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How to Create a Survey Report Builder

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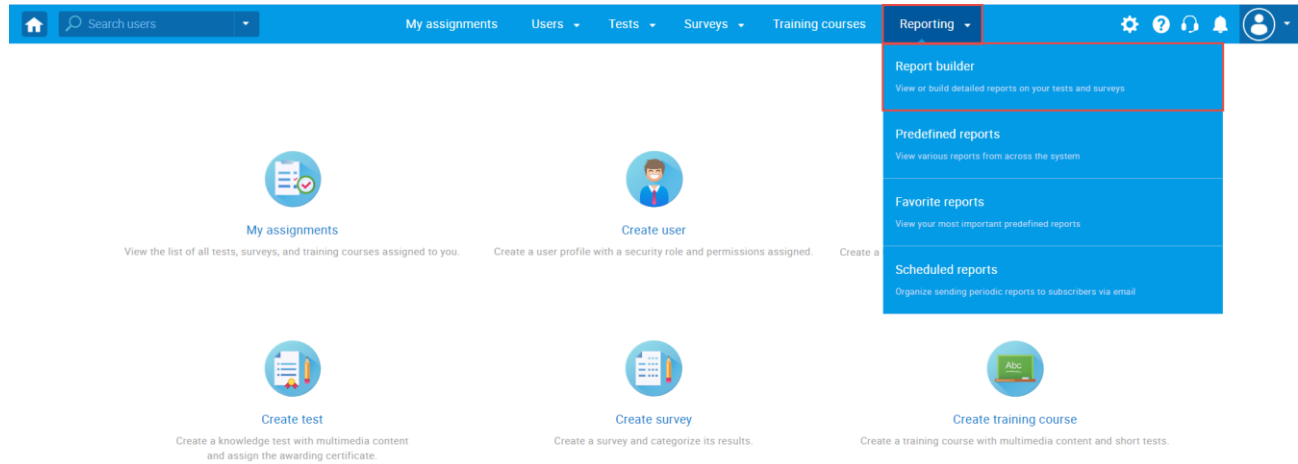
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1 Introduction

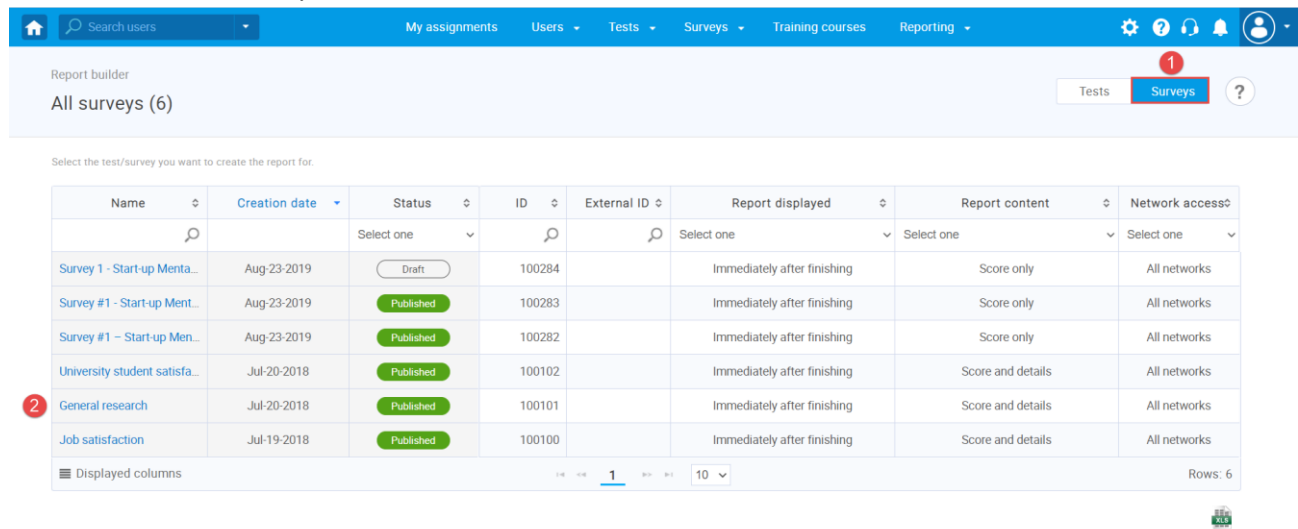
This document will explain how to create flexible and unique reports by defining the Report Builder’s columns and applying advanced search filters to obtain a detailed insight into survey statistics.

