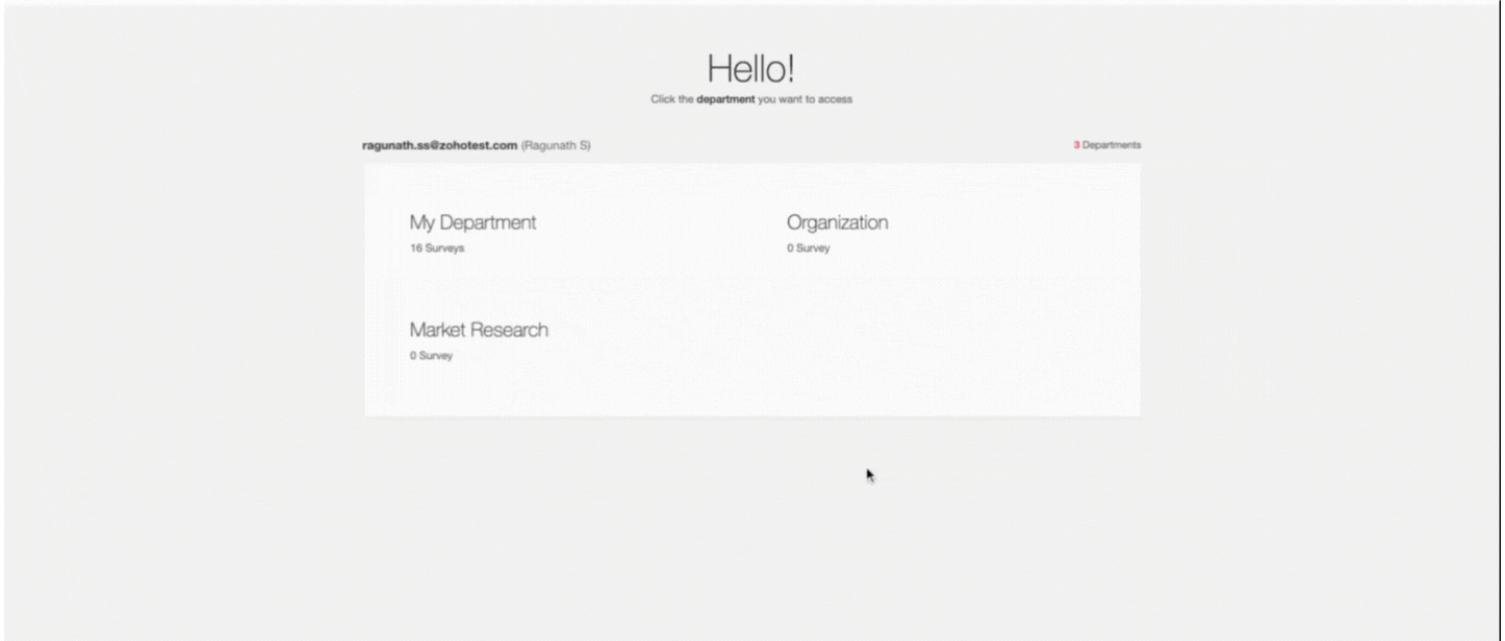




Managing Your Surveys

Zoho Survey provides an easy-to-use interface to manage your surveys. You can find your surveys, apply filters, restore them, and trash them all in one place with the My Surveys page.



Use Cases:

When it comes to survey management, you can search for the survey of your preference with the search box, filter surveys based on your requirement, delete unwanted surveys, edit surveys anytime, duplicate surveys to save time, preview surveys, publish surveys instantly, and do much more.

