

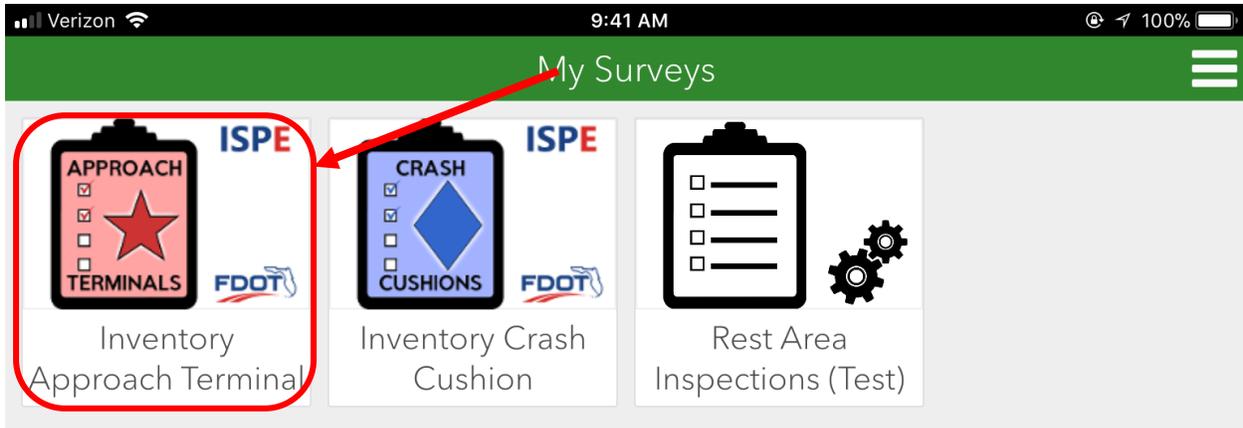
How to Delete Old Forms and Download New Forms

Overview

If a form needs to be entirely removed from the device and replaced with a new form, this guide will assist users in identifying the steps necessary to remove the old forms and download the new forms.

Instructions

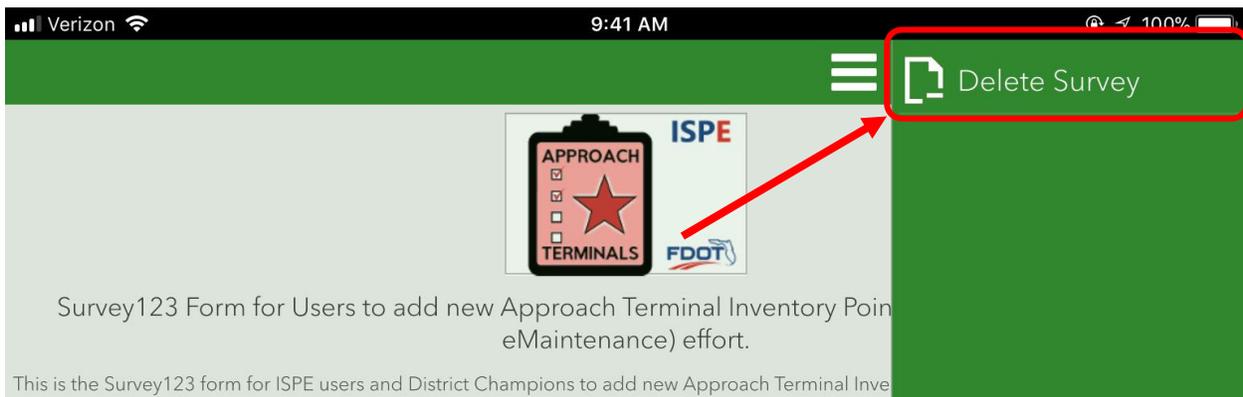
1. Open "Survey123".
2. Tap or click on the Survey to be deleted.
 - In this example, the steps will follow "Inventory Approach Terminal".



