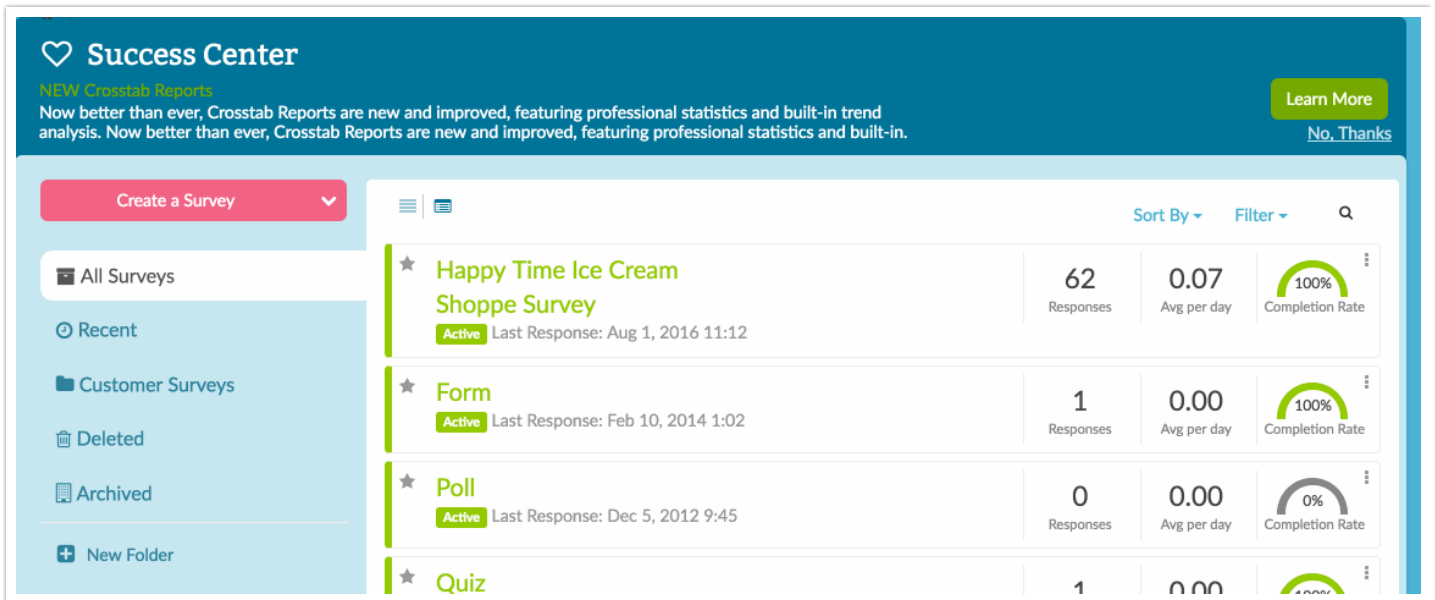


Close a Survey from the Homepage

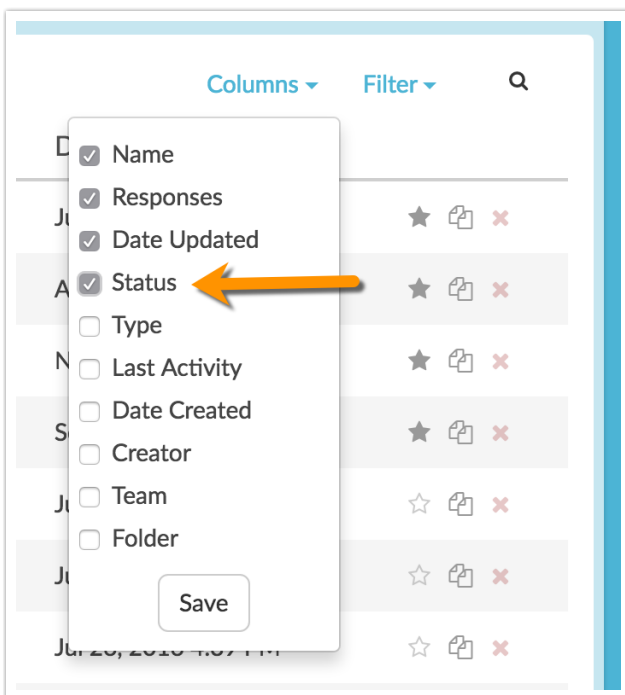
To quickly close your survey from your home page click the ellipsis on the right-hand side of your survey and select Close Survey. From here you can customize your close message and click **Close Survey**.



