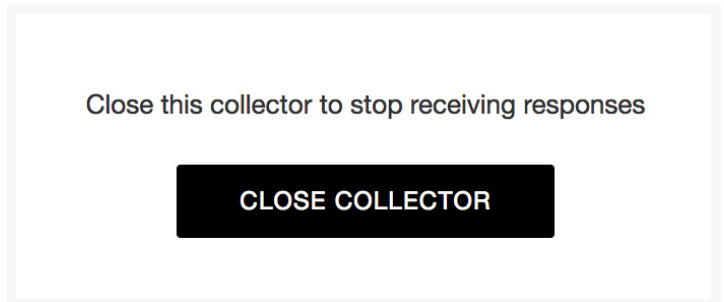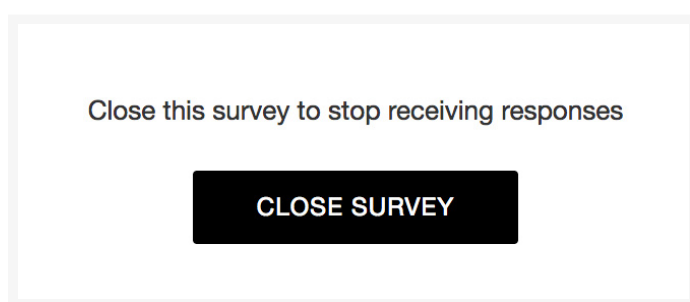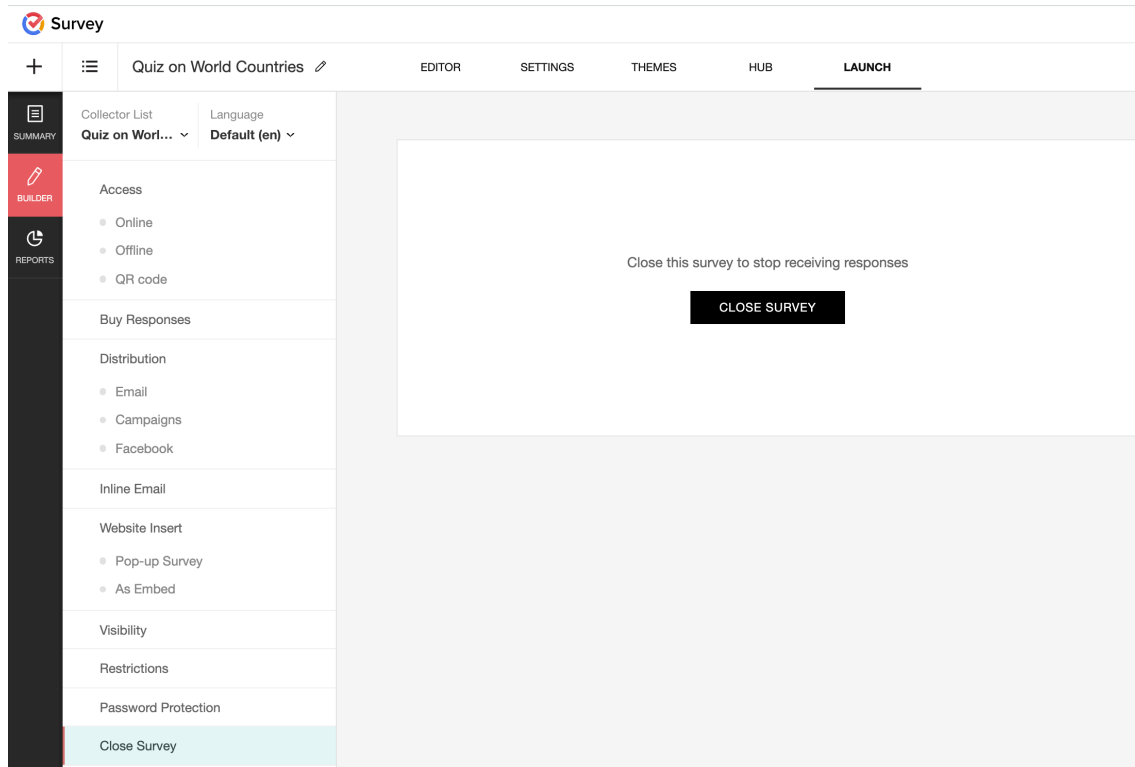**Zoho Corporation**

# Close Survey

Close the survey or the collector when you're done receiving responses. If you have only one collector, this section will be shown as 'Close Survey', and if you have multiple collectors, it will be shown as 'Close Collector'. Users who try to access a survey from a closed survey will receive a survey close message, which can be customized in the survey settings. After distributing your survey and collecting responses, you can start analyzing the responses in the Reports section.





**To close a survey/collector:**

1. Open the survey builder and click the *Launch* tab.
2. Click **Close Survey (Collector)** on the left pane of the *Launch* tab.
3. Click **Close Survey (Collector)**.

4. Click **OK**.
5. Click **Reopen Survey (Collector)**  at any time if you want to collect more survey responses from that particular survey/collector.

**Note**

The *Close Survey (Collector)* button will be displayed only if the survey is published.