

# ZOHO FORMS - A PRODUCT SUMMARY

## **PRODUCT OVERVIEW:**

Zoho Forms offers smart availability settings that automate when and how your forms can be accessed. Whether it's for events, flash sales, or business-hour-only submissions, you can set time limits, submission caps, or recurrence. And the new AI-powered form builder lets you create forms instantly from plain prompts. Say goodbye to manual form creation and hello to seamless workflows!!!

## **TARGET USERS & BUSINESS USE CASE TARGET USERS :**

### **TARGET USERS:**

1. Digital Marketing Professionals
2. Small and Medium Business Owners
3. Event Organizers
4. Educational Institutions

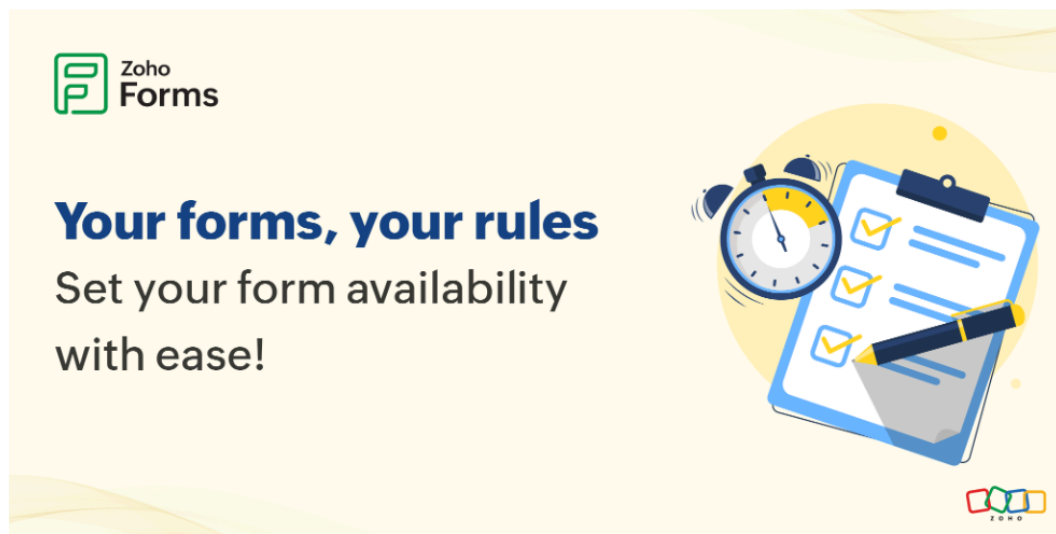
### **BUSINESS USE CASE:**

An event organizer uses Zoho Forms to manage registrations with submission limits and time-based availability. With features like recurring form windows, automated closures, and smart AI-powered form creation, they streamline data collection and ensure timely, structured responses.

## ZOHO BLOG SUMMARY:

[Features ▼](#)[Templates](#)[Pricing](#)[Mobile](#)[Solutions](#)

