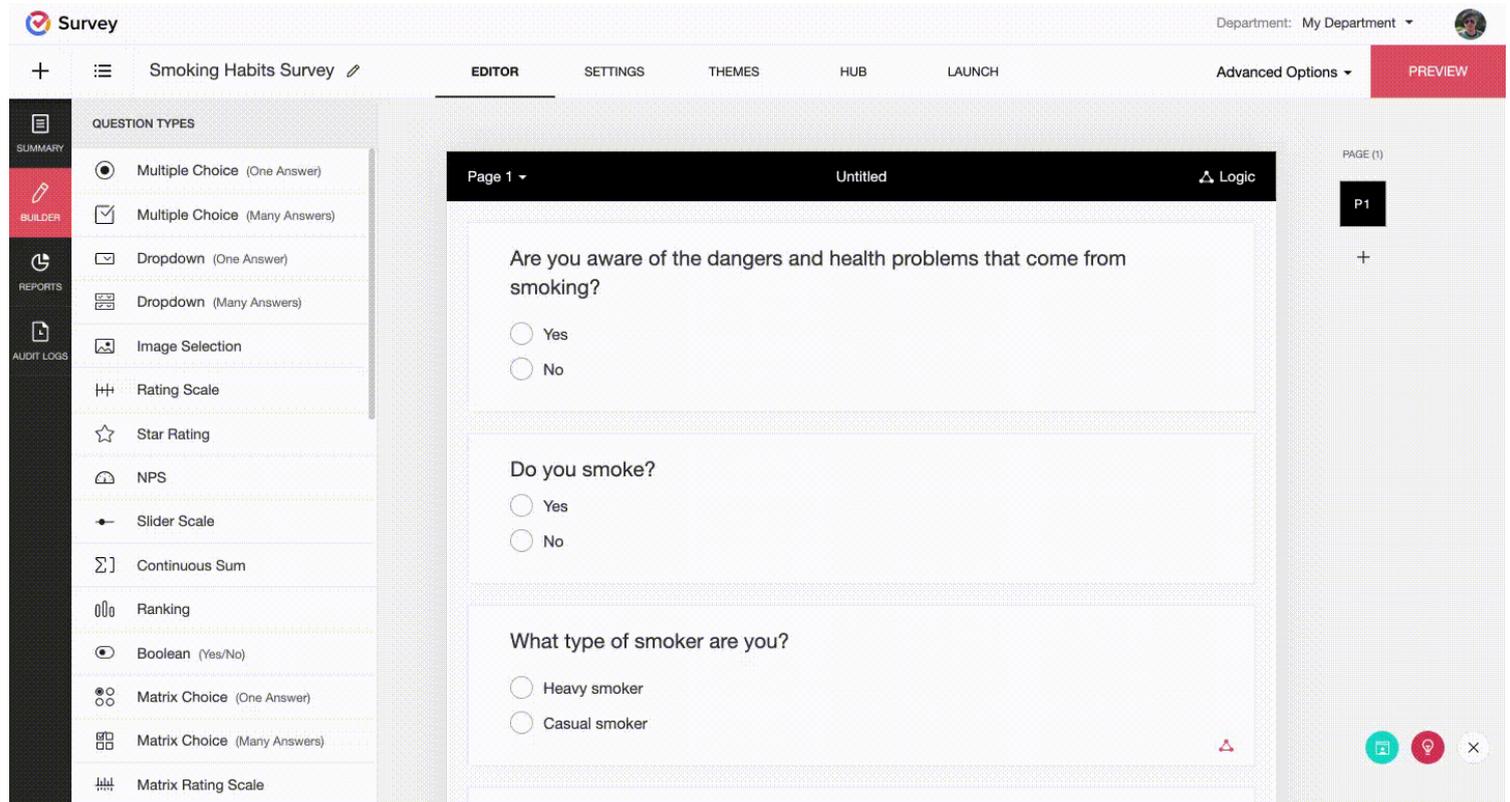




Transfer Survey

Transfer your survey and its reports either to individual accounts or to [departments](#) as a whole. Once the new owner accepts the transferred survey, it will no longer exist in your account.



To transfer your survey to another user:

1. Click **Advanced Options** on the upper-right side of the survey builder.
2. Click **Transfer Survey**.
3. Select **To other users** to transfer your survey to individual users. Type in the user's email address in the text box.
4. Click **Yes, Transfer Survey**. You'll see a confirmation message.

To transfer the survey transfer to another department:

1. Click **Advanced Options** on the upper-right side of the survey builder.
2. Click **Transfer Survey**.
3. Select **To other departments** to transfer your survey to another department. Select a department from the list.
4. Click **Yes, Transfer Survey**. You'll see a confirmation message.

To cancel the survey transfer:

1. Click the survey you have tried transferring.
2. Click **Cancel Transfer**.

