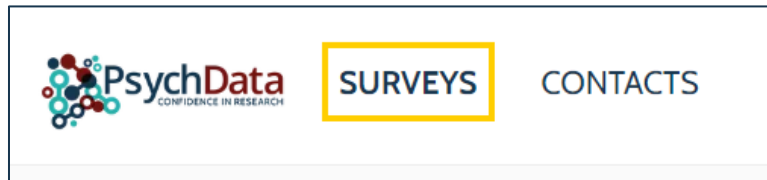


Recovering a Survey

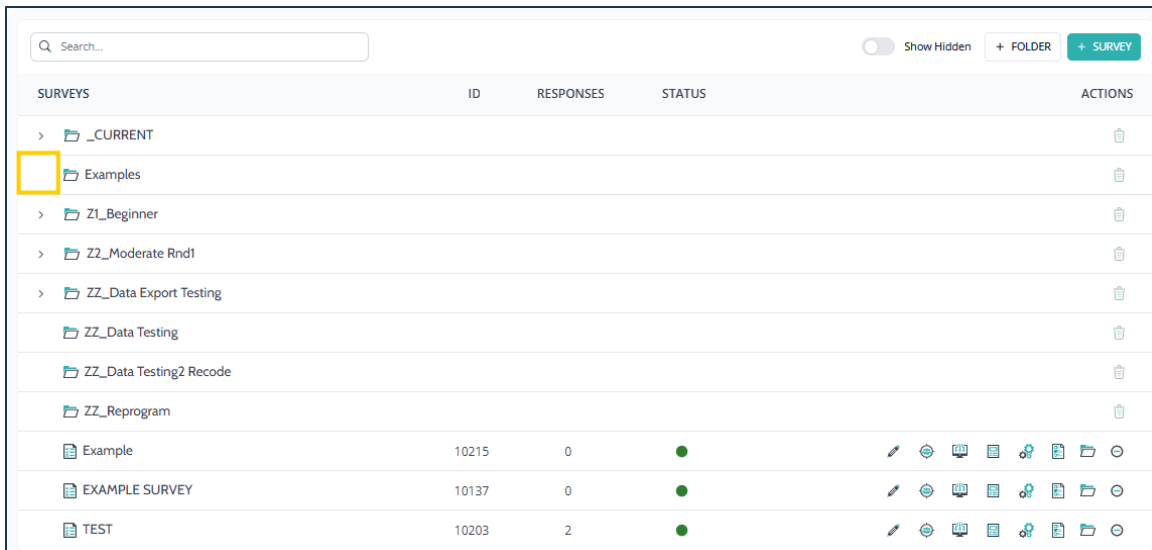
Step 1: Navigate to the Survey

If you find yourself needing to recover a survey that has been hidden, you will first need to navigate to the Surveys page by clicking “Survey” at the top of the webpage.



This will redirect you to a list of your surveys.

If you look at the image below, you may notice that the “Examples” folder does not have an arrow that indicates that the folder has surveys within it and can be expanded.

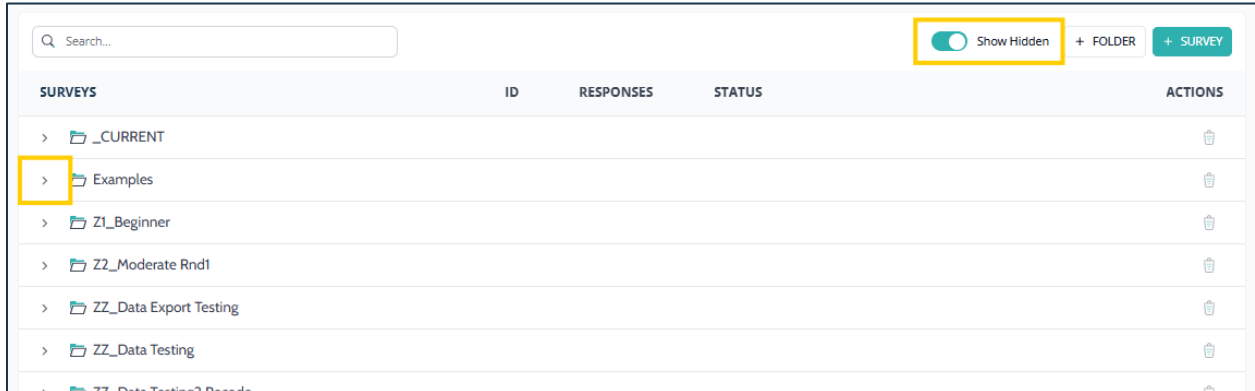


| SURVEYS | ID | RESPONSES | STATUS | ACTIONS |
|---|-------|-----------|--|--|
| > _CURRENT | | | | |
| Examples | | | | |
| > Z1_Beginner | | | | |
| > ZZ_Moderate Rnd1 | | | | |
| > ZZ_Data Export Testing | | | | |
| ZZ_Data Testing | | | | |
| ZZ_Data Testing2 Recode | | | | |
| ZZ_Reprogram | | | | |
| Example | 10215 | 0 | | |
| EXAMPLE SURVEY | 10137 | 0 | | |
| TEST | 10203 | 2 | | |