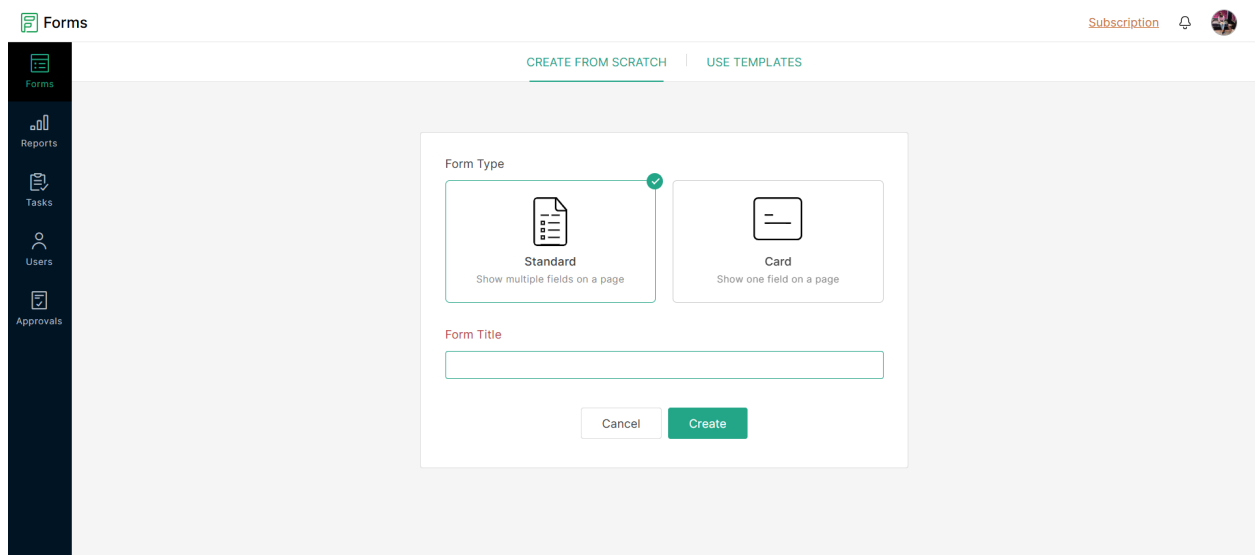
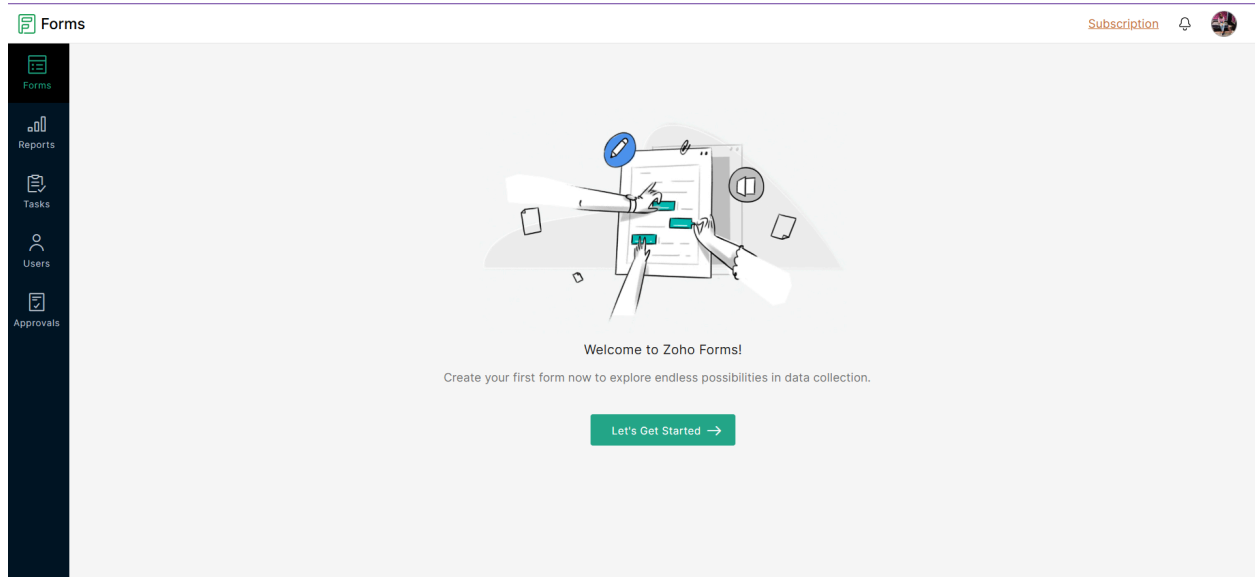
The **Form Availability** settings in Zoho Forms put you in complete control so you can decide exactly when and how often your form can be accessed without constantly monitoring it. Set automated rules and conditions to manage when a form is open or closed. There's no need for manually enabling or disabling forms; just set it and forget it. Let's look at some real-time scenarios where this feature proves useful.



