Deleting answers

On ZEF survey tool you can delete answers to a specific question by deleting the wanted question. You can also delete answers from a specific evaluator group by deleting that group. If an evaluator has answered to a survey via personal link, you can delete his/her answers by deleting the evaluator on the tab *Evaluators*.

Anonymize the basic information of respondents

You can remove the name and e-mail address information of a specific evaluator group's respondents. If any respondents belong to multiple evaluator groups, the change for those respondents will take place in the other evaluator groups as well. The respondents' answers remain in the report in all of the evaluator groups that they belong to. After the respondents' basic information is anonymized, invitation messages with personal links cannot be sent to these respondents.

To anonymize the wanted evaluator group, select the evaluator group on the list on the tab *Evaluators*. On the bottom of the right side of the view is section *Anonymize the basic information of respondents*. Activate the box next to the text *Remove personal information of this evaluator group's respondents* and click *Remove basic information*. After that click *Yes*.

Please, notice that the anonymization cannot be cancelled or deleted answers returned.