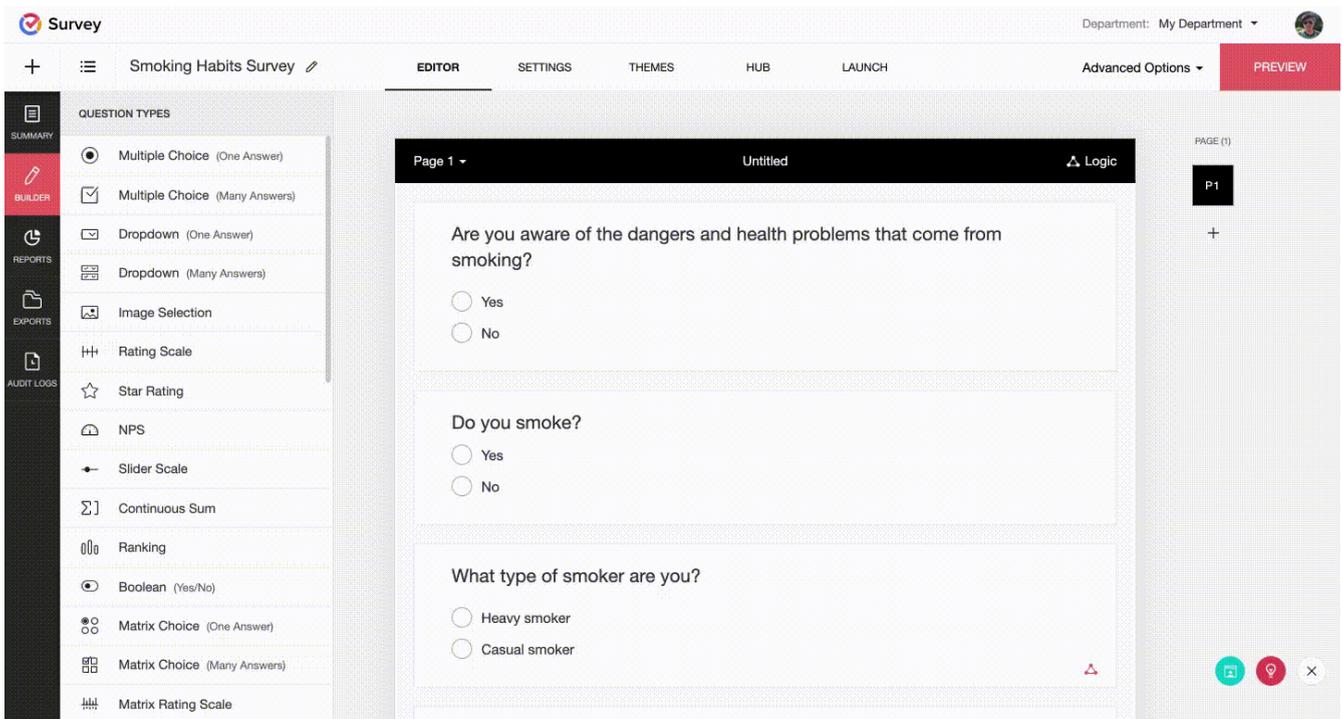




Review

Collaborate with others and give them access to the survey so they can review it and leave comments to improve the survey. Simply add their email address, send them an invite, and set a deadline for the review. You can invite a reviewer using the following methods:

- **Send an email invite** - Using this, you can add as many reviewers as you want, and set a time limit until which they can access the survey and share their feedback. And, they can use the link they receive in their inbox to access and review your survey. For this, it's not necessary for your reviewer to have an account with Zoho.
- **Share the preview URL** - You can also share the preview URL with your reviewers and request feedback. You can send it via email, or share it using any other social media platforms.



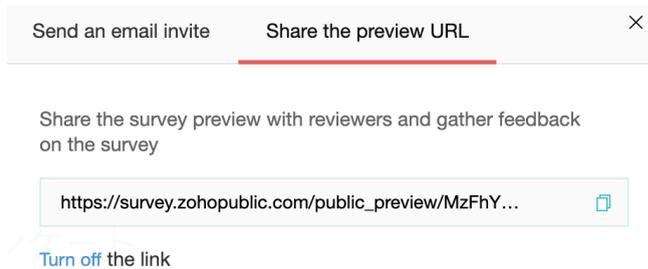
To invite a reviewer for your survey:

1. Open the survey you want to send for review.
2. Click **Preview** on the top-right corner of the page.
3. Click **Review**. You can perform the following actions:
 - **Send an email invite**
 1. Enter the email addresses of reviewers in the *Add Reviewer* box. Separate the email addresses with commas or type one address per line.
 2. Select a deadline from the *Valid For* list (7 days max).

3. Click **Invite**.

- **Share the preview URL**

1. Click **Generate Link** to share the survey preview with reviewers for feedback. The data submitted in the preview won't appear in your reports.
2. Click **Copy** to copy the URL.
3. Click **Turn off** to disable sharing. You can click **Turn on** to enable sharing your survey preview at any point.



To modify the list of reviewers:

1. Open the survey you want to send for review.
2. Click **Preview** on the top-right corner of the page.
3. Click **Review** and select **Send an email invite**.
4. Update the deadline for the review period in the *Added Reviewers* list. If the review period has already passed, mark it **Expired**.
5. To delete a reviewer, hover over the name you want to delete and click  .

Send an email invitation to your friends or colleagues for them to review and leave comments to improve the survey

Add Reviewer

Enter one email address per line or separate addresses with commas

Valid For

Seven days

CANCEL

INVITE

- Expired ✓
- One day
- Two days
- Three days
- Four days
- Five days
- Six days

Added Reviewers

robin@zylker.com

Expired ▾ 