Qualtrics – Embedded Data in Reports

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SOUTHERN ILLINOIS UNIVERSITY
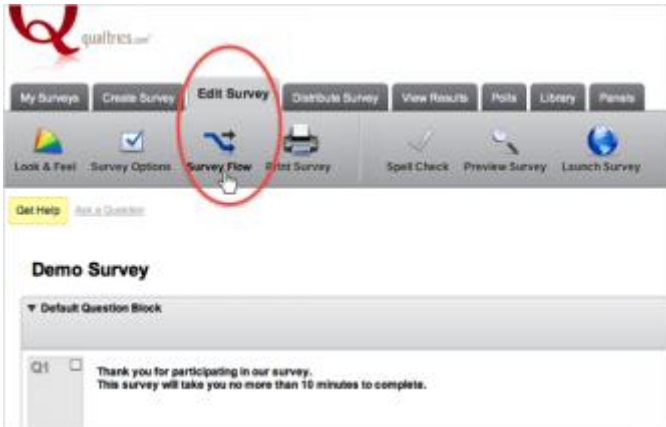EDWARDSVILLE

Embedded Data that you have put into your Survey Flow will also show up in the Reports section. Embedded Data will be listed in the **Questions List** in your report, and will have the same chart and graph options available for questions.

To have Embedded Data in your report, you will need to insert the Embedded Data in the Survey Flow:
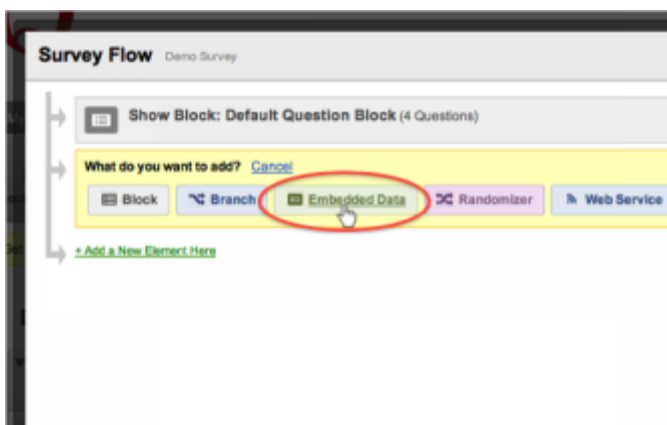
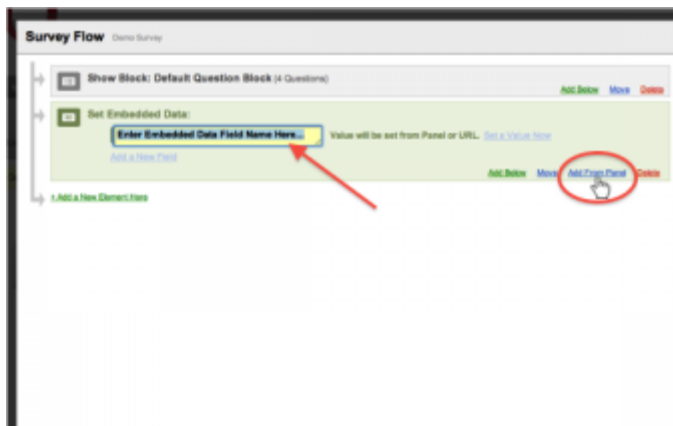1. In the **Edit Survey** tab, select **Survey Flow** on the gray toolbar.

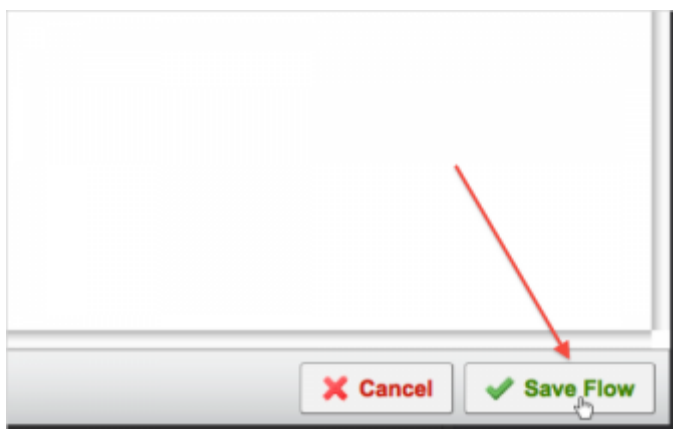2. At the end of your **Survey Flow**, select **Add a New Element Here**.

3. Select to add **Embedded Data**.

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4. You can select **Add From Panel**. If adding from a panel, select a panel to pull in the Embedded Data from, and select **OK**.
5. If you would like, you can manually add Embedded Data by typing the Embedded Data field name in the **yellow text box**.

6. Click **Save Flow** and return to your report to view your embedded data with other question data.

More Information

[QTips](#)

- Panel fields including the participant's name and email address can also be saved as Embedded Data so that they show up in your reports. To use these fields, follow the steps above, and in step 5, enter **RecipientEmail**, **RecipientFirstName**, **RecipientLastName**, **ExternalDataReference**, or **RecipientLanguage**.
- In some cases you might want to show static Embedded Data in your report rather than pulling it from a panel. For instance, before screening out a participant you may want to create an embedded data field in your **Survey Flow** called **ScreenOut** and set it equal to 1. Then, put that Embedded Data under a branch that is screening people out. In the results, you'll be able to quickly see how many people screened out by checking to see how many times **ScreenOut** was set to **1**.