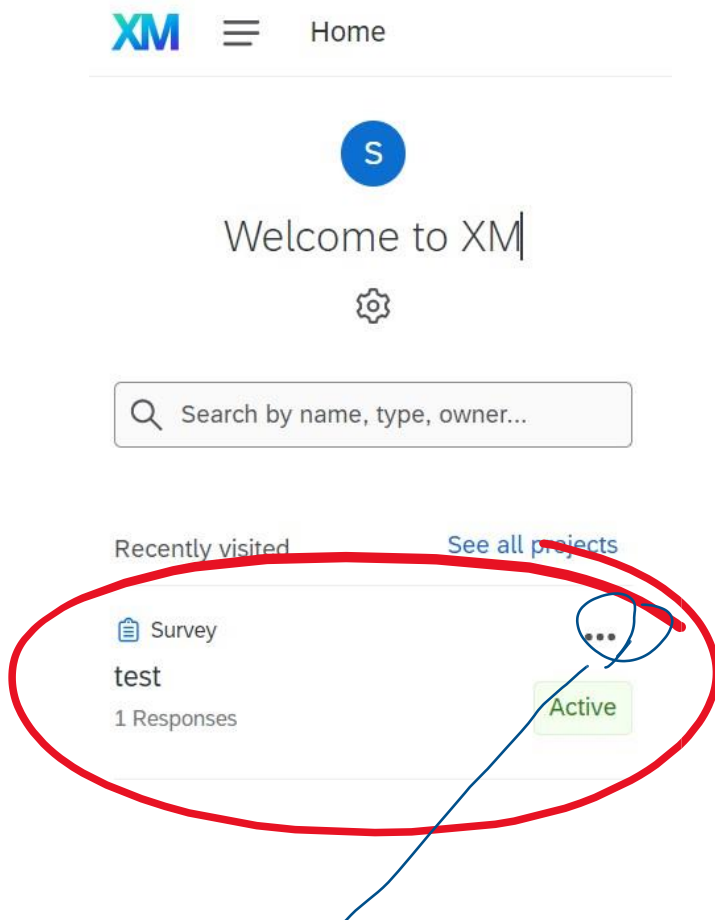


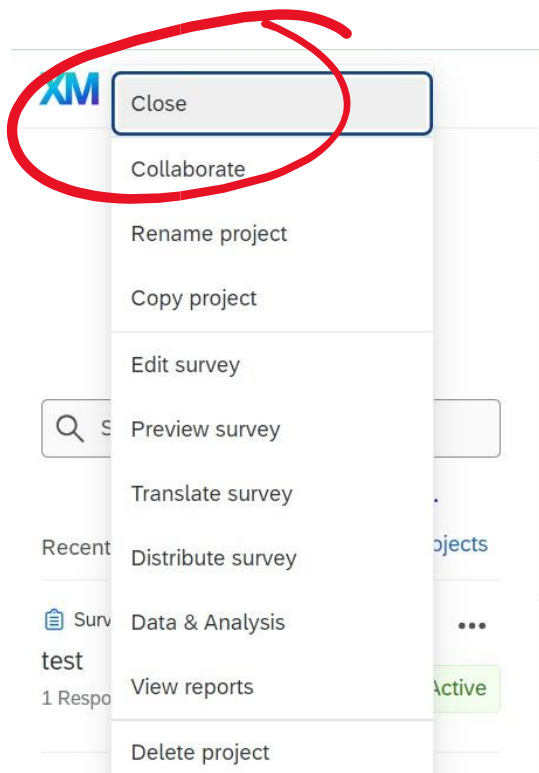
In order to keep our Qualtrics license correctly maintained, ensure our Bryant Qualtrics Brand, and manage our storage, please go to Qualtrics and CLOSE all unused surveys are not active any longer.

This process will take you 1 minute. Instructions are listed below:

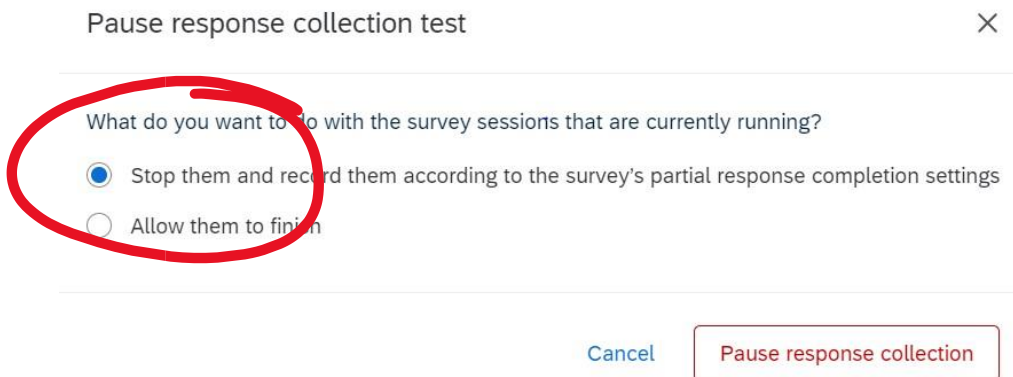
1. Log into Qualtrics and find the active survey you want to close.



2. Click on AND then click **CLOSE**



3. Select Stop them OPTION and CLICK Pause response collection



4. You are done. Your survey is CLOSED and will now look like this:



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 Survey



test

1 Responses

Closed

Thanks a lot for your assistance with this matter!

Happy New Year,

Srdan Zdravkovic