

Sharing Surveys

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Version 14.19

Exporting a Survey

1. Open the Survey Administration Tool Bar.
2. Click the button in the Survey Administration toolbar. The Survey Forms Explorer will open.
3. Locate the survey you'd like to export, and double-click on it. The survey will open in a new window.
4. Click the ("Export a survey form") button in the Survey Administration Toolbar.

Importing a Survey

1. Open the Survey Administration Tool Bar.
2. Click the ("Import a survey form") button in the Survey Administration Toolbar.
3. In the Import Survey pop-up window, locate and double-click on the survey you'd like to import.
4. You can now use or edit the imported survey.

Version 14.10

Exporting a Survey

1. Open the Survey Administration Tool Bar.
2. Click the button in the Survey Administration toolbar. The Survey Forms Explorer will open.
3. Locate the survey you'd like to export, and double-click on it. The survey will open in a new window.
4. Click the ("Export a survey form") button in the Survey Administration Toolbar.

Importing a Survey

1. Open the Survey Administration Tool Bar.
2. Click the ("Import a survey form") button in the Survey Administration Toolbar.
3. In the Import Survey pop-up window, locate and double-click on the survey you'd like to import.
4. You can now use or edit the imported survey.