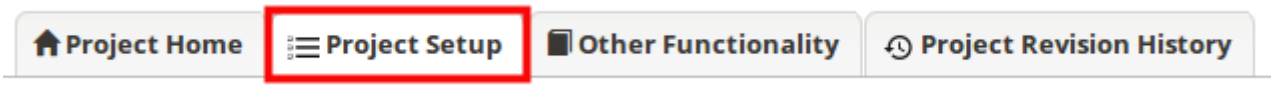
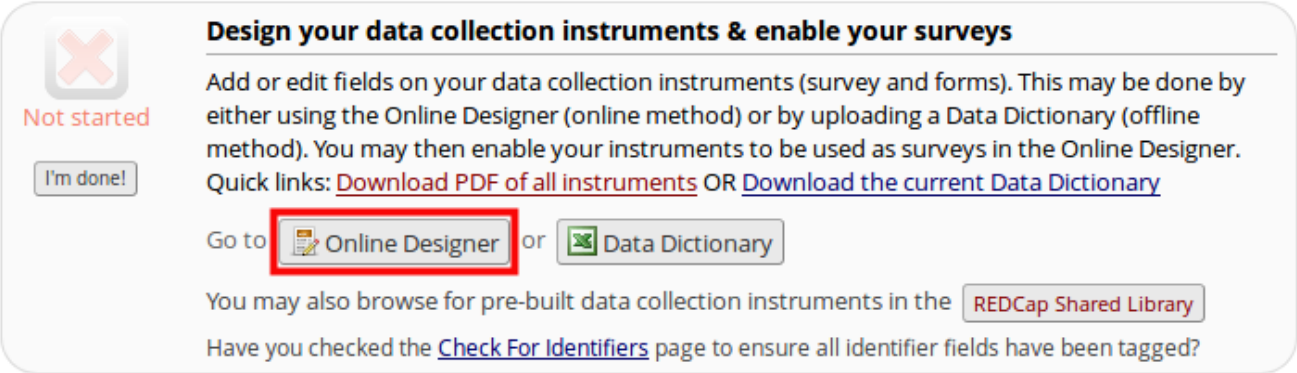
Take Survey Offine

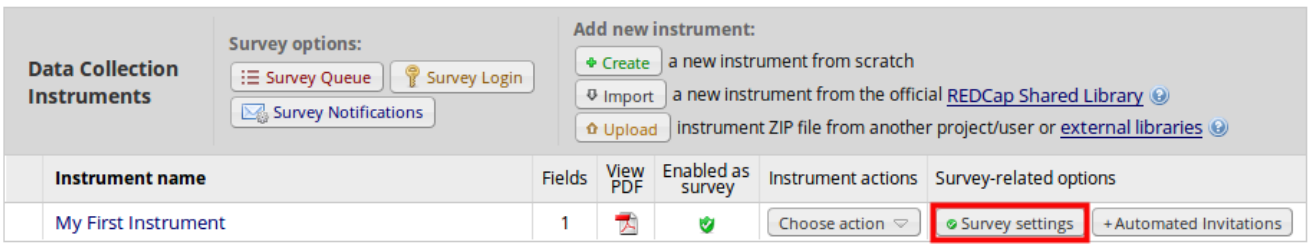
- Click **Project Setup**



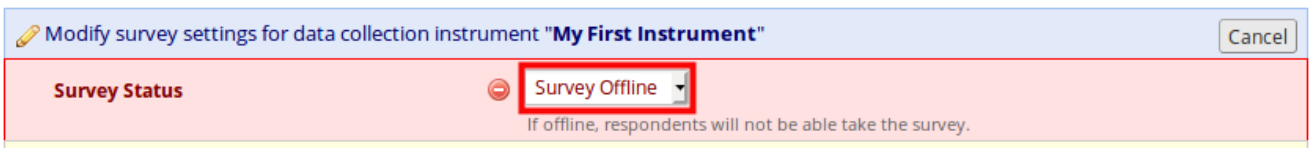
- Click **Online Designer**



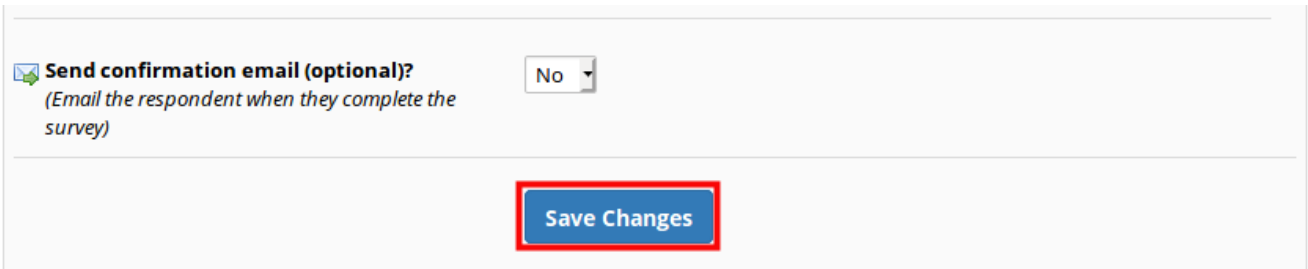
- Either click the button **Survey Settings** or the hover over the green shield and click on the pencil that appears.

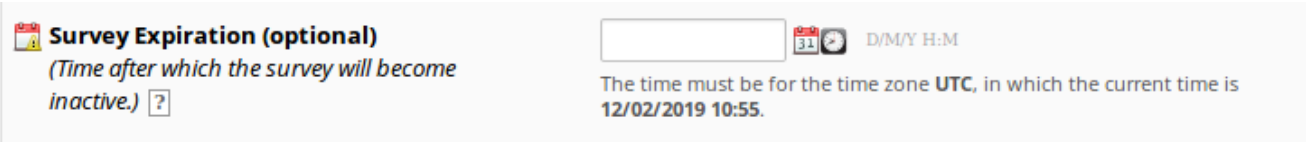


- Change **Survey Status** drop down to Survey Offline (Circled in red below)



- Scroll to the bottom and **Save** the changes



Note

On this page you can also set an expiration date to automatically change a survey status to Offline on a specific date.