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## Survey has Closed (Review the Responses / Answers)

Software Support - 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 Responses** – 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](#).