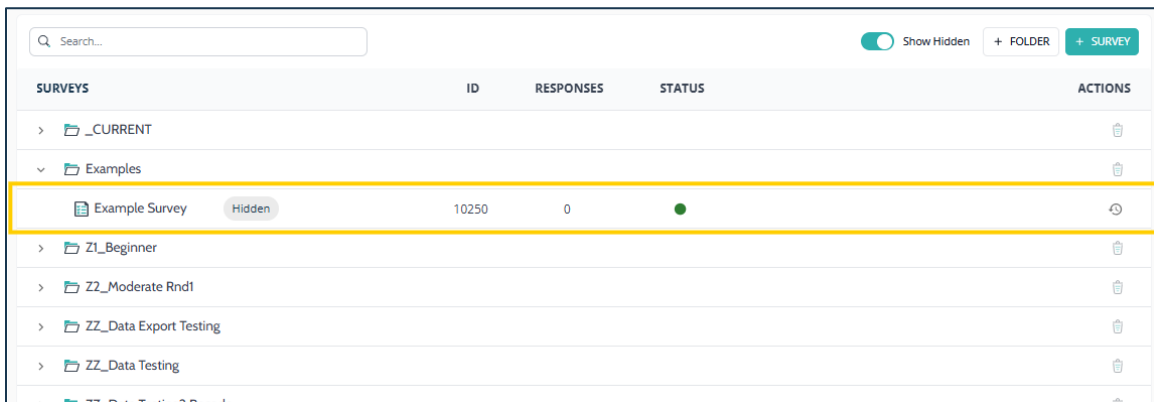
This is because the survey has been hidden.

Step 2: Recover the Survey

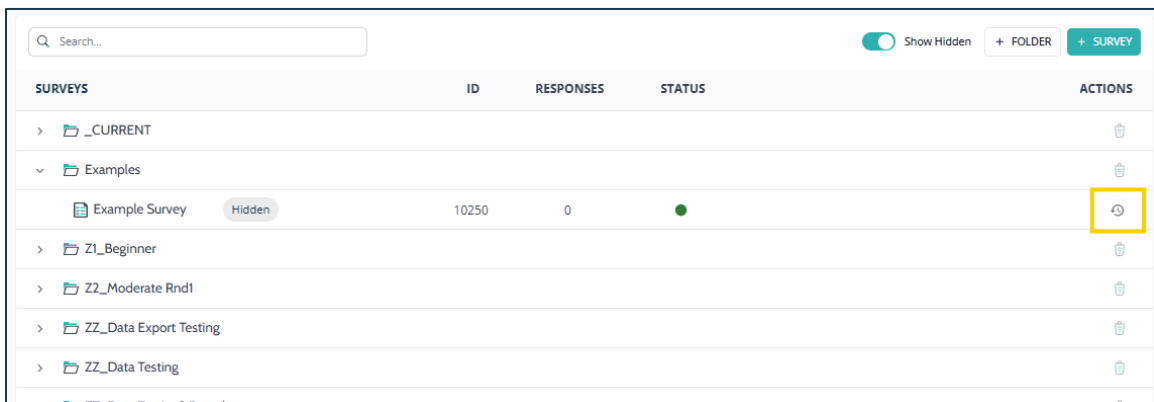
To recover a hidden survey, you will need to click the “Show Hidden” toggle at the top right-hand corner of the survey list. As you can see in the image below, once this toggle is activated, the arrow to expand the folder appears next to the folder, indicating that there are now one or more surveys within the folder.



If you click the arrow the hidden survey(s) will appear in the list with the indicator “hidden” to the right of the survey title.











Find the survey you wish to recover and to the far right-hand side of the screen, in line with the survey you wish to select, is an “Unhide” icon, indicated below.



Click the icon and the survey will return to it's previous location in the survey list.

The appearance of the standard icons to the right of the survey will indicate that you are successful in recovering your survey.

| Examples | | | | |
|----------------|-------|---|---|---|
| Example Survey | 10250 | 0 | ● |         |