



Response Preferences

The Response Preferences feature lets you control access to responses and manage how they are shared. You can enable or disable the generation of response links for individual responses and download links for merged documents, signatures, and file uploads. This gives you the flexibility to choose whether shareable links are available for download in integrated applications. By default, these options are turned off to ensure the safety of responses and prevent unauthorized access.

Response Preferences

Make responses accessible to respondents

A screenshot of the 'Response Preferences' settings panel. At the top, there is a toggle switch labeled 'Enable sharable links' which is turned on. Below this, the text reads 'Share responses and merged documents across integrated applications'. There are three checkboxes: 'Generate a link for each individual response' (unchecked), 'Generate links to download the signature and file upload responses' (checked), and 'Generate a link for each individual merged document' (unchecked). Below these is a 'Link Access' section with a dropdown menu set to 'Share with the public' and a small icon indicating 'Anyone can access'.

- You can choose whether to make individual survey responses public.
- You can decide who can download documents, signatures, and uploaded files from your survey. This lets you share specific response data with certain people, keeping sensitive information private and only accessible to authorized members.

Who can access it?

All users who have signed up for Zoho Survey can access response preferences. However, the advanced features under link sharing, such as SAML authentication and sharing within the organization, are exclusively available to the enterprise-level users.

How to enable response preferences for your survey

To generate a link for each individual response:

- Click Preferences in the Settings tab.
- Select Generate a link for each individual response in the Response Preferences section.
- Click Save.

To generate links to download the signature and file upload responses:

- Click Preferences in the Settings tab.
- Select Generate links to download the signature and file upload responses in the Response Preferences section.
- Click Save.

To generate a link for each individual merged document :

- Click Preferences in the Settings tab.
- Select Generate a link for each individual merged document in the Response Preferences section.
- Click Save.

To enable the access permission for the generated links

- Click Preferences in the Settings tab.
- Select any one of the provided options to enable permissions to access the generated links.
- Share within the organization - Restricted to individuals within your organization.
- Share within SAML organization - Access granted through SAML authentication.
- Share with the public - Accessible to anyone with the link, no authentication required.
- Share with password - Requires a password to access the generated link.
- Click Save to enable the share link access.