Bulk question builder

Using the bulk question builder, you can add multiple questions at once, saving you time. It's simple, efficient, and perfect for getting your surveys up and running quickly.

Who can access it?

The bulk question builder is accessible to anyone who has registered for Zoho Survey. Users on the **free plan** can copy and paste a **maximum of 10 questions**, while users on **other paid plans** can paste up to **50 questions** of their choice.

Create longer surveys faster

The bulk question builder saves time by letting you add many questions at once, rather than entering them individually. You can also copy the questions in from elsewhere.

To upload bulk questions to your survey

- Log in to your Zoho Survey account and navigate to the Survey Builder.

- In the left pane, under the Question bank column, select Bulk question builder. A maximum of 50 questions can be created at once.

- You can also paste the questions directly on the survey builder panel.
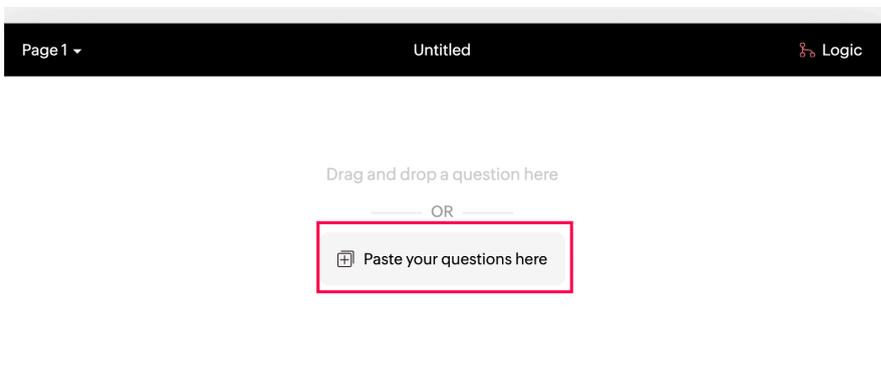
- You can create questions of different types on a single page by typing them directly or copying and pasting.
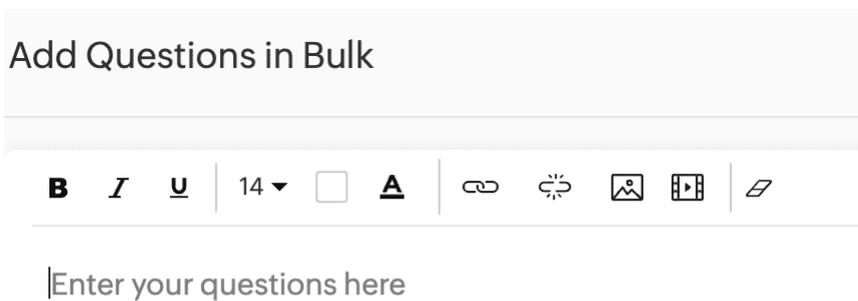
- Each question must be separated by a line gap. Place the answer (choices) on new lines, aligned with the respective question text.

- Change the question type by selecting from the drop-down menu at the question component.

- For matrix questions, create rows and columns with double line gaps, or paste them as tables. Edit matrix questions by clicking on the table and altering the rows or columns.

- Likert scale and star rating types require a minimum of three options. Matrix likert and matrix star rating types require a minimum of three columns.

- You can embed links, images, or videos under each question. Image and video cannot be copied directly and must be added manually through the rich text editor.

Add Questions in Bulk

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- Only basic settings are applied initially; additional customization may be required. After adding, you can edit questions further, including adding logic, piping, or custom variables.

- In the bulk question builder, only the question message can be formatted. The default format will be used for options, rows, and column names.

- Preview will display questions in the same format as created.

- Once questions are uploaded and edited, click the Save tab to add them to your survey.

   To edit the uploaded questions

- You can edit the question or question type at any point before or after publishing your survey. You can't make changes to multiple questions all at once; you need to edit them one by one in the survey builder.

- Hover over the question you'd like to edit and click on the edit icon.

What are the top 3 benefits you get from our product/service

| ✎ Edit |
| 🗍 Clone |
| ↕ Move |
| ⅘ Display Logic |
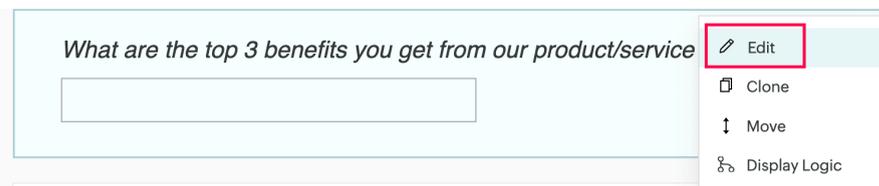
- Click the Edit icon. Make the necessary changes, then click the Save icon to save the changes successfully.

   To delete the uploaded questions

- You can delete the question at any point before/after publishing your survey. You can't make changes to multiple questions all at once; you have to delete them one by one in the survey builder.

- Hover over the question you want to trash and click the delete icon

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- The question will be moved to Trash. Unlike the Delete option, the Trash feature in Zoho Survey allows you to either restore these questions and custom variables or permanently remove them from the builder.

ⓘ If you need additional help or have any questions about using this feature, contact us at support@zohosurvey.com. We're here to assist you!