The screenshot shows the 'Success Center' homepage. At the top, there's a blue header with a heart icon and the text 'Success Center'. Below this, there's a section for 'NEW Crosstab Reports' with a 'Learn More' button and a 'No, Thanks' link. The main content area features a 'Create a Survey' button and a sidebar with navigation options: 'All Surveys', 'Recent', 'Customer Surveys', 'Deleted', 'Archived', and 'New Folder'. The main area displays a table of surveys with columns for Name, Responses, Avg per day, and Completion Rate. The surveys listed are 'Happy Time Ice Cream Shoppe Survey' (62 Responses, 0.07 Avg per day, 100% Completion Rate), 'Form' (1 Response, 0.00 Avg per day, 100% Completion Rate), 'Poll' (0 Responses, 0.00 Avg per day, 0% Completion Rate), and 'Quiz' (1 Response, 0.00 Avg per day, 0% Completion Rate). Each survey row has a star icon and a three-dot menu icon on the right.

Name	Responses	Avg per day	Completion Rate
Happy Time Ice Cream Shoppe Survey	62	0.07	100%
Form	1	0.00	100%
Poll	0	0.00	0%
Quiz	1	0.00	0%

In order to quickly close surveys from the home page when in table view you'll need to have the Status column included in your project list. To set this up click Columns in the upper-right corner of your project list, select **Status** and click **Save**.



The screenshot shows the 'Columns' dropdown menu in the project list. The menu is open, displaying a list of columns with checkboxes. The 'Status' column is checked and highlighted with an orange arrow. The other columns listed are Name, Responses, Date Updated, Type, Last Activity, Date Created, Creator, Team, and Folder. A 'Save' button is visible at the bottom of the menu. The background shows a partial view of the survey list with columns for Name, Responses, Date Updated, and Status.

Then, simply click the status for the open survey you wish to close. From here you can customize your close message and click **Close Survey**.

Success Center
 NEW Crosstab Reports
 Now better than ever, Crosstab Reports are new and improved, featuring professional statistics and built-in trend analysis. Now better than ever, Crosstab Reports are new and improved, featuring professional statistics and built-in.

[Learn More](#)
[No, Thanks](#)

Create a Survey

All Surveys

- Recent
- Customer Surveys
- Deleted
- Archived
- New Folder

Name	Responses	Date Updated	Status
Happy Time Ice Cream Shoppe Survey	61	Jul 13, 2016 3:15 PM	Open
Form	1	Apr 14, 2016 3:56 PM	Open
Poll	View	Nov 12, 2014 5:56 PM	Open
Quiz	1	Sep 11, 2014 2:46 PM	Open
SurveyGizmo Heatmap Demo	2	Jul 27, 2016 2:24 PM	Open
Highlist Quick Test	2	Jul 27, 2016 12:15 PM	Open

Closing a project will close all survey share links preventing respondents from recording further responses or completing partial responses. All links and campaigns will be closed and will display the close message.

You can re-open a survey at anytime.

Allow Existing Sessions to Continue

This option allows respondents who are in the middle of a response at the time that you close the survey to proceed. It also allows survey respondents who have recorded a partial response to resume their response via either an [Email Campaign](#) link or a [Save and Continue](#) link after you have closed the survey. Leave this option *unchecked* if you wish to stop all survey activity at the time that you close the survey.

Related Articles

[template("related")]