



Search Surveys

The search option helps locate specific surveys without having to go through the entire list of surveys, thus saving time in finding surveys. The search options available in Zoho Survey are:

- Search by the universal search bar
- Search by Tags pane

Search surveys using the universal search bar:

This option enables you to search for surveys within a department from the dedicated survey search bar provided on the My Surveys page.

To search surveys using the global search bar:

1. Go to the *My Surveys* page in your department.
2. Click on the global search bar and enter the specific survey tag.

 Search



3. The surveys with the included tag will be listed.



Note:

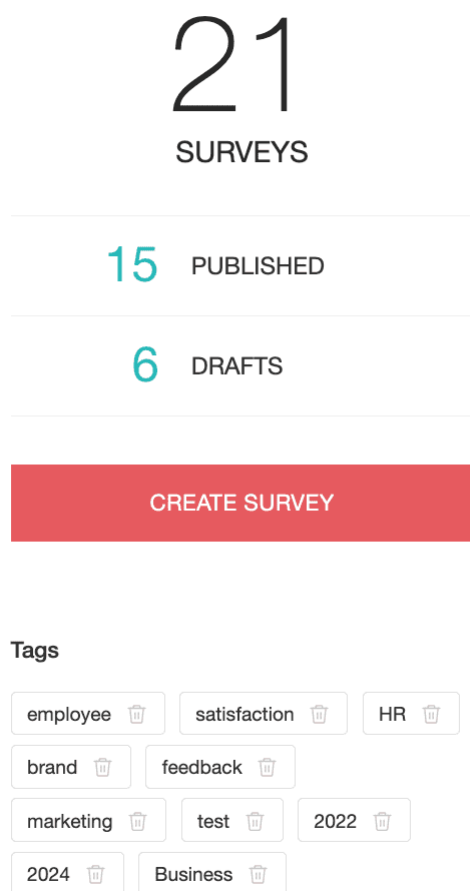
Multiple tags cannot be entered together in the global search bar survey search option.

Search surveys using Tags pane:

This option enables you to search for surveys by choosing the required tags directly from the listed tags on the My Surveys page.

To search surveys using Tags pane:

1. Go to the *My Surveys* page in your department.



2. Click on the required tags listed under **Create Survey** on the left pane.

3. The surveys with the included tag will be listed.

Availability:

The Survey Tags feature is available for all plan users, and the Individual Response Tags feature is available for all Plus, Pro, and Enterprise plan users.