### Smarter Forms with Zoho Forms' AI-Powered Availability Controls

Zoho Forms introduces intelligent Form Availability settings that automate access based on time, date, or submission limits. From event sign-ups to flash sales and recurring monthly windows, you can control form behavior without manual monitoring. AI capabilities allow users to simply describe a form in plain language, and Zoho builds it for you - saving time and effort. Whether it's controlling business-hour access or managing contest entries with fairness, Zoho Forms ensures timely, structured, and stress-free data collection with just a few clicks.

## MY EXPERIENCE USING ZOHO FORMS:



When I first signed into Zoho Forms, the interface immediately caught my attention with its clean layout and user-friendly navigation. On the left corner of the dashboard, I noticed a set of well-organized options like tasks, approvals, forms, and reports, which gave me a clear idea of how to manage workflows seamlessly. This structure made it easy to explore each

feature and understand how they contribute to efficient form handling and data tracking.

The screenshot displays a web application for form creation. On the left is a dark sidebar with navigation icons for Forms, Reports, Tasks, Users, and Approvals. The main area is titled 'Templates' and features a search bar. Below the search bar, there are two categories: 'Medicine' and 'Education'. Under 'Medicine', four templates are listed: '1. Patient Details' (highlighted), '2. Patient Admission', '3. Patient Progress Tracking', and '4. Staff Task Tracking'. Under 'Education', seven templates are listed: '1. School Application Form', '2. Scholarship Application Form', '3. Course Application', '4. Leave Application Form', '5. Course Evaluation', '6. Library Membership Registration', and '7. Workshop Registration'. The 'Patient Details' template is previewed on the right. It has a light blue background with medical icons. The form itself has a teal header with a placeholder profile picture, the title 'Patient Details', and the subtitle 'Record of a patient's medical details'. Below the header, there are two required fields, each with a red asterisk. The first field is 'Consulting nurse' and the second is 'Patient's name'. Each field consists of two input boxes labeled 'First' and 'Last'.

As I began the onboarding journey, the getting started section guided me smoothly through the process. I was impressed to find a wide range of pre-designed templates, and I chose the patient details form to experiment with. The fields were already well-set, making it incredibly easy to visualize real-world use cases. It eliminated the need to start from scratch and gave me a solid head start on form customization.

The screenshot displays the 'UBA Survey forms' Builder interface. The top navigation bar includes 'Forms | UBA Survey forms', a 'Subscription' status, and a user profile icon. The main menu features 'Builder', 'Rules', 'Settings', 'Themes', 'Share', 'Integrations', and 'Approvals'. On the right, there are links for 'All Entries', a preview icon, and an 'Access Form' button. The left sidebar contains a search bar and categorized widget options: 'Choices' (Dropdown, Radio, Checkbox, Multiple Choice, Image Choices, Matrix Choice), 'Date & Time' (Date, Time, Date-Time, Month-Year), and 'Uploads' (three icons). The central workspace shows a form titled 'UBA Survey forms' with the following fields: 'Name' (split into 'First Name' and 'Last Name'), 'Email', a 'Checkbox' group with three options ('First Choice', 'Second Choice', 'Third Choice'), and a 'Date' field with a calendar icon and a placeholder 'dd-MMM-yyyy'. A right-hand toolbar includes a plus icon, a minus icon, and a code icon ('</>').

When I moved on to creating my own form, I was welcomed with a dynamic builder on the left panel that included fields like name, phone number, email, checkbox, date, and many more. I loved how intuitive it felt to drag and drop elements. The best part was that forms are saved by default, so I didn't have to worry about losing progress.

Overall, the experience and the platform was smooth, intelligent, and made for quick, no-fuss form creation.