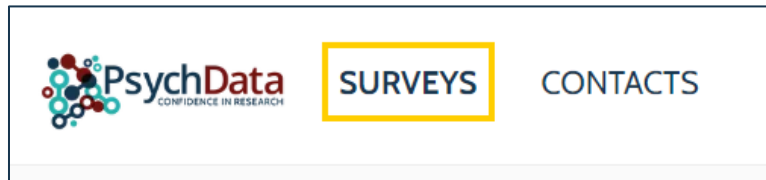


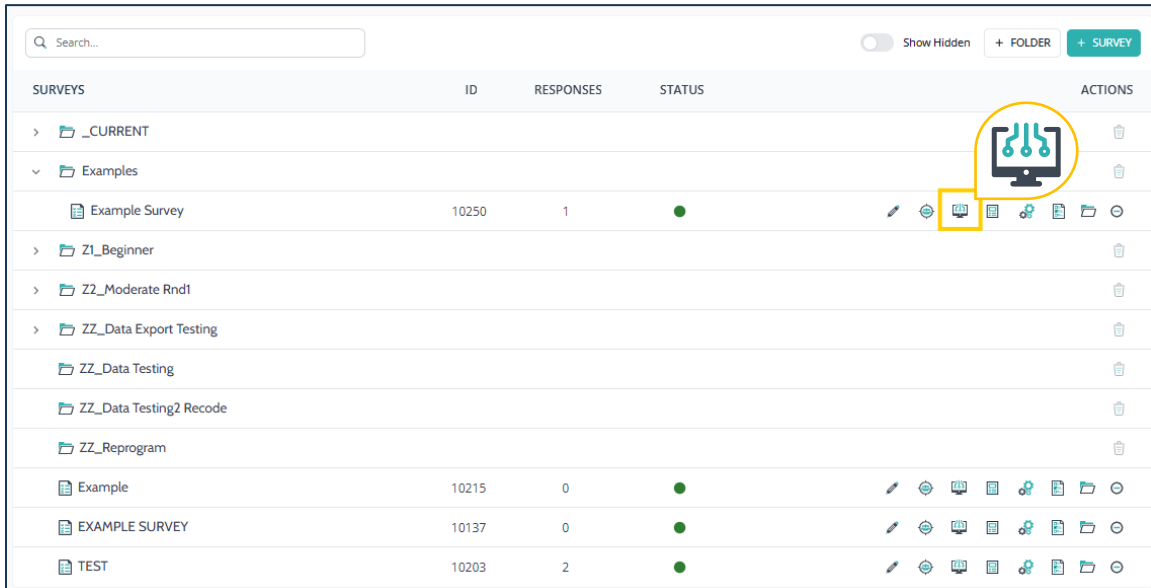
Downloading Your Survey Data

Step 1: Navigate to the Results Page

When you are ready to download your data, you will need to make sure that you have selected the correct survey. You can do this by clicking on “Surveys” in the menu at the top of screen.



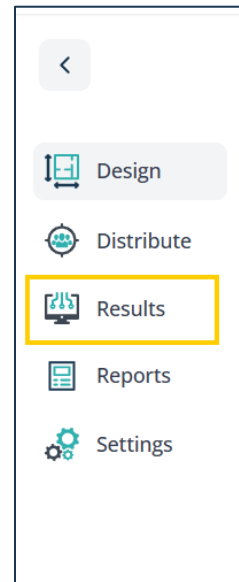
Find the survey you want to download data in the list of surveys that appears and select the “Results” icon from the menu to the right of the survey name.



The image shows a screenshot of the survey list interface. At the top, there is a search bar and a '+ SURVEY' button. Below this is a table with columns for SURVEYS, ID, RESPONSES, STATUS, and ACTIONS. The 'Example Survey' row is highlighted, and the 'Results' icon (a computer monitor with a brain) in the 'ACTIONS' column is circled in yellow.