To access the *My Surveys* page:

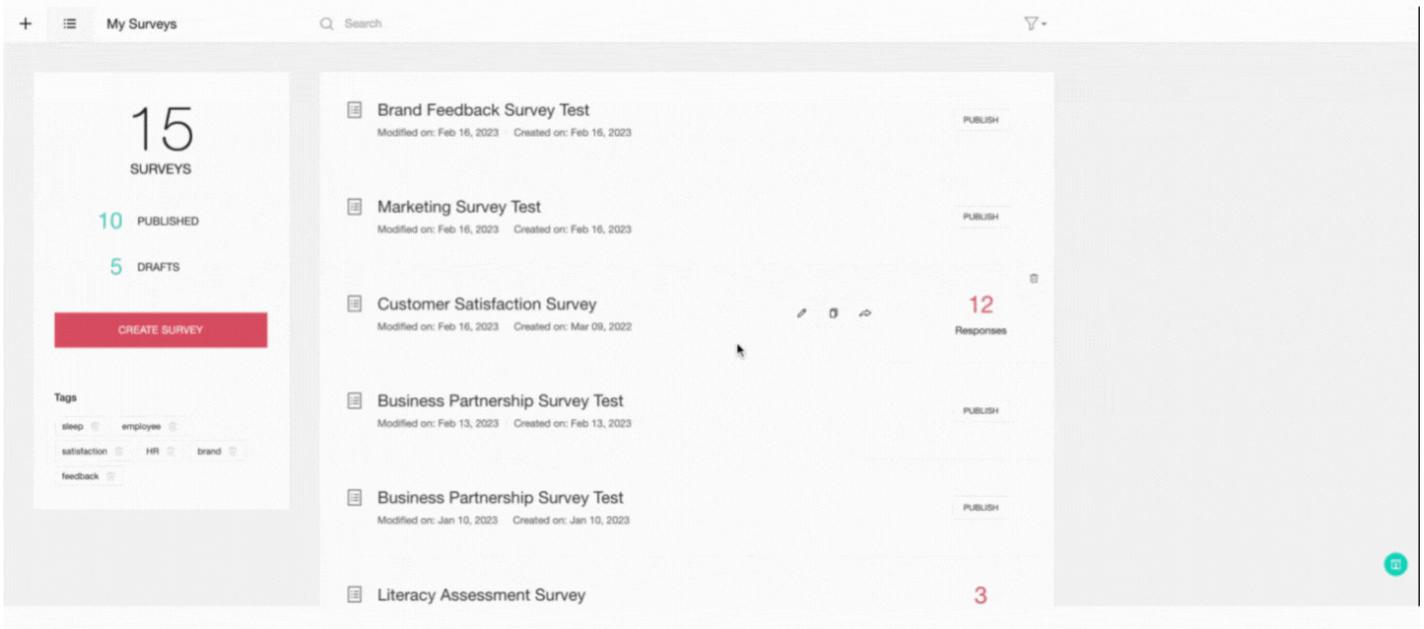
1. Click the Zoho Survey logo in the upper-left corner of the page.
2. If you're an Enterprise user, click the department you'd like to access. The *My Surveys* page will appear.
3. To mark a department as default, select **Default** next to the department.
4. You can perform the following actions on the *My Surveys* page:
 - [Create Survey](#).
 - [Tags](#)
 - [Filter](#)
 - [Search](#)
 - [Edit](#)

- [Duplicate](#)
- [Preview](#)
- [Publish](#)
- [Delete](#)

Tags

Adding tags will help you find surveys later when you search the tags. You can create tags in the following places:

- Edit survey name
- Duplicate survey



To add tags while editing the survey name:

1. Click the survey name on the top banner.
2. Type the required tags for the survey next to *Add tag*. Separate tags with space.
3. Click **Update**. If you're on the *My Surveys* page, click **Create**.

Dialog box titled "Edit Survey Name" with a close button (X) in the top right corner.

Input field labeled "SURVEY NAME" containing "Health Satisfaction Survey".

Section for tags: "ADD TAG +" with a vertical bar and a dashed line below it. Below the dashed line is the text: "Separate the tags with space. Ex: Design Education IT".

Buttons at the bottom: "CANCEL" (left) and "UPDATE" (right).

