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Survey has Closed (Review the Responses / Answers) Software Support - 2023-10-05 - Surveys

Reviewing the Responses / Answers:

- 1. Go to the location where you created your survey.
- 2. To view the results, click on your survey to open it.
- You'll see three tabs across the top... Overview, Responses & Manage.
- 4. Select the "Responses" tab from the options above.
- Six tabs will now be displayed across the top of the page underneath the "Responses" tab... Summary, Table of Responses, Respondents, Non-Respondents, Search Responses & Export.
- Summary: shows the totals for each question, which you can view and report on. Table of Responses: shows all respondents and responses in a table format. Respondents: shows a list of all the respondents who have responded. Non-Respondents: shows a list of users who have not responded. Search Responses: allows you to search your responses easily. Export: helps you to pull the data off into various formats.

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