YouTestMe

How to Create a Survey Report Builder

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1   Introduction

This document will explain how to create flexible and unique reports by defining the Report Builder's columns and applying advanced search filters to obtain a detailed insight into survey statistics.
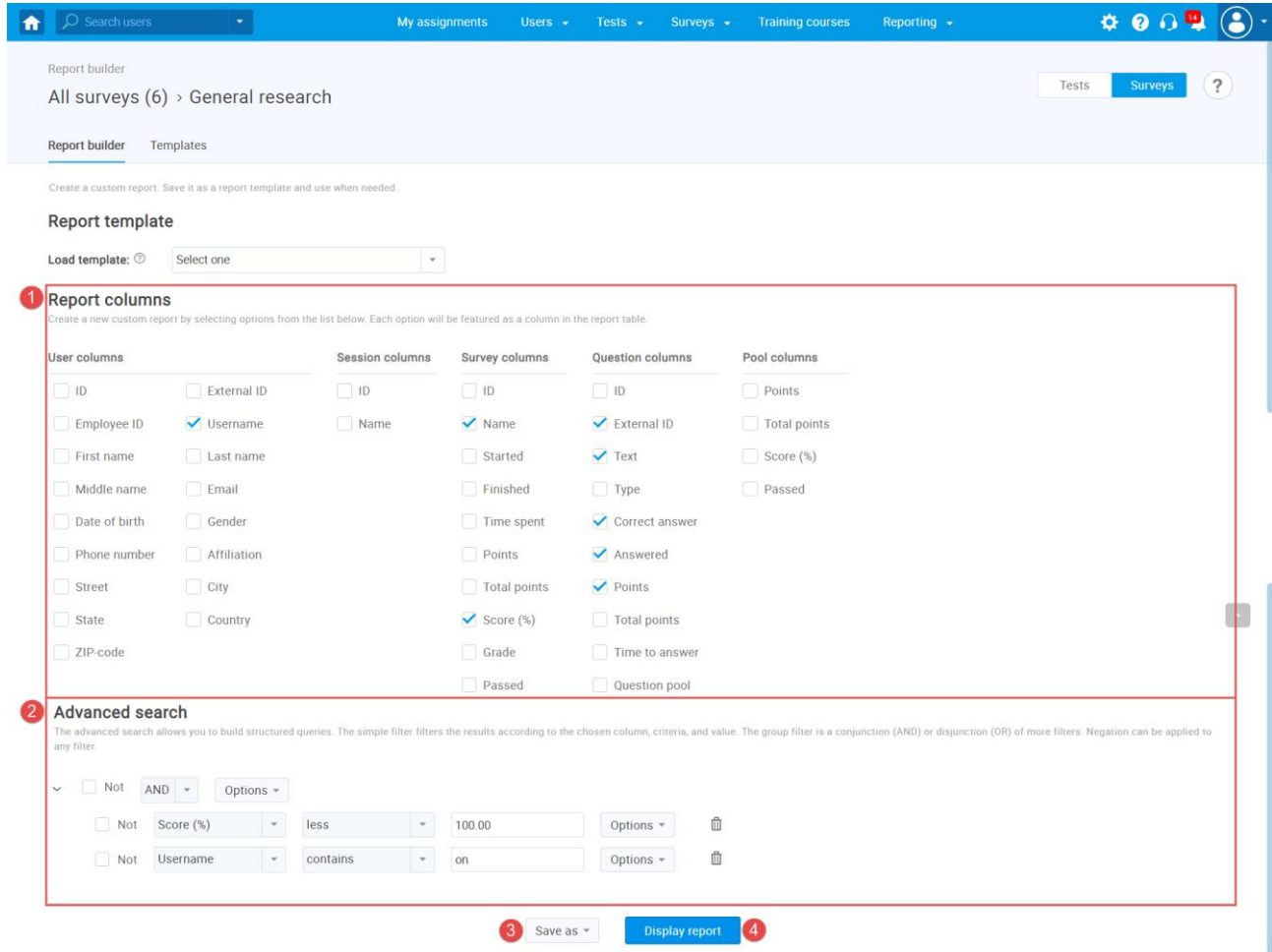
2   Create a Survey Report Builder