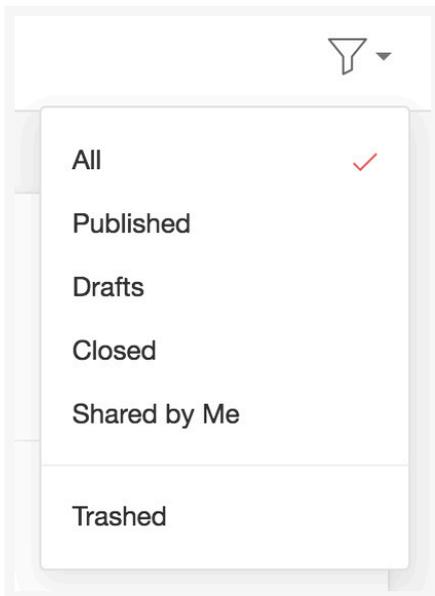
To add tags while duplicating the survey:

1. Hover over the survey you want to duplicate on the *My Surveys* page and click **Duplicate**.
2. Type the required tags for the survey next to *Add tag*. Separate tags with space.
3. Click **Create**.

Filter

Apply filters to manage your search results with ease. When you apply a filter, Zoho Survey shows the filter that has been applied. Click **Clear Filter** to remove an existing filter. You can apply the following filters on the *My Surveys* page:

- **All:** All of your surveys
- **Published:** All published surveys
- **Drafts:** Surveys that have been saved as drafts
- **Closed:** Surveys that have been closed
- **Shared by Me:** Surveys that you have shared with others
- **Trashed:** Surveys that have been moved to trash



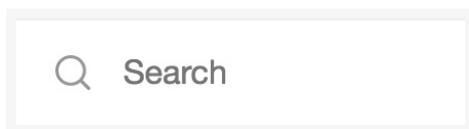
To filter by tags:

You can also filter surveys by using tags and find surveys associated with the tags on the left pane of the *My*

Surveys page. To remove the existing tags, click  , next to the tag.

Search

You can find surveys easily by typing related keywords into the search bar on the *My Surveys* page.



Edit

Edit your surveys at any time. Remember, carefully crafted surveys will produce more accurate results.

To edit a survey:

1. Hover over the survey name and click  . You'll be taken to the survey editor.
2. Edit the survey as per your requirement. Remember to save the changes on each page.

Duplicate

You can copy a survey as many times as you'd like. Customize the survey name or use the suggestion provided by Zoho Survey.

To duplicate a survey:

1. Hover the mouse over the survey you want to duplicate and click  .
2. Type the new survey name.
3. Type tags for this survey next to *Add tag*. Separate tags with space.
4. Click **Save**.

Delete

Use the **Delete** function to remove unused surveys. Deleted surveys are first moved to your *Trash* and can be restored later if needed. You can also delete them from the trash to remove them permanently.

To move a survey to the trash, click  to the right of the survey name to move that survey into the trash.

To find deleted surveys:

Click the filter icon on the *My Surveys* page and select **Trashed**.

Now, you can see the list of trashed surveys here. If you want to remove a survey permanently, delete it from the trash.

To delete a survey permanently:

1. Click the filter icon on the *My Surveys* page and select **Trashed**.



2. Hover over the survey you want to delete and click  . A confirmation dialog box will appear.
3. Click **Yes, Delete This Survey**. You need to manually delete each survey.

Note

To delete each survey, you need to manually repeat the above-mentioned steps.

To restore a survey from trash:

1. Click the filter icon on the *My Surveys* page and select **Trashed**.



2. Hover over the survey you'd like to restore and click . You need to manually restore each survey.

Note

To restore each survey, you need to manually repeat the above-mentioned steps.

Behaviours:

1. Edits can be made to the survey name, category name and tags anytime by opening the survey.
2. Surveys once deleted from the Trashed section cannot be recovered.

Access:

All the management actions can be performed through your Zoho Survey account starting with a free plan.