2 Create a Survey Report Builder

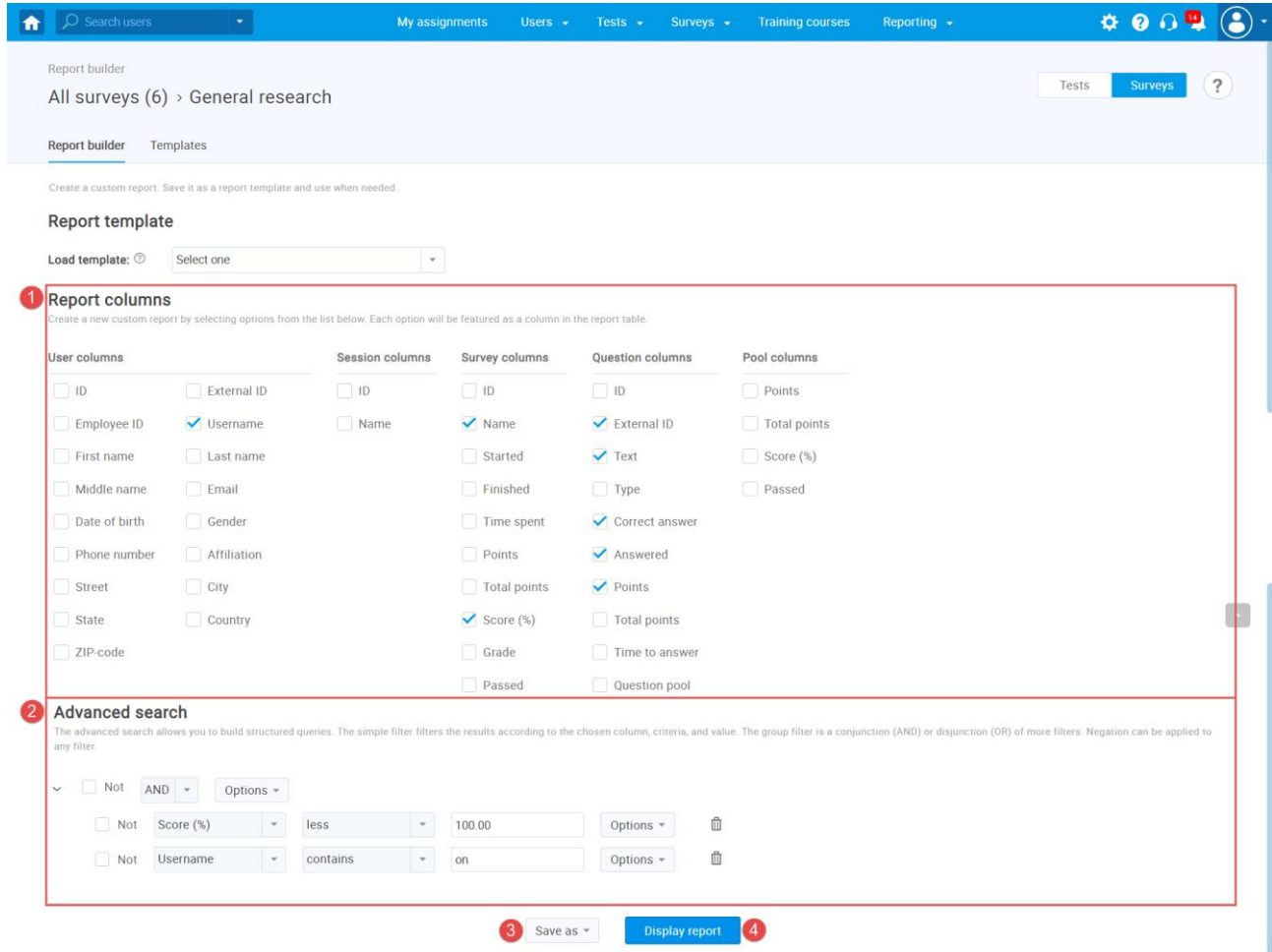
Hover over the “Reporting” tab in the main menu and then select the “Report Builder” option



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



The screenshot shows the 'Report builder' interface for 'All surveys (6) > General research'. It features a navigation bar with 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', and 'Reporting'. The main content area is titled 'Report template' and includes a 'Load template' dropdown. Below this, there are two main sections: 'Report columns' and 'Advanced search'.

1 Report columns
 Create a new custom report by selecting options from the list below. Each option will be featured as a column in the report table.

