Survey has Closed (Review the Responses / Answers)

Chris Holt - 2025-09-05 - Surveys

Once your survey is live, you can view the results, explore response data, and download any attachments submitted by participants at any attachments submitted by participants.

How to Review Responses

1. Go to the location where your survey is saved.
2. Click on the survey to open it.
3. At the top, you'll see three tabs: **Overview**, **Responses**, and **Manage**.
4. Click the **Responses** tab.

You'll now see six sub-tabs:

- **Summary** – View totals and breakdowns for each question.
- **Table of Responses** – See all responses in a table format.
- **Respondents** – List of users who have submitted responses.
- **Non-Respondents** – List of users who haven't responded.
- **Search Response**s – Search through responses using filters.
- **Export** – Download your survey data in various formats.

Download All Attachments

If your survey includes file upload questions, you can now download all attachments at once — no need to open each response individually.

To download all attachments:

1. Go to the **Responses** tab.
2. Click the **Export** sub-tab.
3. Under **Options**, toggle on **Include all attachments in a zip file**

4. Click **Export**

This will generate a ZIP file containing all uploaded files, grouped by response.

You can still download individual attachments by opening a response and clicking the file name.

Please click here if you need assistance with creating a survey.