

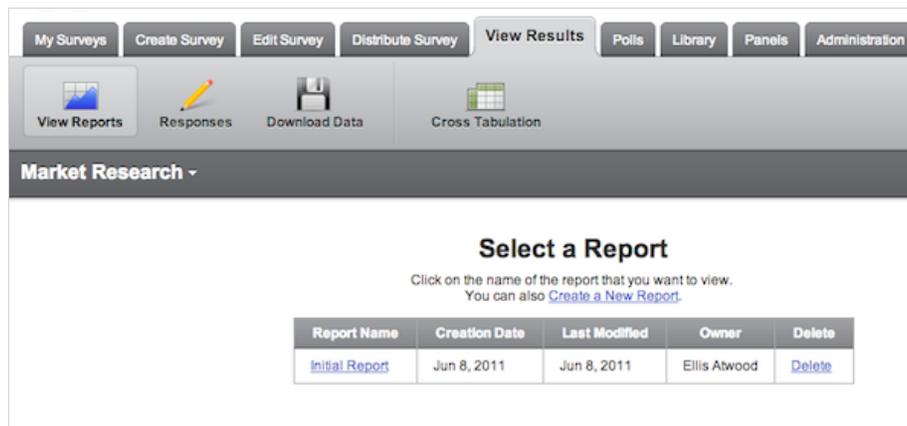
About Viewing Reports

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This page is about reporting in the View Results tab. For information on reporting in Reporting Beta, view [About Reporting Beta](#).

Introduction

The View Reports section is designed to help you create quick, useful reports from your data. These reports are ideal for producing a standard report of your whole survey with basic filters and customization.



When to use View Reports

When speed and utility are important, View Reports is the place to go. Reports created here are quick, simple, and easy to navigate. These reports include basic graphs and tables that can be filtered, stylized, and shared.

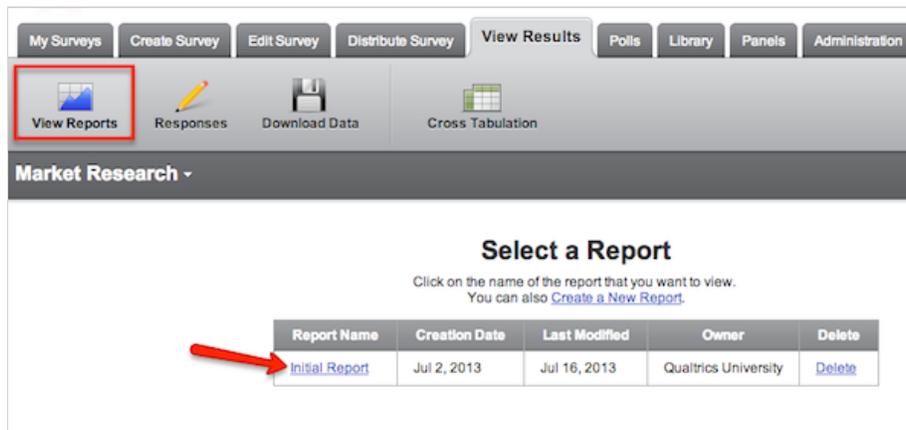
Qtip: If you're looking to create reports with advanced filters, multiple data sources, and more stylization options, we suggest you check out [Reporting Beta](#). This new reporting tool allows you to create visually stunning reports with graphs, tables, text boxes, and images assembled in a customized layout.

View Reports offers the following customization options:

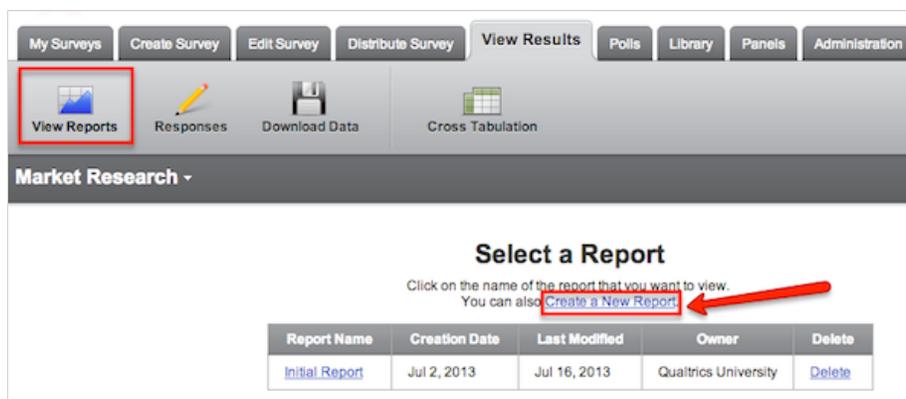
- **Filters and Subgroups:** Filter your report by date, completion status, keyword, subgroup, Response Set, question response, or Embedded Data.
- **Drill Down:** Create a comparative report that divides each graph and table by the answers to a specific question. On a student evaluation survey, for example, you can use a drill down to report each question response by the student's grade level.
- **Reorder Questions:** Drag and Drop questions to change the order that they appear in your report.
- **Stylization:** Change the color, font, and size of graphs and tables.
- **Share:** Publish your report to the web, collaborate with other users, or schedule report emails to be sent at specific time intervals.
- **Export:** Download your report as a Word document, PowerPoint Presentation, Excel Spreadsheet, or PDF.