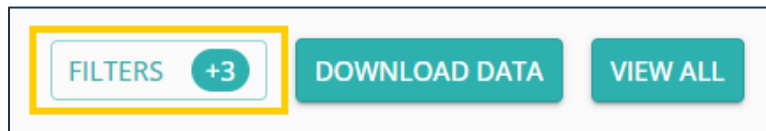
| SURVEYS | ID | RESPONSES | STATUS | ACTIONS |
|---------------------------|-------|-----------|--------|----------------------------|
| > <_CURRENT | | | | |
| ∨ <Examples | | | | |
| Example Survey | 10250 | 1 | ● | [Results icon highlighted] |
| > <Z1_Beginner | | | | |
| > <Z2_Moderate Rnd1 | | | | |
| > <ZZ_Data Export Testing | | | | |
| <ZZ_Data Testing | | | | |
| <ZZ_Data Testing2 Recode | | | | |
| <ZZ_Reprogram | | | | |
| Example | 10215 | 0 | ● | |
| EXAMPLE SURVEY | 10137 | 0 | ● | |
| TEST | 10203 | 2 | ● | |

Note: You can also reach the same destination by clicking on the survey name and click “Results” in the menu on the left-hand side of the page, expanded and collapsed view pictured below.

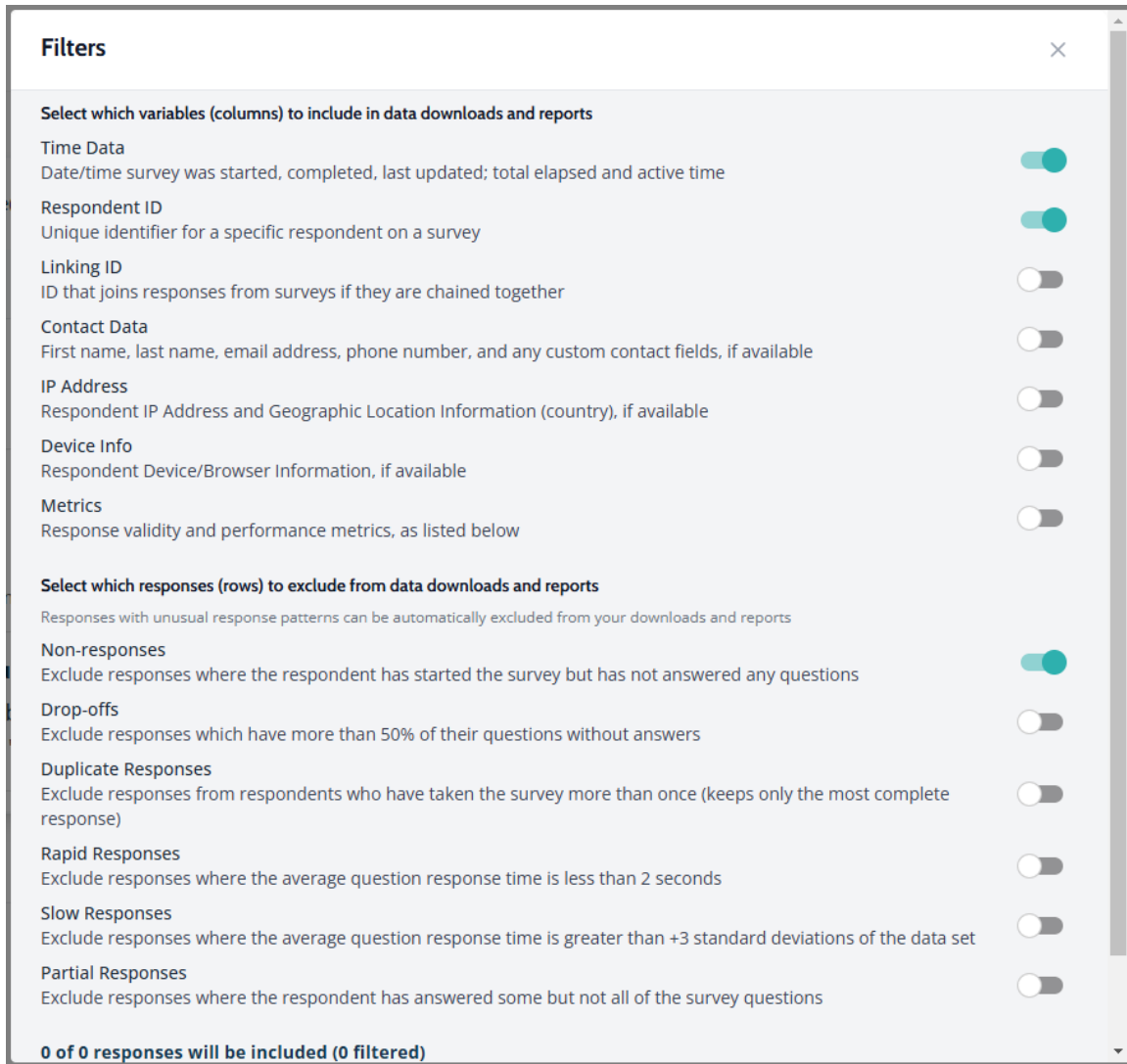


Step 2: Apply Filters

At the top right-hand corner of the screen, you'll see the three buttons below. Click on the “Filters” button.



The following pop-up screen will appear. Select the filters you want applied to the data you want exported by clicking on the toggles to the left.



Filters [Close]

Select which variables (columns) to include in data downloads and reports

- Time Data** Date/time survey was started, completed, last updated; total elapsed and active time
- Respondent ID** Unique identifier for a specific respondent on a survey
- Linking ID** ID that joins responses from surveys if they are chained together
- Contact Data** First name, last name, email address, phone number, and any custom contact fields, if available
