

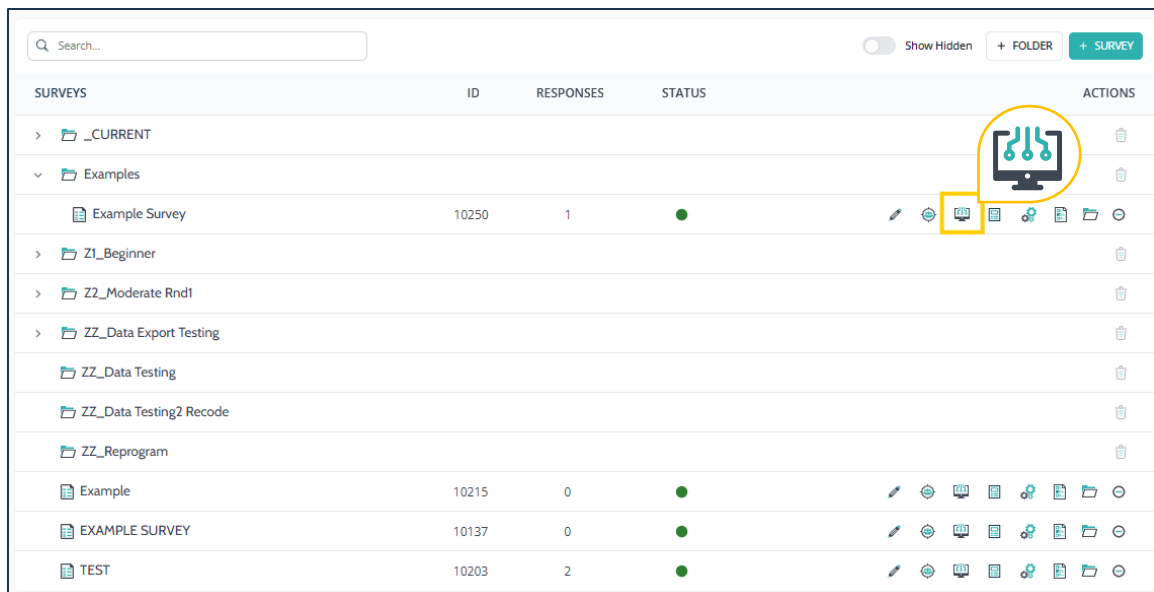
# Exclude From Export

## 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.

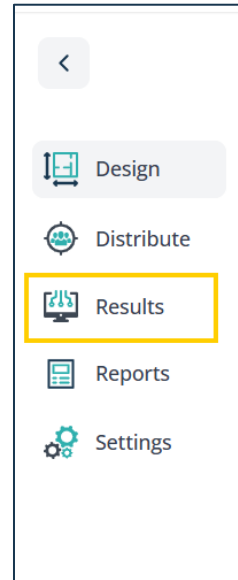


Find the survey you want to download data in the list of surveys that appears and select the “Results” icon from the menu to the right of the survey name.



SURVEYS	ID	RESPONSES	STATUS	ACTIONS
>  _CURRENT				
∨  Examples				
Example Survey	10250	1	<span style="color: green;">●</span>	
>  Z1_Beginner				
>  Z2_Moderate Rnd1				
>  ZZ_Data Export Testing				
ZZ_Data Testing				
ZZ_Data Testing2 Recode				
ZZ_Reprogram				
Example	10215	0	<span style="color: green;">●</span>	
EXAMPLE SURVEY	10137	0	<span style="color: green;">●</span>	
TEST	10203	2	<span style="color: green;">●</span>	

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 2A: Adjust the Filters

### Filters

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)**

[RESET](#) [CLOSE](#)

[Security Statement](#) [Privacy Policy](#)

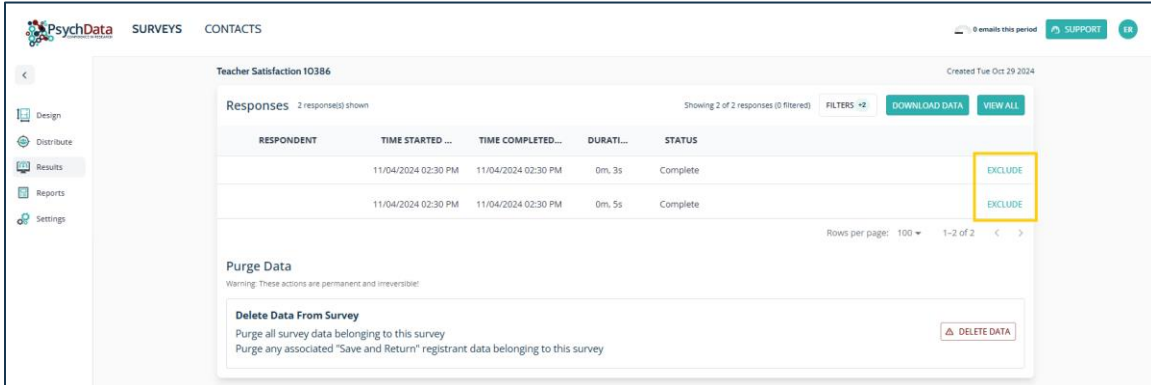
Adjust the filters to exclude results that are:

- Non-responses
- Drop-offs
- Duplicate Responses
- Rapid Responses
- Slow Responses
- Partial Responses

Note: you can also determine what information or variables to include in the reports from here as well.

## Step 2B: Manual Exclusion

You can also manually exclude individual responses from the “Results” page. When you select exclude below these data will be removed from your downloads.



PsychData SURVEYS CONTACTS 0 emails this period SUPPORT

Teacher Satisfaction 10386 Created Tue Oct 29 2024

Responses 2 responses shown Showing 2 of 2 responses (0 filtered) FILTERS +2 DOWNLOAD DATA VIEW ALL

RESPONDENT	TIME STARTED ...	TIME COMPLETED...	DURATI...	STATUS	
	11/04/2024 02:30 PM	11/04/2024 02:30 PM	0m, 3s	Complete	EXCLUDE
	11/04/2024 02:30 PM	11/04/2024 02:30 PM	0m, 5s	Complete	EXCLUDE

Rows per page: 100 1-2 of 2

**Purge Data**  
Warning: These actions are permanent and irreversible!

**Delete Data From Survey**  
Purge all survey data belonging to this survey  
Purge any associated "Save and Return" registrant data belonging to this survey

DELETE DATA