

How to delete a section in a survey?

i Before you delete a section, please note that when a section is deleted, all the questions in that section will be deleted. If you want to keep any question, drag them out of the section first.

This is especially important when the survey is open and there are already respondents in the survey. Once a section and its question are deleted, the response data regarding the deleted questions are deleted too and cannot be retrieved back.

All sections and questions in a survey will be located in the **BUILD** page. So when trying to find your section, make sure you are in the **BUILD** section of your survey.

To delete a section in a survey, rollover on the section title. You will see the delete (x) option on the section line. Click that button to delete the section. A warning will appear, click **Yes** to delete.

The screenshot shows the 'BUILD' section of a survey builder. At the top, there are tabs for 'CONFIGURE', 'BUILD' (which is active and highlighted in yellow), 'RESULTS', and 'ANALYTICS'. Below the tabs, there is a blue 'SAVE SURVEY' button and a 'Preview Survey' link. The main area contains a yellow dashed box for 'ADD AN INTRODUCTION' with the text 'Tell your audience what this survey is about'. Below this is a horizontal line labeled 'PART 1'. A red box highlights a 'Delete' button (an 'x' icon) on the right side of the 'PART 1' line. Below 'PART 1' is a question box containing the text '1 this is a semantic differential'. At the bottom, there is another horizontal line labeled 'PART 2'. The instruction 'Drag and drop questions to rearrange them or place them into sections.' is visible at the top of the main area.

Please remember to click the **SAVE SURVEY** button from the right hand side to save your changes.