

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.

My Surveys	Create Survey	Edit Survey Distribu	ute Survey View Ro	esults Polls	Library Pane	als Adminis	ration						
View Reports	Responses	Download Data	Cross Tabulation										
Market Rese	arch -												
			Selec	t a Repor	t								
					Click on the name of the report that you want to view. You can also <u>Create a New Report</u> .								
			Click on the name of										
		Report Name	Click on the name of You can also			Delete							
		Report Name	Click on the name of You can also	Create a New Rep	ort.	Delete Delete							

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.

My Surveys	Create Survey	Edit Survey Distribu Download Data	uto Survey View	Results Polls	Library Panels	Administration
Market Rese	arch -					
			Click on the name	ect a Repo of the report that yo also <u>Create a New F</u>	u want to view.	
	-	Report Name	Creation Date	Last Modified	Owner	Delete
		Initial Report	Jul 2, 2013	Jul 16, 2013	Qualtrics University	Delete

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.

My Surveys Create 8	Survey Edit Survey Dist	ribute Survey View I	Results Polls	Library Panels	Administration
View Reports Res	ponses Download Data	Cross Tabulatio	on		
Market Research					
		Sele	ect a Repo	rt	
			of the report that you Iso Create a New Ri		
	Report Name	Creation Date	Last Modified	Owner	Delete
	Initial Report	Jul 2, 2013	Jul 16, 2013	Qualtrics University	Delete

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

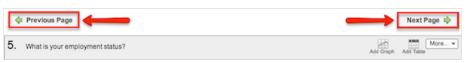
To view a specific question within your report, click on the question. This will display the data for that question.

V	3. What is the highest level of education you have obtained?		¢	Previous Page]				
2	4. What is the highest level of education your parents have obtained?	5	5. What is your employment status?						
3	5. What is your employment < status?	-		Answer		Response	%		
1	6. For how many years have you been employed full- time?		1	Part-time Full-time		11 33	12% 35%		
•	7. What is your average annual household income?		3	Student		14	15%		
1	8. How often do you read for fun? (Not as a work requirement, etc.)		4 5	Unemployed Other		19 17	20% 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**.

ि Initial Report 📄 New Report	
	Copy Report
Show Filters Drill Down	
 ✓ Questions ✓ Add a Subgroup to This Report 	
2. How old are you?	Show Style Editor
✓ 3. What is the highest level of education you have obtained?	

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**.

Graph Colors	Font Comic Sans MS	 Font Size Font y0% ↓ Color 	Apply Changes
		Hide Style Editor	

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 slick 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.

4	7 Initial Report	New Report					
				Copy Report	✓ Public Report	Export Report	👿 💽 🗷 🔛
Sho	w Filters	Drill Down					Report Options ·
	Questions 1. What is your	gender?	Add a Subgroup to This Report				

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.

My Surveys C	Create Survey	Edit Survey Distribute	e Survey View F	Results	Library Panels	Administration		
View Reports	Responses	Download Data	Cross Tabulatio	n				
Market Rese	arch -							
	Salaat a Banart							
		Select a Report						
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		Report Name		f the report that you to so <u>Create a New Re</u> Last Modified	want to view.	Delete		
		Report Name	You can als	so <u>Create a New Re</u>	want to view. port.	Delete Delete		
			You can als	so <u>Create a New Re</u> Last Modified	want to view. port. Owner			
		Initial Report	You can als Creation Date Jul 2, 2013	so <u>Create a New Re</u> Last Modified Jul 16, 2013	want to view. port. Owner Qualtrics University	Delete		
		Initial Report High Consumers	You can als Creation Date Jul 2, 2013 Jul 17, 2013	so <u>Create a New Re</u> Last Modified Jul 16, 2013 Jul 17, 2013	want to view. port. Owner Qualtrics University Qualtrics University	Delete Delete		

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.

My Surveys	Create Survey	Edit Survey	Distril	bute Survey	View Results	Polls
View Reports	Responses	Download Da	ata	Cross T	abulation	
Market Res	earch -					
High Consumers	Initial Report	🄄 Product Drill D	own	Time Series	New Report	
Show Filters	Drill Down					
QuestionsI. What is your	gender?	Add a Subc	proup to	This Report		

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 <u>Create a New Report</u> .								
Report Name 🐇	Creation Date	Last Modified	Owner	Delete				
High Consumers	Jul 17, 2013	Jul 17, 2013	Qualtrics University	<u>Delete</u>				
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	<u>Delete</u>				

Deleting Reports

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

Select a Report									
Click on the name of the report that you want to view. You can also <u>Create a New Report</u> .									
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	<u>Delete</u>					

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

Was this page helpful?

🔍 Yes 🔍 No

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