Creating Reports

For each survey you can create your own custom reports, or use the Initial Report we've created for you. The Initial Report can be accessed by clicking **View Reports**, then clicking **Initial Report** from the reports list.



To create a new report, click **View Reports** and then click **Create a New Report**. This will take you into your new report, where you can immediately begin analyzing and editing.



Once you've created a report, you're ready to view, customize, and share your unique report.

Navigate within a Report

Learn how to view a specific question within your report, move from page to page, access the style editor, and choose which questions will appear in the final report.

View Specific Questions

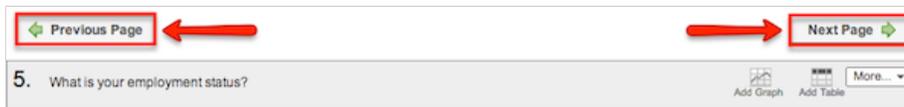
To view a specific question within your report, click on the question. This will display the data for that question.

#	Answer	Response	%
1	Part-time	11	12%
2	Full-time	33	35%
3	Student	14	15%
4	Unemployed	19	20%
5	Other	17	18%

Click **What is your employment status?** to view the results of that question.

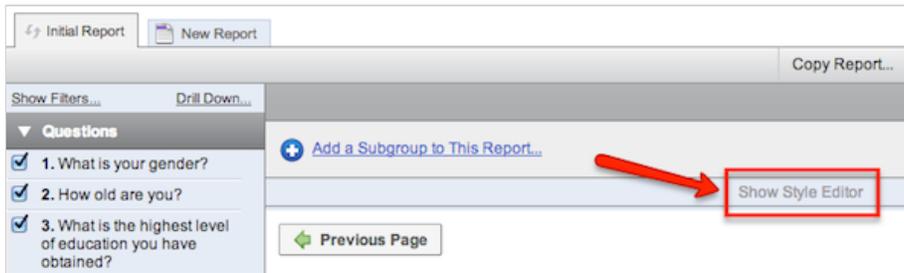
Move from Page to Page

To move from page to page within your report, click the **Previous Page** and **Next Page** buttons.

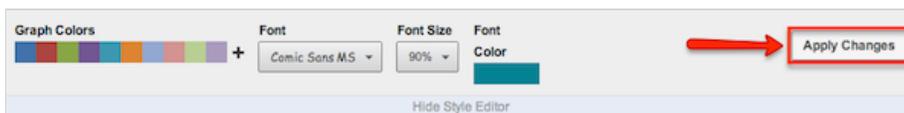


Access the Style Editor

To access the style editor, click **Show Style Editor**.



Within the style editor you can customize graph colors and change the font, size, and color of text. Once you've chosen your specific style settings, click **Apply Changes**.



Select Specific Questions

To choose which questions will appear in your report, select or deselect the checkboxes to the left of each question. To select or deselect all of the questions, hold down **Shift** and click a single checkbox.



Deselect this checkbox to hide **What is your employment status?** in your report.

Sharing Reports

Once your report is ready, choose how to share it. Publish it to the web, Collaborate with colleagues, or Schedule a Report Email.

Publish Reports to the Web

Publish your report to the web and share it with a publicly accessible URL. For more information on publishing reports, view [Make Report Public](#).

Collaborate

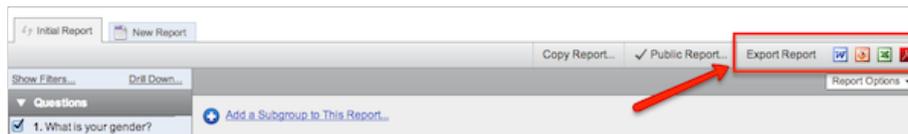
Allow colleagues to make changes to your working report or view the finished product. For more information on Collaboration, view [Collaboration](#).

Schedule Report Emails

Report Emails allow you to automatically email an updated copy of your report at designated times. These reports can be sent to individual email addresses or to an entire panel. For more information, view [Scheduling Report Emails](#).