Hover over the "Reporting" tab in the main menu and then select the "Report Builder" option
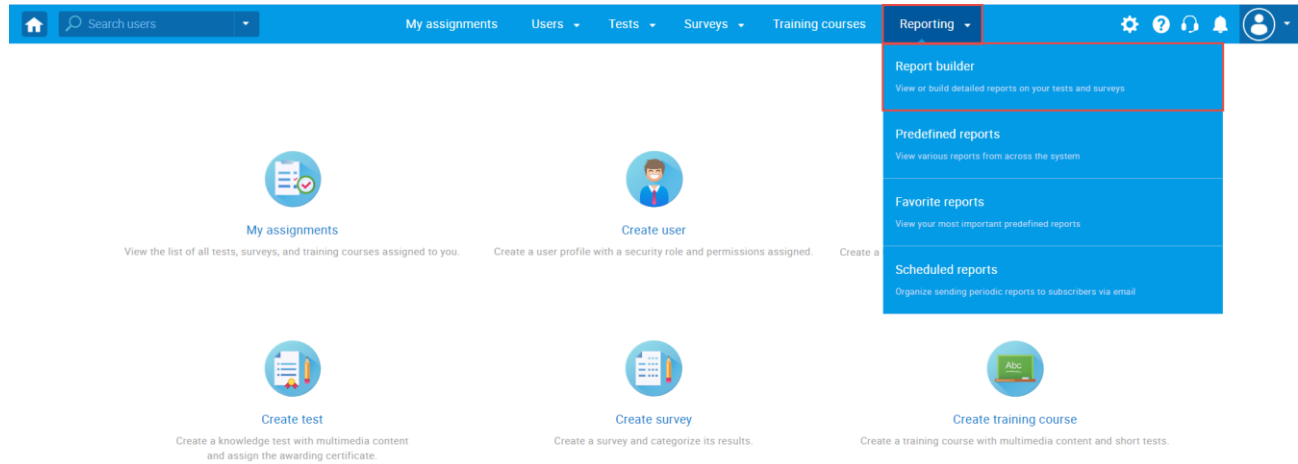
1. Click the "Surveys" button to see the list of surveys you can create the report for
2. Select the Survey from the table
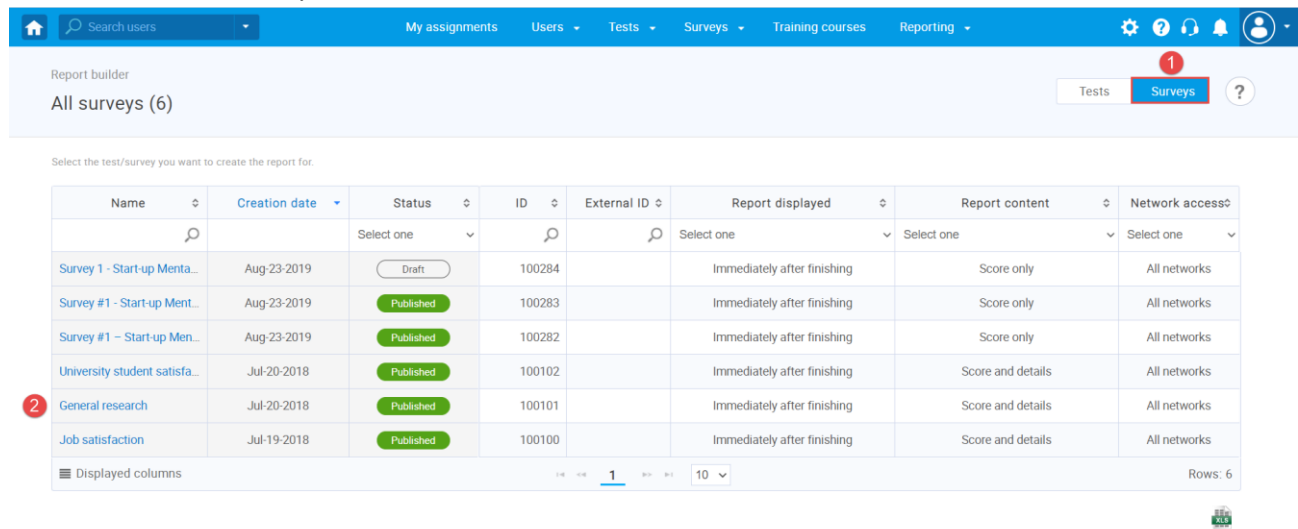
1. Create a new custom report by selecting options from the list. Each selected option will be featured as a column in the report table
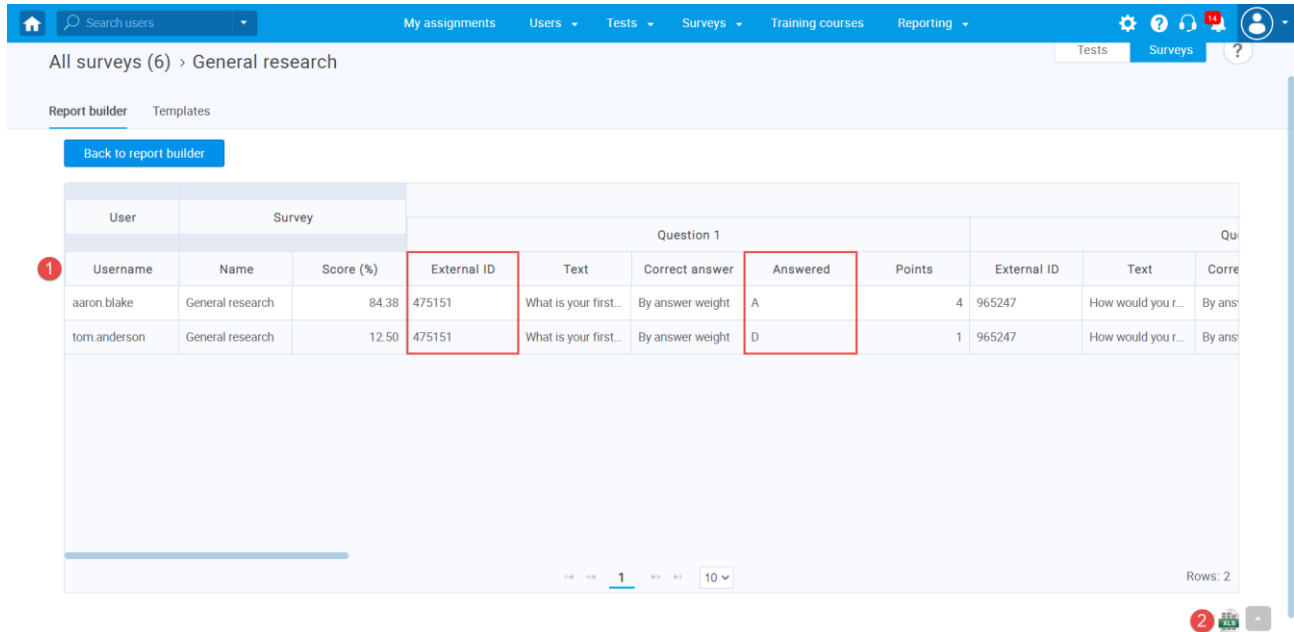2. The advanced search allows you to build structured queries. The simple filter displays the results according to the chosen column, criteria, and value. The group filter represents conjunction (AND) or disjunction (OR) of more filters. Negation can be applied to any filter
3. You can save the report settings as a new report template or update the existing report template. To do so, click the "Save as..." button

Note: Only columns will be saved, excluding the advanced search (queries)

4. Click the "Display report" button to see the report you have made

1. You will be presented with a report with specific columns you have marked, such as the question's External ID and Answered for all users who have a score of less than 100 percent and whose username contains "on."
2. You can export the report by clicking on the XLS icon