



Visibility

Make your surveys secure with these safeguarding features by which you can determine how your surveys will be accessed and by determining who can access [reports](#) through sharing. You can set the visibility of a survey to public so that anyone can respond, or make it private to target specific groups. When you share a survey with a private group, only the members of that group can respond to it. This feature is useful for people who have registered as an organization with Zoho.

To make your survey public:

1. Go to the *Launch* tab.
2. Click **Visibility** on the left pane.
3. Click **Public** to allow anyone to access your survey. This is the default setting.
4. Click **Save**.

Survey visibility

Choose who can access your survey

☒ Public

Your survey can be accessed by anyone with the link

☐ Private

SAVE

To make your survey accessible only to private groups:

1. Go to the *Launch* tab.
2. Click **Visibility** on the left pane.
3. Click **Private** to publish your survey to a specific group.
4. Click **All Groups** to select any group from a list of all the groups.
 - Click **Organization Groups** in the dropdown list to select a group related to your organization.
 - Click **Personal Groups** in the dropdown list to select one of your personal groups.

Survey visibility
Choose who can access your survey

☐ Public

☒ Private

All groups ▼

The following group members can respond to this

Zylker Creatives

Select group ▼

- ☐ Zylgear Marketing
- ☒ Zylker Creatives
- ☐ Zylgear Marketing
- ☐ Zylker Creatives

Note: Use 'Restrictions', in the left menu, to prevent multiple responses or to collect responses anonymously

SAVE

5. Select the appropriate group in the *Select Group* dropdown list with whom you want to share the survey. The selected groups will be displayed.

Organization groups ▼

Select group ▼

The following group members can respond to this survey:

india-all@zohocorp.com	Members	X
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- Click **Members** to view the list of members in the group.
 - Click **X** next to the selected group to cancel the selection.
6. Select the *Allow only one response per respondent* checkbox to prevent multiple responses from the same user. This restricts multiple responses from a single computer by using browser cookies.

Prevent multiple responses

☒ Allow only one response per respondent

☒ Allow respondents to update their responses

- Select *Allow respondents* to update their responses if you want users to edit their responses whenever they want to.
7. Click **Save**.