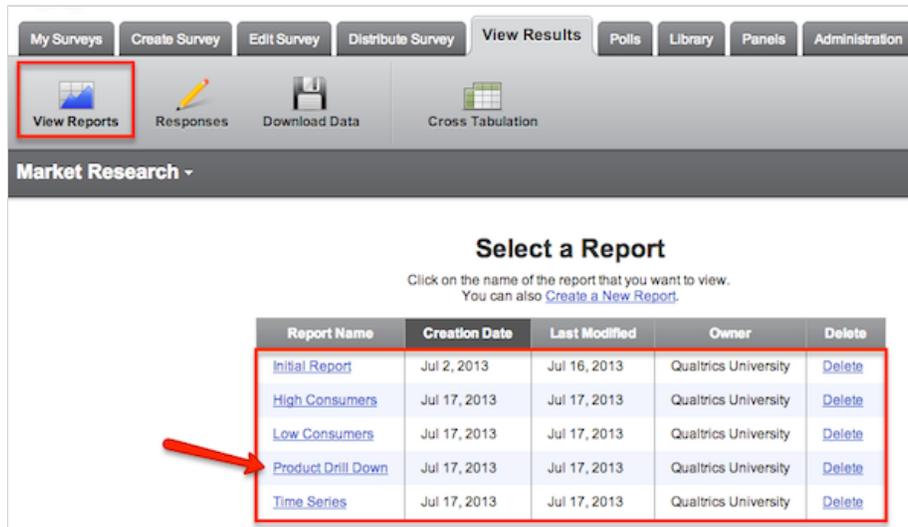
Exporting Reports

Download your report as a Word document, PowerPoint Presentation, Excel Spreadsheet, or PDF. To download your report, click one of the **Export Report** icons. Choose to export your report as a .docx, .ppt, .csv, or .pdf.



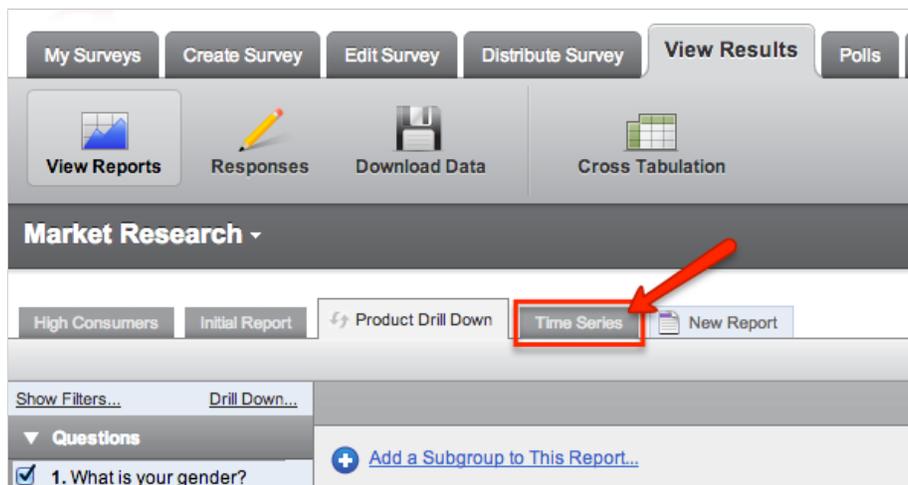
Navigate Between Reports

Once you have created multiple reports, navigate between your reports by clicking **View Reports** and selecting the report from your report list.



Click **Product Drill Down** to navigate to the Product Drill Down report.

To toggle between reports when you are currently in a report, click the report name of the report you want to access.

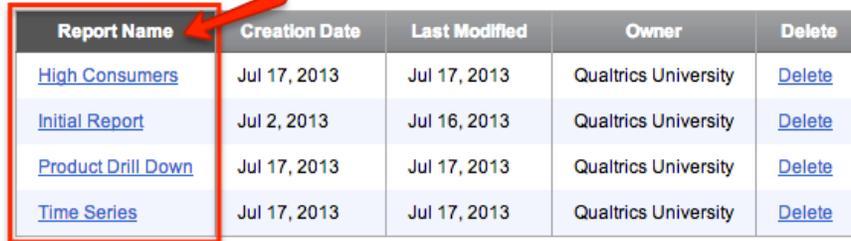


Click the **Time Series** tab to navigate to the Time Series report.

To sort your reports, click the column heading you want to sort by. To sort alphabetically, for example, click **Report Name**.

Select a Report

Click on the name of the report that you want to view.
You can also [Create a New Report](#).



Report Name	Creation Date	Last Modified	Owner	Delete
High Consumers	Jul 17, 2013	Jul 17, 2013	Qualtrics University	Delete
Initial Report	Jul 2, 2013	Jul 16, 2013	Qualtrics University	Delete
Product Drill Down	Jul 17, 2013	Jul 17, 2013	Qualtrics University	Delete
Time Series	Jul 17, 2013	Jul 17, 2013	Qualtrics University	Delete

Deleting Reports

To delete a report, click **Delete** in the View Reports tab.



Report Name	Creation Date	Last Modified	Owner	Delete
Initial Report	Jul 2, 2013	Jul 16, 2013	Qualtrics University	Delete
Market Research Report 1	Jul 17, 2013	Jul 17, 2013	Qualtrics University	Delete

Attention: Don't worry; deleting a report won't delete your data!

Was this page helpful?

Yes No

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