

Settings and Collaboration

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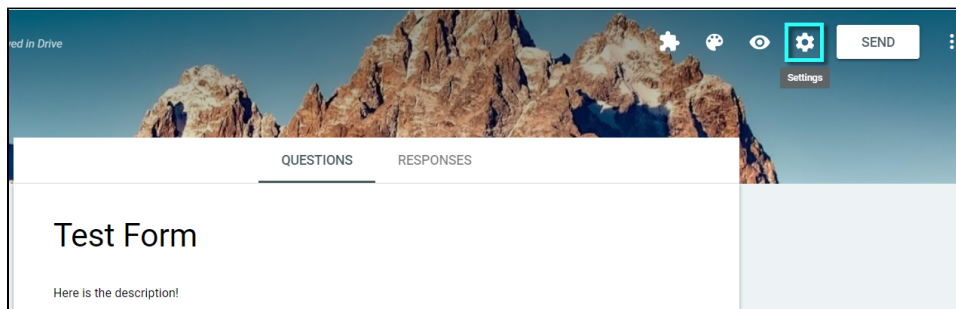
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Form Settings

When you're done adding questions, you can choose your **Form Settings**.

Decide who can access your form and whether to collect email addresses from people. By default, form sharing is limited to your organization and email collection is turned off.

Click "Settings", then "General" and choose from the following options:



- **Collect email addresses** - Collect respondents' email addresses.
- **Response receipts** - Send copies of responses on request or automatically.
- **Restrict to your organization's users** - Limit your form's audience to your organization. Uncheck this box to distribute your form externally.
- **Limit to 1 response** - Allow people to complete your form only once.
- **Edit after submit** - Let people change their answers after submitting them.
- **See summary charts and text responses** - Let people see a summary of everyone's answers.

You have also, other parameters you can change.

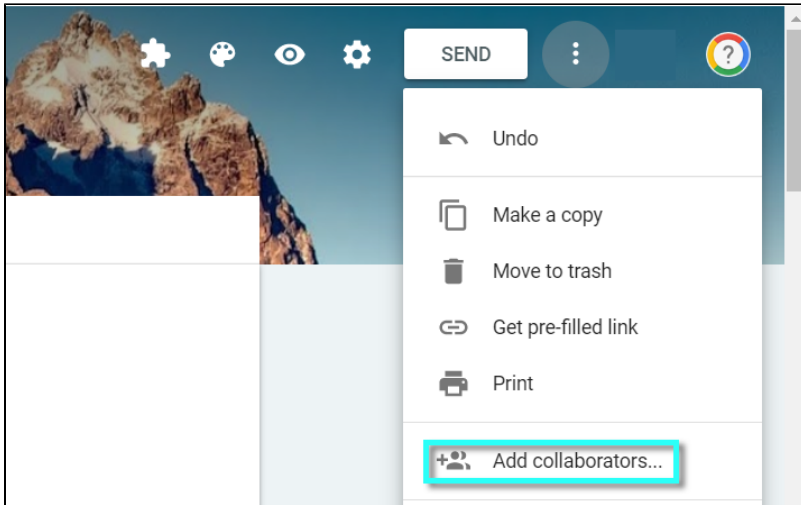
In the "Presentation" tab:

- **Show progress bar** - This activates a bar at the top to help keep track of how much more is there to fill in on the form.
- **Shuffle question order** - This will shuffles all questions in the form (order is random).
- **Show link to submit another response** - A link will show at the end of the form so that the user can submit again.
- **Confirmation message** - Here you may add a personalized message for when the user submits the form.

When you're done making changes, click Save.

Collaboration

To **Let People Review and Edit** your form, at the top right, click "More" and then "Add collaborators".



Under Invite people, enter the email addresses of the people you want to share with and then click Send. Whoever you invite can edit any part of your form, including responses and where they are saved.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jun 07, 2019	Actor	Type	Activity	Version
	Inês Santos	Edit	updated the page at 4:13 pm	
	Inês Santos	Edit	created the page at 11:41 am	