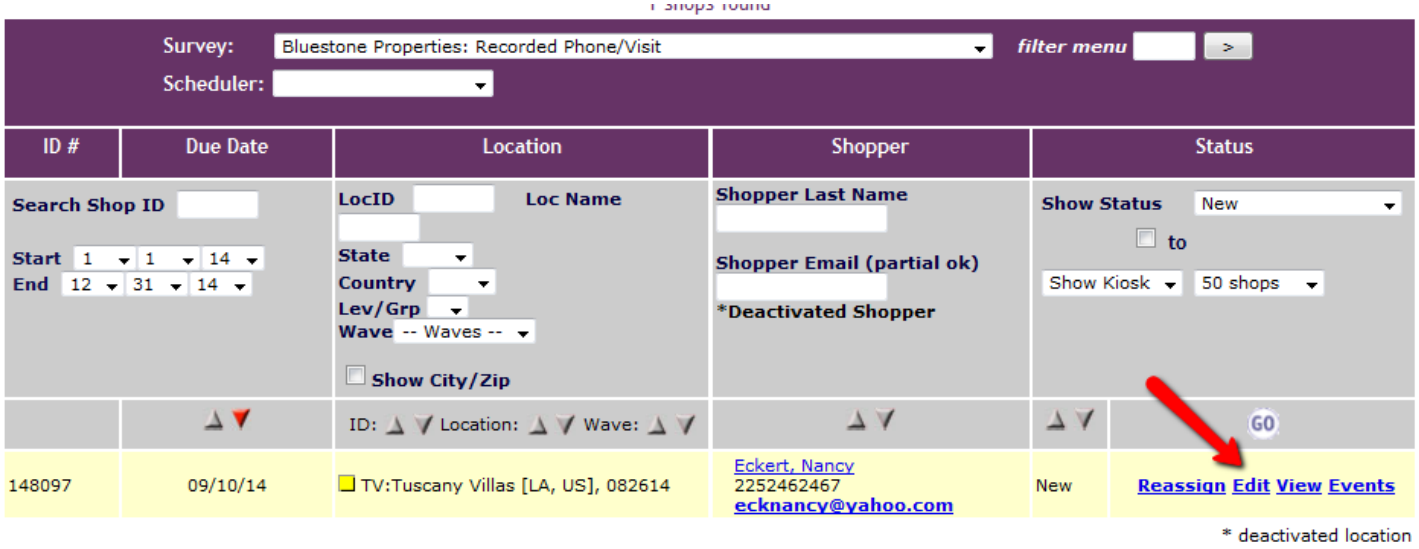
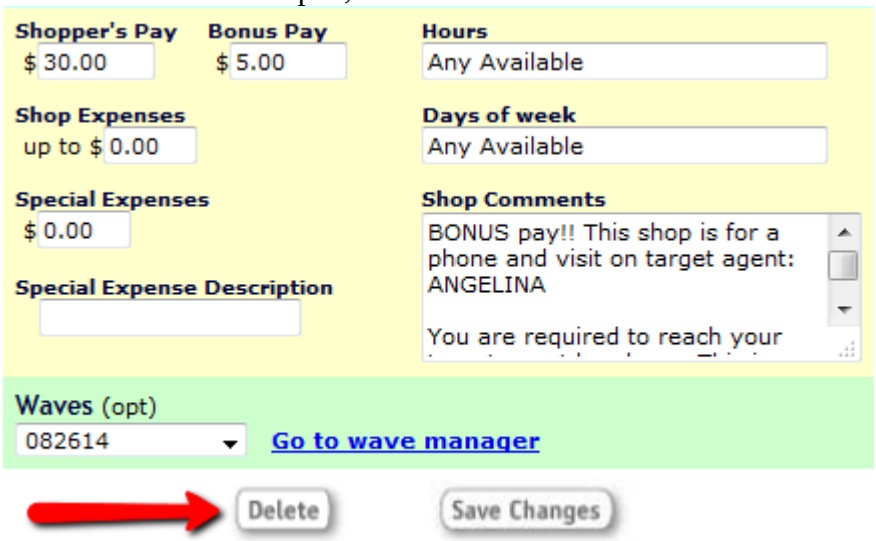
RESET A SURVEY

1. You can do this under “Sched Log” or “Logs”.
2. First click on “Edit”

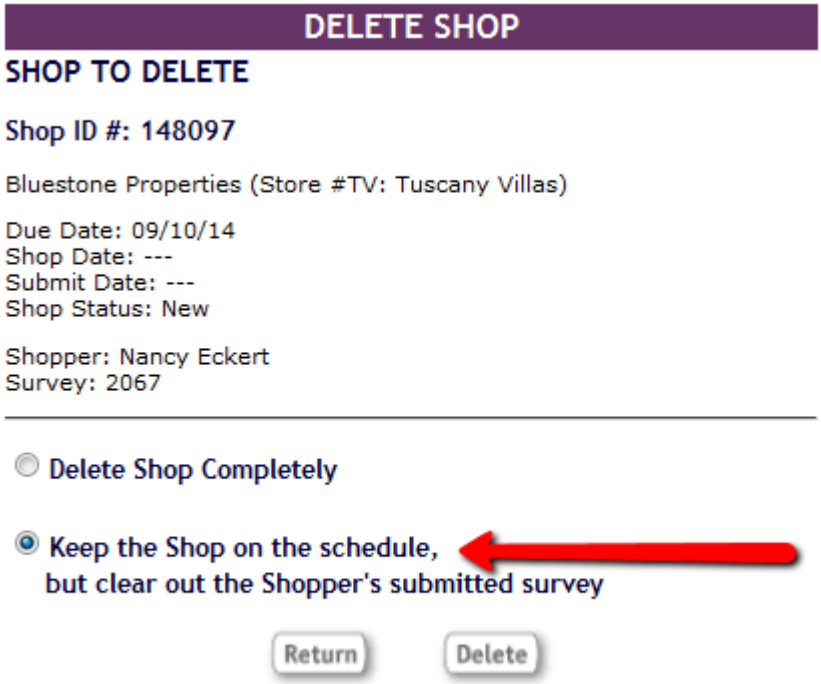


3. When the Edit box open, click on “Delete”.



4. After you have click on “Delete” you will have 2 options.

5. You will want to make sure that “Keep the Shop on the schedule, but clear out the Shopper’s submitted survey.”



6. Then click “Delete”. <u>This will not delete the shop completely, it will only remove text from the survey and clear out any recording that has been done.</u>