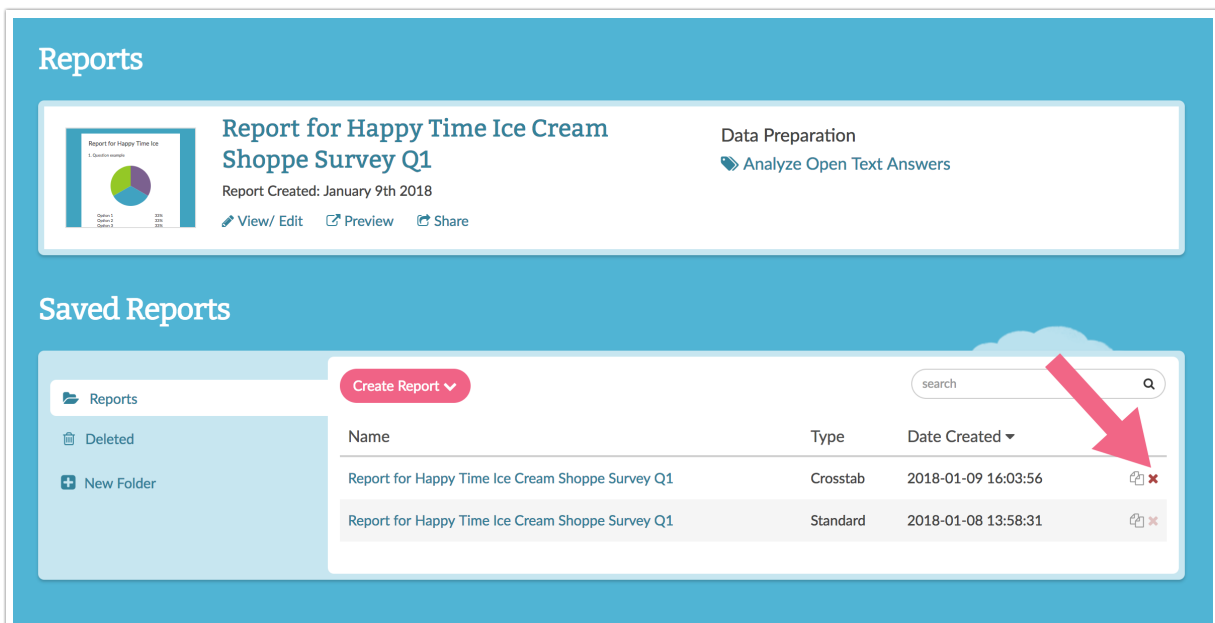


Delete a Report

Any reports that you have created for a particular survey can be deleted. To delete a report, navigate to the **Results > Reports** area of your survey. Here, you will see a list of all existing reports that have been created for the survey.

To delete a report, click the red 'x' icon located in the far right column of your report list.

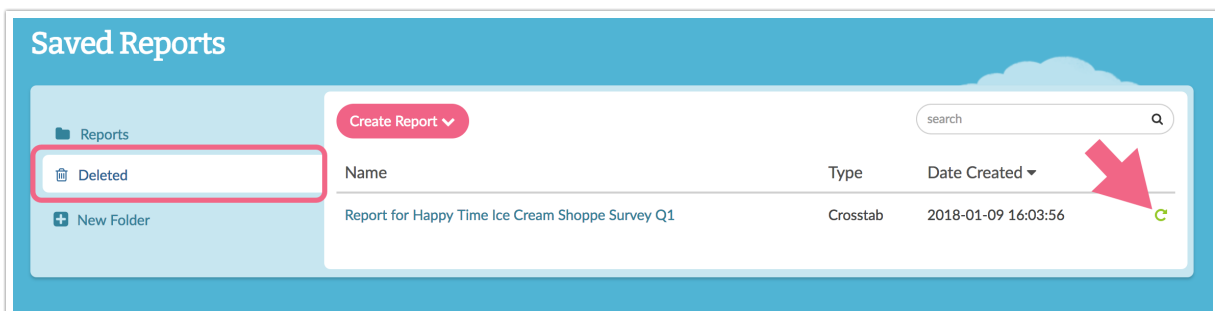
Note: If you are user on a multi-user account, your account administrator may restrict your ability to delete a report. If you are not seeing the option to delete, contact your administrator to make sure that you have the appropriate permissions for deleting reports.



The screenshot shows the 'Reports' section of a survey dashboard. At the top, there is a report card for 'Report for Happy Time Ice Cream Shoppe Survey Q1' with a 'Data Preparation' status and an 'Analyze Open Text Answers' button. Below this is the 'Saved Reports' section, which includes a sidebar with 'Reports', 'Deleted', and 'New Folder' folders. A table lists two reports, each with a red 'x' delete icon in the rightmost column. A red arrow points to the delete icon for the first report.

Name	Type	Date Created	
Report for Happy Time Ice Cream Shoppe Survey Q1	Crosstab	2018-01-09 16:03:56	
Report for Happy Time Ice Cream Shoppe Survey Q1	Standard	2018-01-08 13:58:31	

Once deleted, a report is placed in the **Deleted** folder found to the left of the report list. Any deleted reports can be restored from within the Deleted folder.



This screenshot shows the 'Saved Reports' interface after a report has been deleted. The 'Deleted' folder in the sidebar is highlighted with a red box. The table now only contains one report, 'Report for Happy Time Ice Cream Shoppe Survey Q1', which has a green circular restore icon in the rightmost column. A red arrow points to this restore icon.

Name	Type	Date Created	
Report for Happy Time Ice Cream Shoppe Survey Q1	Crosstab	2018-01-09 16:03:56	