User columns	Session columns	Survey columns	Question columns	Pool columns
<input type="checkbox"/> ID	<input type="checkbox"/> ID	<input type="checkbox"/> ID	<input type="checkbox"/> ID	<input type="checkbox"/> Points
<input type="checkbox"/> Employee ID	<input type="checkbox"/> Name	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> External ID	<input type="checkbox"/> Total points
<input type="checkbox"/> First name		<input type="checkbox"/> Started	<input checked="" type="checkbox"/> Text	<input type="checkbox"/> Score (%)
<input type="checkbox"/> Middle name		<input type="checkbox"/> Finished	<input type="checkbox"/> Type	<input type="checkbox"/> Passed
<input type="checkbox"/> Date of birth		<input type="checkbox"/> Time spent	<input checked="" type="checkbox"/> Correct answer	
<input type="checkbox"/> Phone number		<input type="checkbox"/> Points	<input checked="" type="checkbox"/> Answered	
<input type="checkbox"/> Street		<input type="checkbox"/> Total points	<input checked="" type="checkbox"/> Points	
<input type="checkbox"/> State		<input checked="" type="checkbox"/> Score (%)	<input type="checkbox"/> Total points	
<input type="checkbox"/> ZIP-code		<input type="checkbox"/> Grade	<input type="checkbox"/> Time to answer	
		<input type="checkbox"/> Passed	<input type="checkbox"/> Question pool	

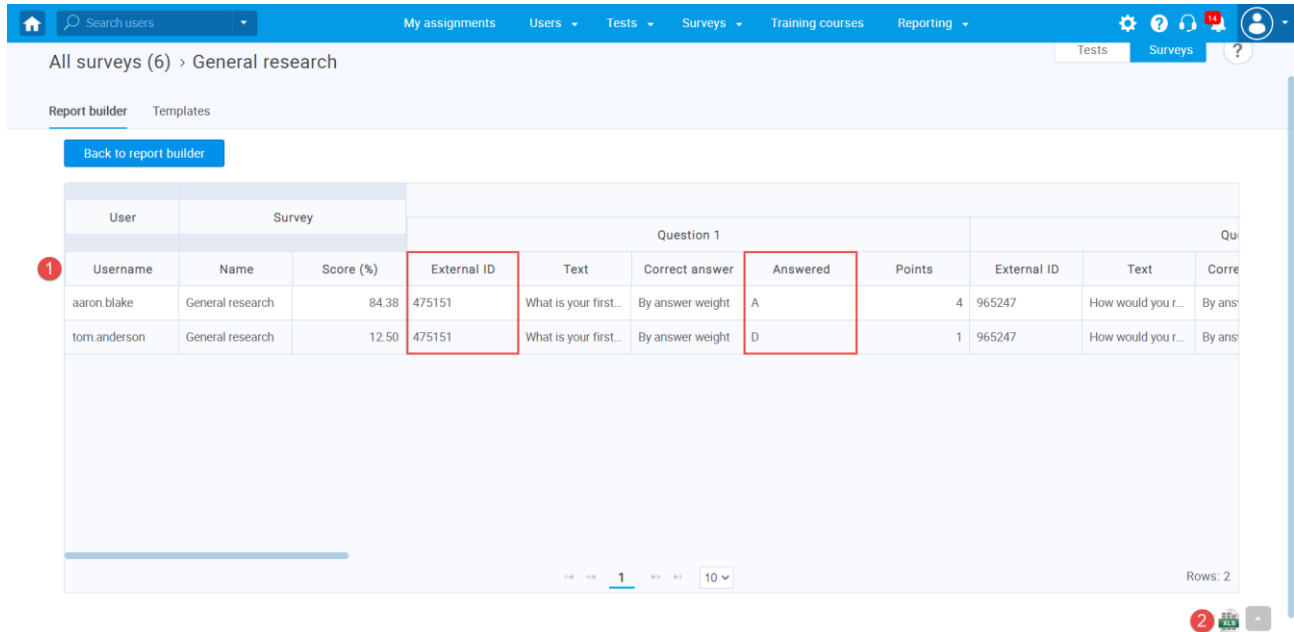
2 Advanced search
 The advanced search allows you to build structured queries. The simple filter filters the results according to the chosen column, criteria, and value. The group filter is a conjunction (AND) or disjunction (OR) of more filters. Negation can be applied to any filter.

Not **AND**

Not **Score (%)** **less**

Not **Username** **contains**

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



Back to report builder

User			Survey		Question 1				Question 2		
Username	Name	Score (%)	External ID	Text	Correct answer	Answered	Points	External ID	Text	Correct answer	
aaron.blake	General research	84.38	475151	What is your first...	By answer weight	A	4	965247	How would you r...	By ans...	
tom.anderson	General research	12.50	475151	What is your first...	By answer weight	D	1	965247	How would you r...	By ans...	

Rows: 2