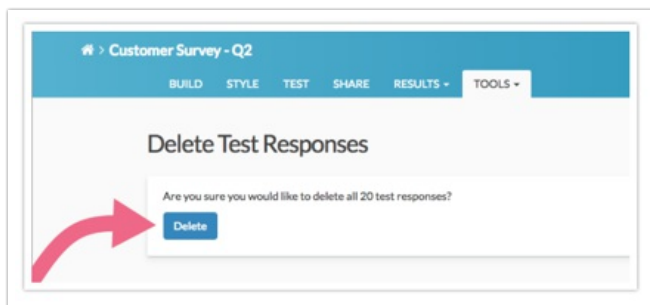


Delete Test Responses

If you've followed our best practices and used our [testing tools](#) when you get to the reporting phase of your project you will likely run into a point where you no longer need your test data. You can delete your test data altogether or simply filter it out of your reports and exports.

Delete Test Data

To delete all responses marked as "test" go to **Tools > Delete Test Responses**. This will then show you a count of test responses. If you are sure you wish to delete these responses, click **Delete**.



Note: When you delete test responses via this method, they are not yet permanently deleted and can be restored. If you need to permanently delete these responses, [follow our instructions](#).

Delete Test Responses Via Individual Responses

You can also delete all test responses in bulk via **Results > Individual Responses**.

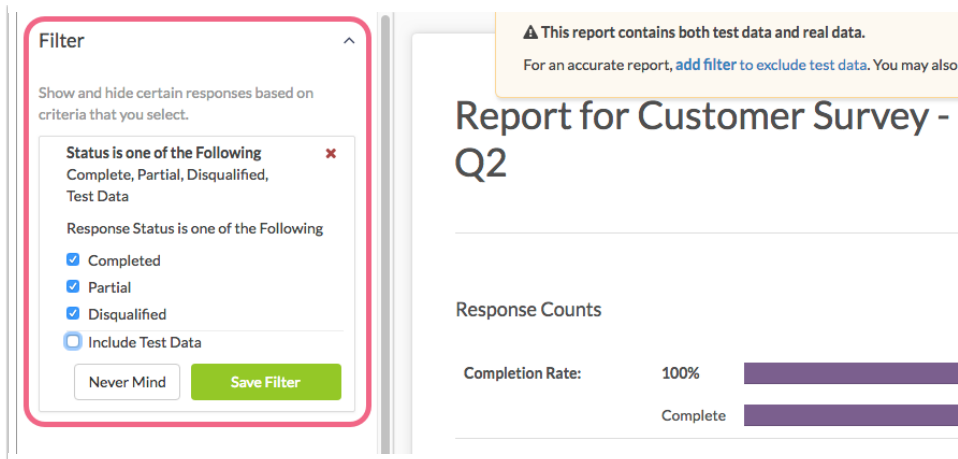
1. Scroll to the bottom of the response list and click the **Bulk Action** link.
2. Select the option to **Delete All Test Responses**. Responses will be deleted immediately.

Note: When you delete test responses via this method, they are not yet permanently deleted and can be restored. If you need to permanently delete these responses, [follow our instructions](#).

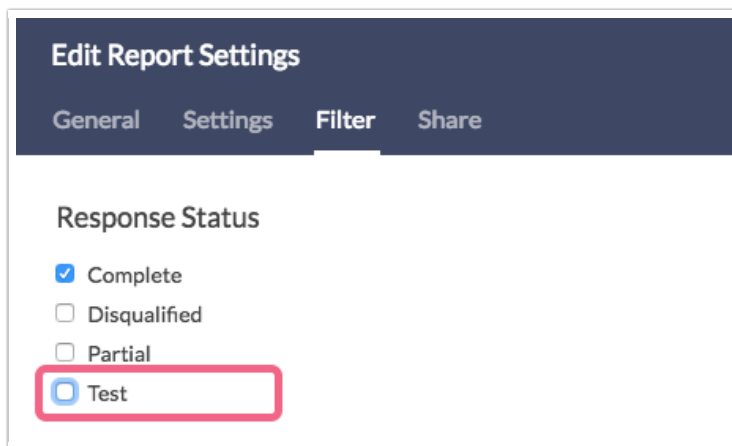
Remove Test Responses from Reports and Exports

If you prefer to keep your test responses you can simply filter them out of your final reports and exports.

1. To do so within the [Standard Report](#) click the **Add Filter**.
2. In the left panel and select **By Response Status**. Uncheck the option to **Include Test Data** and click **Save Filter**.



3. In all other reports go to **Customize Report/Export > Filter** and uncheck the **Test** option under **Response Status**.



Notes

If you used your live share link to test your survey the above options will not work for you. Instead, you might take advantage of the **Exclude Response IDs** option to filter out the response IDs of your test responses. To do so within the [Standard Report](#) click **Add Filter > By Response IDs**.

Key the responses you wish to include/exclude and click **Save Filter**. When using this option you can both comma-separate responses you wish to exclude and specify ranges. For example, the following will exclude all responses 1 through 10, as well as, 14 and 17.

In all other reports and exports this option is also available under **Customize Report/Export > Filter**.

If you've done testing and just wish to start from scratch we recommend [copying your test survey!](#)

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