- IP Address** Respondent IP Address and Geographic Location Information (country), if available
- Device Info** Respondent Device/Browser Information, if available
- Metrics** Response validity and performance metrics, as listed below

Select which responses (rows) to exclude from data downloads and reports

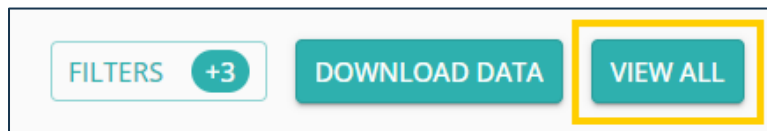
Responses with unusual response patterns can be automatically excluded from your downloads and reports

- Non-responses** Exclude responses where the respondent has started the survey but has not answered any questions
- Drop-offs** Exclude responses which have more than 50% of their questions without answers
- Duplicate Responses** Exclude responses from respondents who have taken the survey more than once (keeps only the most complete response)
- Rapid Responses** Exclude responses where the average question response time is less than 2 seconds
- Slow Responses** Exclude responses where the average question response time is greater than +3 standard deviations of the data set
- Partial Responses** Exclude responses where the respondent has answered some but not all of the survey questions

0 of 0 responses will be included (0 filtered)

Step 3: Review Your Data

Before you download your data, you have the option to review your data by clicking the “View All” button.



A pop-up will appear, pictured below. There are a few areas of this pop-up that can be used to navigate the information.