3. When the survey detail page is open, click on the hamburger menu icon.

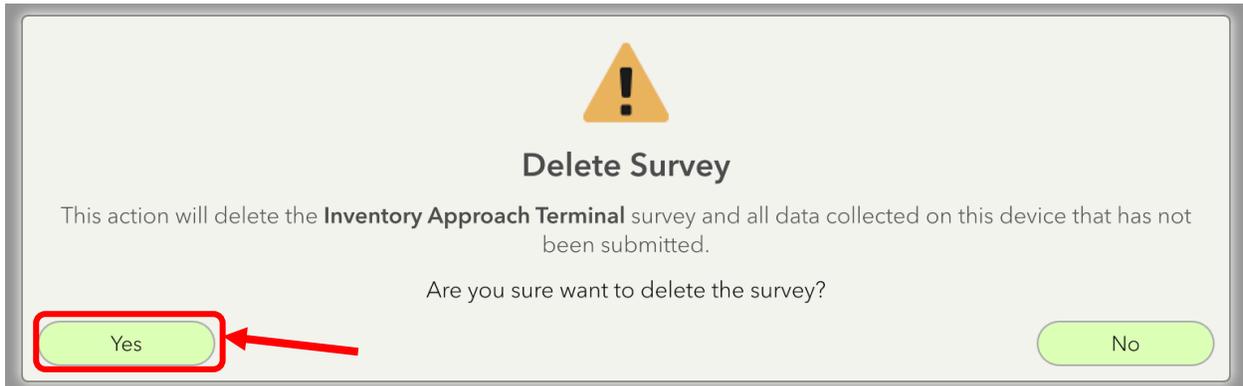


4. Click on the "Delete Survey" button.

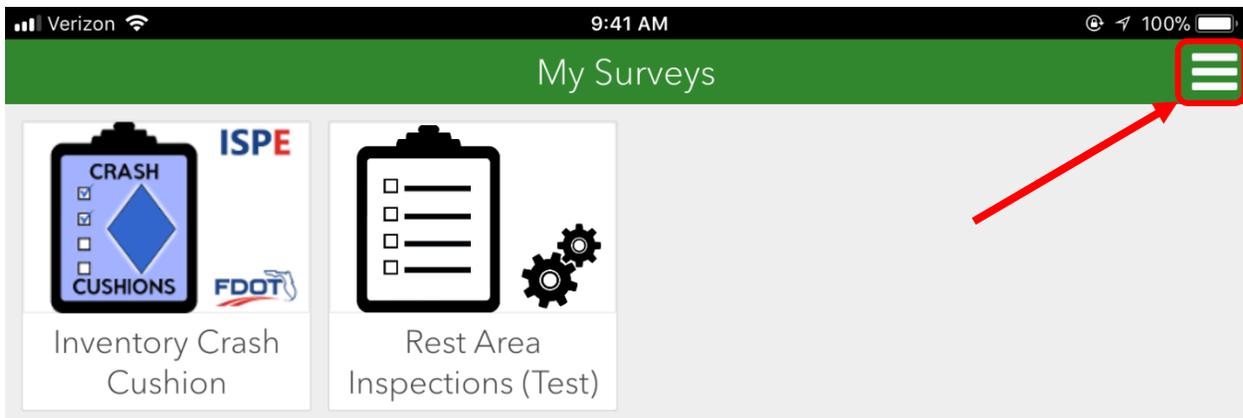


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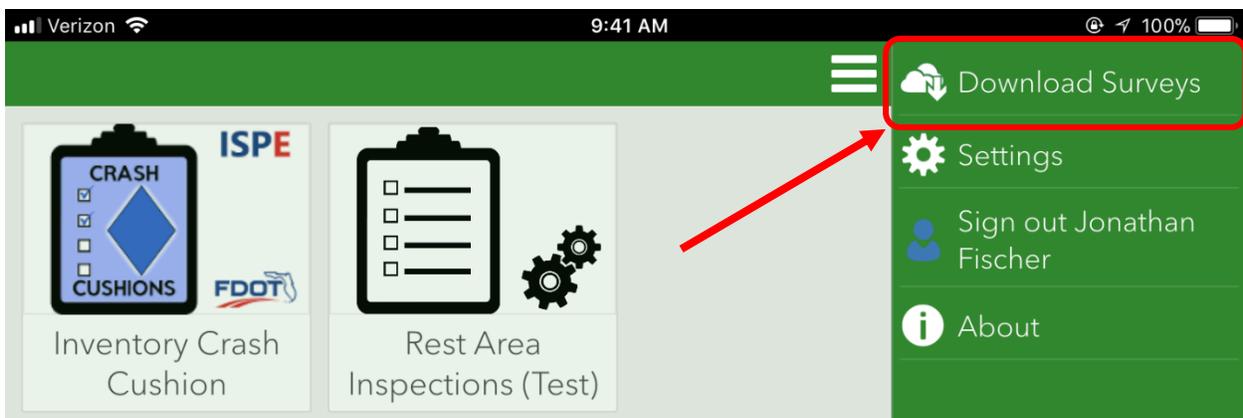
5. Click the "Yes" button to confirm the removal of the survey from the device.



