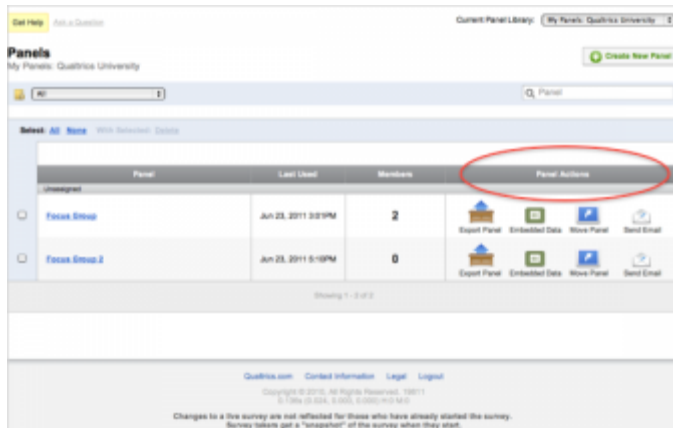


To manage your panels, go to the **Panels Tab**. To the right of your panels list is the **Panel Actions** column, which contains useful panel options .

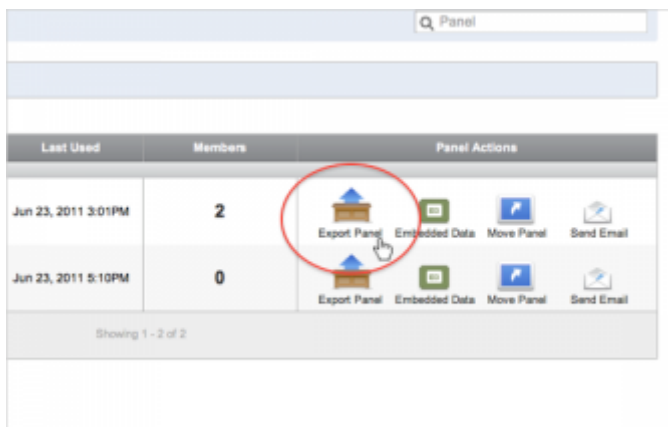


[Available Panel Actions](#)

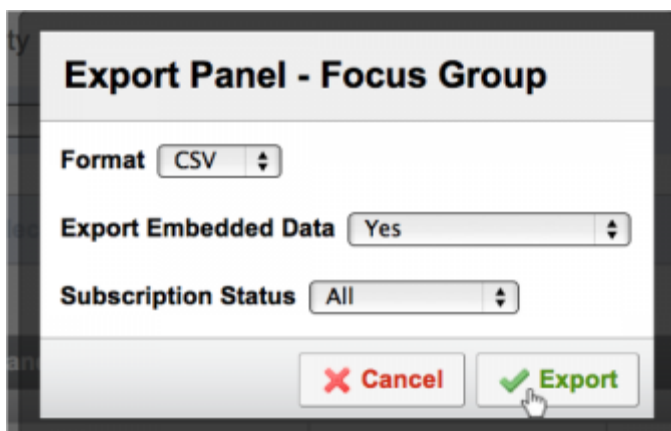
- **Export Panel:** Download a copy of your panel as a .CSV file. You can use the export option to edit or update your panel. After clicking on **Export**, a list of options will be available to you. You can choose the file type and whether to export the [Embedded Data](#). You can also choose to download all panel members, just subscribed members or just unsubscribed members.
- **Embedded Data :** See the list of embedded data fields saved in your panel, along with all of their associated values.
- **Move Panel:** Transfer your panel to a different library (such as a Group library) or into a category that you have created.
- **Send Email:** Send an email to your participants that does not include a survey link.

[Edit/Update your panel](#)

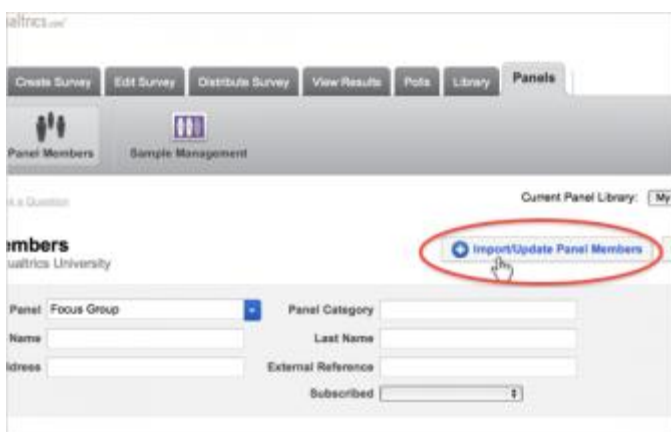
1. Click on **Export Panel** to download your Panel



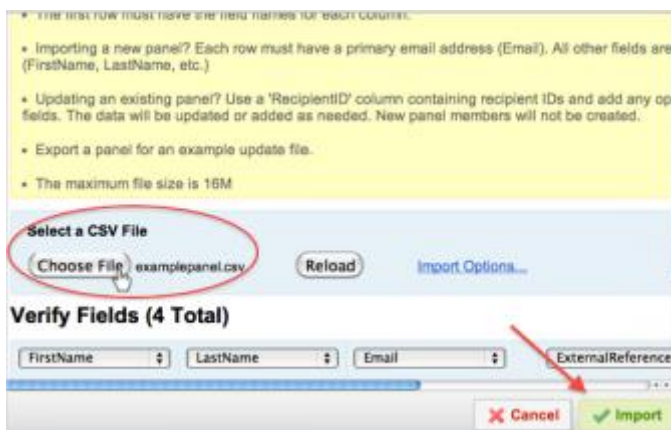
2. In the options menu, select to open your file as a .CSV and do not adjust the **Export Embedded Data** and **Subscription Status** settings.



3. Open the .CSV on your computer.
4. Make the needed changes to the .CSV. Make sure that you do not delete or alter the RecipientID in the first column of the download. Also make sure that no characters were inserted into the RecipientID heading when the file was downloaded. If there were, delete the characters before uploading.
5. Select **Save As** in Excel to save the changes.
6. Go back to the **Import/Update** page, and select to **Import/Update From a File**.



7. Choose the file and click **Import**.



Qualtrics – Panel Actions

<https://siue.qualtrics.com>

Your panel will now be updated. If done correctly, this process will not generate duplicate panel members. However, if done incorrectly, duplicate panel members will be created. If this happens, and you have not distributed any surveys to your panel yet, it is best to delete the panel and re-upload it.