View survey data

Show raw values

| Time Started (CDT) | Time Completed (CDT) | Time Last Updated (CDT) | Duration (s) | Status | Distribution |
|---------------------|----------------------|-------------------------|--------------|----------|----------------------|
| 2024-08-21 10:22:37 | 2024-08-21 10:22:43 | 2024-08-21 10:22:43 | 6 | Complete | Default Distribution |
| 2024-08-21 10:18:45 | 2024-08-21 10:22:33 | 2024-08-21 10:22:33 | 228 | Complete | Default Distribution |
| 2024-08-01 10:57:21 | 2024-08-01 10:57:28 | 2024-08-01 10:57:28 | 7 | Complete | Default Distribution |
| 2024-08-01 10:56:49 | 2024-08-01 10:56:55 | 2024-08-01 10:56:55 | 5 | Complete | Default Distribution |
| 2024-08-01 10:56:38 | 2024-08-01 10:56:45 | 2024-08-01 10:56:45 | 7 | Complete | Default Distribution |
| 2024-08-01 10:56:24 | 2024-08-01 10:56:33 | 2024-08-01 10:56:33 | 9 | Complete | Default Distribution |
| 2024-08-01 10:56:15 | 2024-08-01 10:56:21 | 2024-08-01 10:56:21 | 6 | Complete | Default Distribution |
| 2024-08-01 10:56:04 | 2024-08-01 10:56:11 | 2024-08-01 10:56:11 | 7 | Complete | Default Distribution |
| 2024-08-01 10:55:16 | 2024-08-01 10:55:26 | 2024-08-01 10:55:26 | 10 | Complete | Default Distribution |
| 2024-08-01 10:55:03 | 2024-08-01 10:55:11 | 2024-08-01 10:55:11 | 8 | Complete | Default Distribution |
| 2024-08-01 10:54:51 | 2024-08-01 10:54:59 | 2024-08-01 10:54:59 | 8 | Complete | Default Distribution |
| 2024-08-01 10:54:38 | 2024-08-01 10:54:47 | 2024-08-01 10:54:47 | 9 | Complete | Default Distribution |

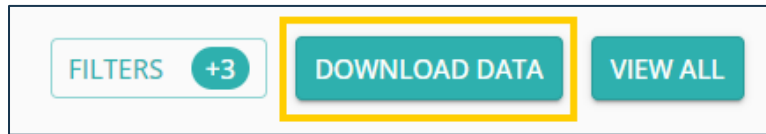
Rows per page: 100 1-12 of 12

First, at the top right-hand corner, you'll see a toggle next to the words "Show raw values." Clicking this toggle on and off will change the format of the data between numerical and text.

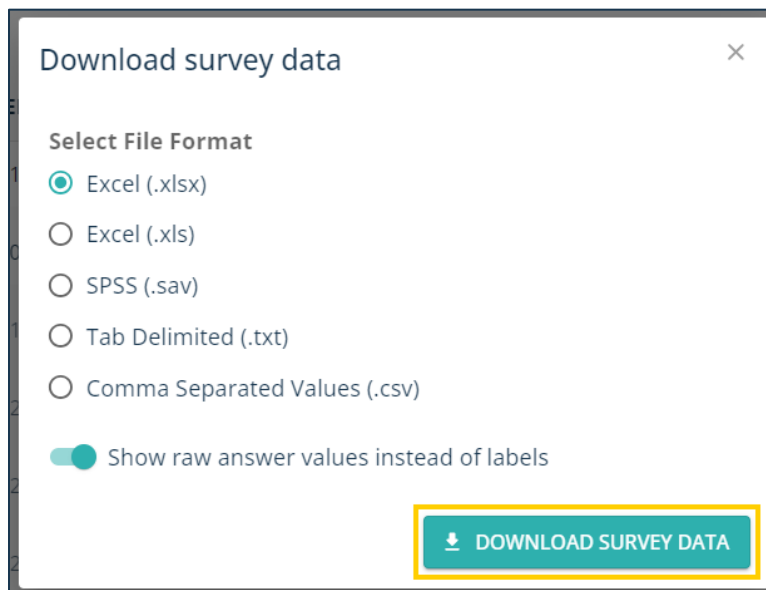
The headings across the top of the table can be used to determine what data will be included. The horizontal scroll bar will allow you to pan left and right to see all of the columns. You can use this to verify that the information included lines up with what you intended and go back and make adjustments to the filter as needed.

Step 4: Download Your Data

Now it's time to download your data. Click "Download Data."



In the pop-up that appears, pictured below, select your desired file format and use the toggle to select between numerical and text data.



Once you are satisfied with your selection, click the "Download Survey Data" button and in the "Save As" window that appears, indicate where you would like the file saved.

Download Formats

- Excel (.xlsx)
- Excel (.xls)
- SPSS (.sav)
- Tab Delimited (.txt)
- Comma Separated Values (.csv)

These formats cater to different needs, ranging from simple text data storage to complex statistical analysis.