6. After the survey is gone, click on the hamburger menu icon from the main Survey123 screen.

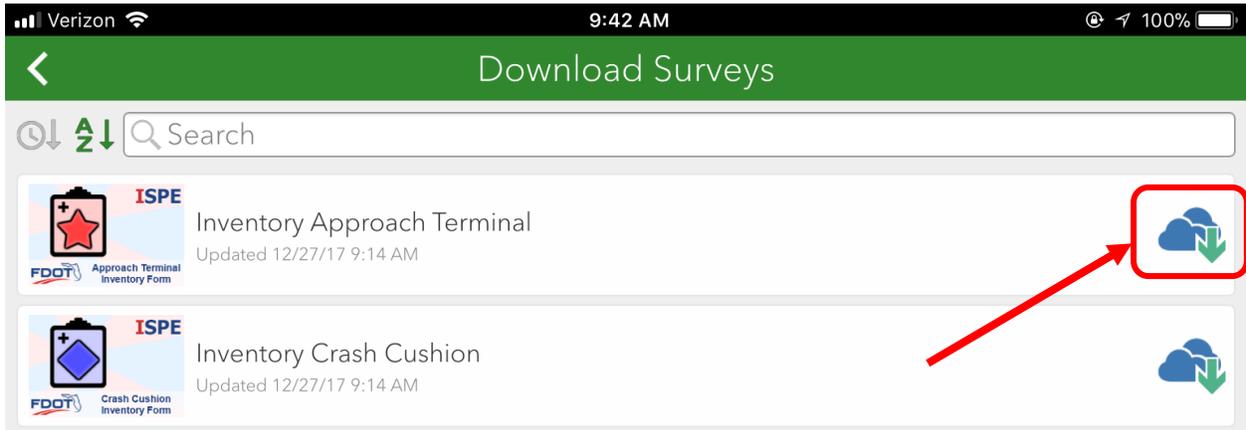


7. Click on the "Download Surveys" button.

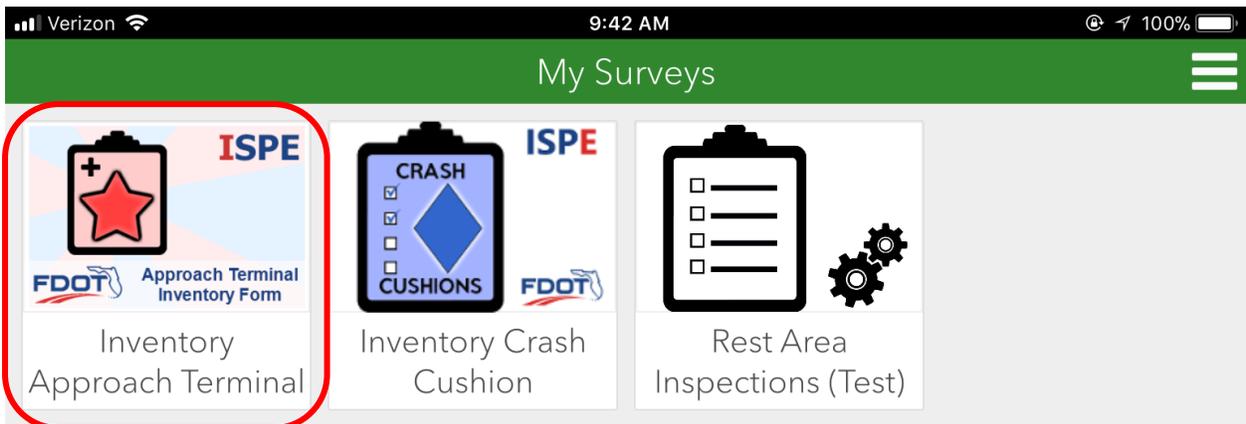


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8. Scroll to the new, replacement form to be downloaded and click the cloud icon.



9. The new survey will be displayed on the main Survey123 screen.



10. Repeat for all survey forms to be replaced.