



# Tagging in Zoho Survey

Tags in Zoho Survey are easy to create. Tags are not just a simple category, they can be more powerful since you can add multiple tags to a single survey. You can also create tags in individual responses in the same way.

You can add tags in the following places:

- Specific survey
- Individual responses

## Tag a specific survey:

You can create survey tags in the following places:

1. Edit survey name
2. Duplicate survey

## To tag a specific survey 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**.

## 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**.

**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**.

**Tag an individual response:**

**To add tags to an individual response:**

1. Go to the **Reports** tab and select the *Individual Responses* section.

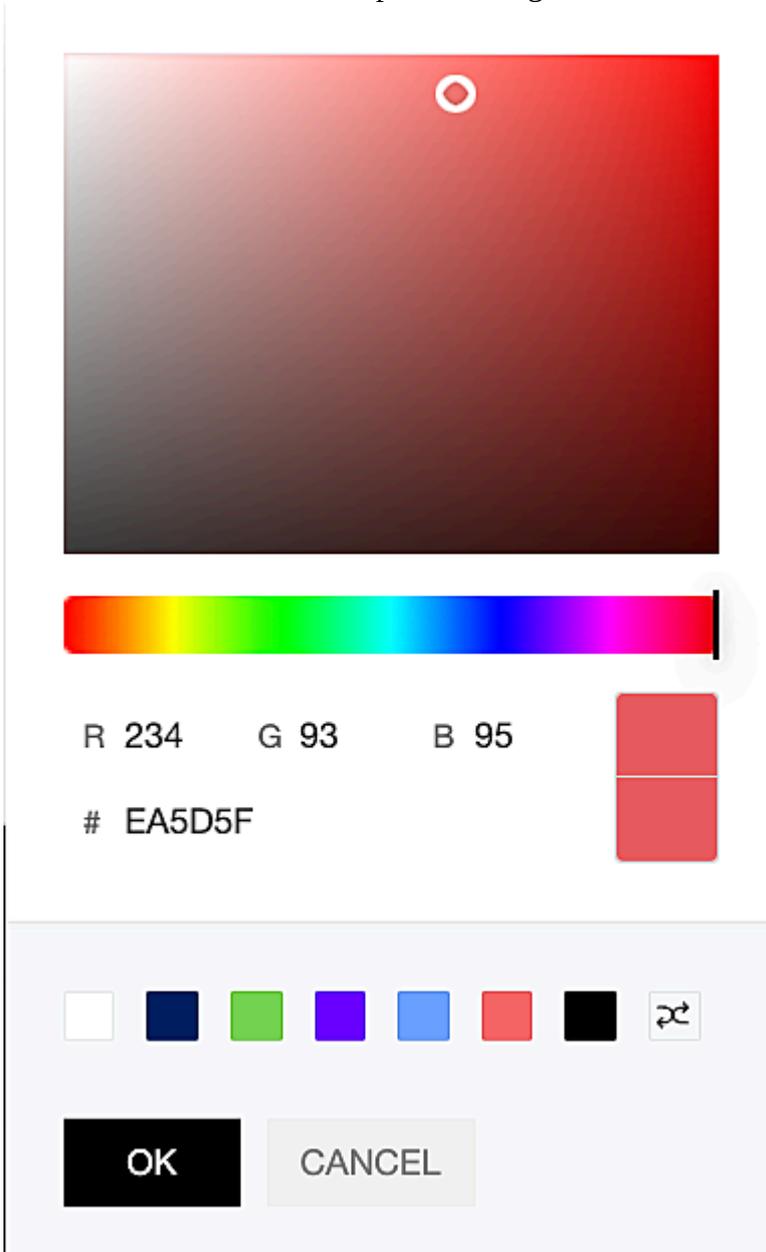
2. In the list of individual response parameters, click on  next to *Tags*.

3. Enter the preferred tag value with or without spaces.
4. A dropdown section with the colour selection and new tag's name appears.

 **Note:**

When an existing tag name is entered, the tag appears in the dropdown section for selection.

5. Click on  to choose the preferred tag colour from the colour palette and click **OK**.



6. Click **Save**.

### **Color coding of Tags**

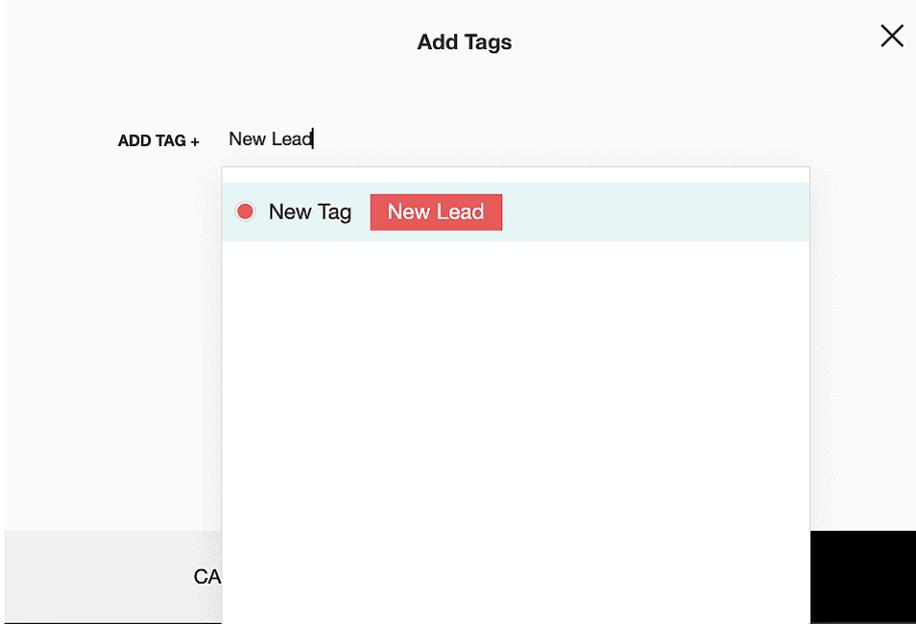
Differentiate individual responses by color coding the tags as you create them. You can choose a color from a predefined set. The color chosen will be made as the background color for the tag. Marking tags in this manner lets you highlight a record's importance, department they belong, the state of the record, etc.

eTags can be colored at the time of its creation and also anytime later.

### **To add color coding to the individual response tag:**

1. Go to the **Reports** tab and select the *Individual Responses* section.

2. In the list of individual response parameters, click on  next to *Tags*.



3. Enter the preferred tag value with or without spaces.

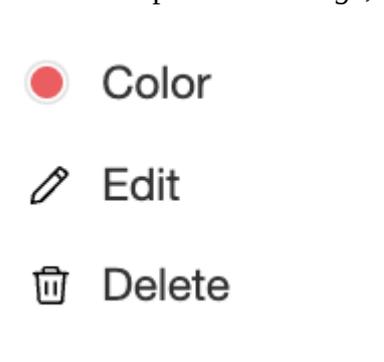
4. A dropdown section with the colour selection and new tag's name appears.

5. Click on  to choose the preferred tag colour from the colour palette and click **OK**.

### To edit the colour of an existing tag:

1. Go to the **Reports** tab and select the *Individual Responses* section.

2. On the left pane under *Tags*, click on the required tag. A dropdown appears with the following actions:



a. To change the tag's colour, click **Colour**.

b. Choose the required colour from the colour palette and click **OK**.