Where Are My Test, Share and Report Tabs?

If you're working on a project and you notice that the Test, Share, and Report tabs are missing from the navigation, that means you're working on a Template! A Template is a way to build a survey that can be easily reused whenever you want to use that same set of questions again. Think of it like a survey blueprint.

Convert a Template to a Normal Survey

1. To convert a Template back to a normal survey, click the Tools > Survey Settings.

2. Locate the Template section and uncheck the option to Make this a template.