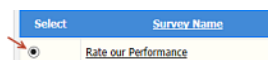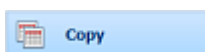## Copy Survey/Poll

From the Dashboard:

1. Select the icon you have chosen for 'Surveys'.

2. Click on the radio button by the survey or poll you wish to copy.

3. Select 'Copy' on the right.

4. Create a new name in the box provided.

5. Select 'Continue'.

6. You may edit your survey or poll if you wish; then click 'Submit'.

7. You may edit your Thank You message.

8. Choose an expiration date, and time if you wish, and the system will automatically remove it from displaying on your App.

9. Choose whether you would like to display it on your App or keep it private by clicking the appropriate radio buttons.

10. If you chose 'Publish', choose a date to publish it.

11. Select 'Finish'.